

# CWP Policy and Procedure Manual

<b>Program:</b> CWP Introduction to Policy and Procedures	<b>Section:</b> 1-20
<b>Subject:</b> Introduction	<b>Effective Date:</b> July 1, 2018

## Introduction

CWP is committed to ensuring the effective operation of the region's workforce system through continuous improvement and innovation, while maintaining consistent, high quality services across its programs.

Compliance with federal and state law and regulations, and with policies and procedures established by the United States Department of Labor, Connecticut Department of Labor, and our other public and private funding partners is fundamental to a strong, successful, and sustainable workforce system.

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.

The sections of the manual are listed in the Table of Contents in Section 1, and may be accessed through the links provided below. 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 posted to the Issuance folder below.

First-time users are encouraged to review Section 1, Introduction, and Section 2, CWP General Policies and Procedures.