



CWP Policy/Procedure Transmittal

Policy and Procedures Transmittal Number: 20-03

Effective Date: October 21, 2020

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: October 21, 2020

Subject: CWP Policy and Procedures Manual Appendix

With this transmittal, CWP is notifying users of the CWP Policy and Procedures Manual that an Appendix section has been added to the online CWP Policy and Procedures Manual at <https://capitalworkforce.org/policies/>.

The Appendix to the CWP online Policy and Procedures manual contains resources that facilitate the administration of CWP programs. Resources such as the Federal Poverty Level Guidelines, the USCIS Form I-9, List of Acceptable Documents and instructions for annualizing income are saved in the manual's Appendix.

Questions regarding this CWP's Policy and Procedures Manual Appendix should be addressed to me jwatson@capitalworkforce.org.