



CWP Policy and Procedures Transmittal

Transmittal Number: 18-02

Effective Date: July 1, 2018

To: CWP Staff and Subrecipient Staff

From: Julie Watson, Compliance & Accountability Administrator

A handwritten signature in blue ink, appearing to read "Julie Watson", is positioned to the right of the "From:" field.

Issue Date: September 12, 2018

Subject: Issuance of CWP Policy and Procedures Manual

With this transmittal, CWP officially issues the CWP Policy and Procedures Manual which is accessed through a link on the Partners page of the CWP website at <http://capitalworkforce.org>.

This Manual documents the policies and procedures to be followed in the implementation of CWP programs by its staff and contracted service providers, and presents detailed requirements, instructions and guidelines to ensure compliance with applicable state and federal requirements, laws and regulations, and to successfully fulfill contract requirements and meet performance standards.

Readers can link to the manual by selecting "Partners" located in the top banner of the CWP website. Once on the "Partners" page, <http://capitalworkforce.org/index.php/information-our-partners>, the reader selects the section of interest and will be linked to that policy selection. The manual is designed to be dynamic; as policies are added or revised the manual will be updated in real time, and users will be notified through electronic transmittals.

Questions regarding program policies should be addressed to the program manager; questions regarding administrative policies should be addressed to me at jwatson@capitalworkforce.org.