

URGENT
TIME-SENSITIVE INFORMATION ENCLOSED

COMMONWEALTH OF PENNSYLVANIA
Department of Public Welfare

February 15, 2008

SUBJECT: Annual Guidelines Training

TO: Local Management Committee Members
Workforce Investment Area Directors
Community Action Agencies Directors
Refugee Program Directors

FROM: Cheryl S. Davis
Director
Bureau of Employment and Training Programs

Great progress has been made in achieving the work participation rate for the most recent federal fiscal year. County Assistance Offices and contractors are to be congratulated on bringing Pennsylvania into compliance with difficult to reach federal standards. In order to keep the momentum going, some fine-tuning of our programs' design is necessary.

I would like to take this opportunity to invite you to the Bureau of Employment and Training Programs' annual training sessions. At these sessions, staff will review all the clarifications that have occurred during the course of this program year which are being incorporated into the Master and Program Guidelines for the coming year.

Attached are the dates and locations of these training sessions. Please ensure that all critical staff attends one of these training sessions. Please register through the following website:

<http://www.inspiritec.org/BETPOnlineforum/index.htm>

Questions should be referred to your BETP advisor. All program advisors can be reached at 717-787-4048.

Thank you for your continuing efforts to provide quality services to TANF clients.

Attachments

TRAINING SCHEDULE (Locations and Directions)

ALTOONA

Date: April 23 beginning at 9:00 a.m. and concluding on April 24 at 4:00.

Location: Altoona CareerLink
3001 Fairway Drive
Altoona, PA 16602

Directions: **From PA Turnpike:** (I-76 West) to Bedford exit. Turn left at traffic light, stay in left lane, follow sign for Altoona route 99. Stay on 99 for approximately 38 miles to exit 32 (Frankstown exit). Turn right at traffic light, to next traffic light and turn right again. You will see a Super 8 motel, which is Fairway Drive. Follow to Fairway Center, CareerLink is located in the bottom of the building.

ERIE

Date: April 30 beginning at 9:00 a.m. and concluding on May 1 at 4:00.

Location: St. Benedicts Education Center
330 East 10th Street
Erie, PA 16503

Directions:
Take 79 North to the East 12th Street Exit. Make a right off the ramp at the traffic light. Follow 12th Street to State Street and make a left. At 10th Street, make a right. Pass a baseball field (on left). Go straight through next light. Go half a block and St. Benedict's is on the left. Look for the "Nuclear-Free-Zone" signs on the building.

ALLENTOWN

Date: May 14 beginning at 9:00 a.m. and concluding on May 15 at 4:00.

Location: Private Industry Council of Lehigh Valley
1601 Union Boulevard
Lehigh Valley, PA 18002

Directions:

From Harrisburg: I-81 North to 78 East to Exit 51 (formally exit 15) Route 22 East to Allentown, (get into right lane) to Airport Road South exit. Bear to right onto Airport Road to 4th traffic signal. At the corner of Airport and Union Boulevard, make a left turn. CareerLink Lehigh Valley is located at the next stop light, which is Union Boulevard and Plymouth Street. Parking is available in lot on Plymouth Street.

From Philadelphia: Take the Northeast Extension (476 North) of the PA Turnpike to the Allentown/Lehigh Valley exit. Then take 22 East to the airport Road South exit. Bear to right onto Airport Road to 4th traffic signal. At the corner of Airport and Union Boulevard, make a left turn. CareerLink Lehigh Valley is located at the next stop light, which is Union Boulevard and Plymouth Street. Parking is available in lot on Plymouth Street.

From North: I-80 East to 33 South to 22 West to Airport Road South exit. Bear right onto Airport Road to 4th traffic signal. At the corner of Airport and Union Boulevard, make a left turn. CareerLink Lehigh Valley is located at the next stop light, which is Union Boulevard and Plymouth Street. Parking is available in lot in Plymouth Street.

GREENSBURG

Date: May 21 beginning at 9:00 a.m. and concluding on May 22 at 4:00.

Location: Westmoreland County Community College
Founders Hall
145 Pavilion Lane
Youngwood, PA 15697

Directions:

From Greensburg and Route 30 – Take Route 119 South to Youngwood. At the second traffic light (Depot Street), turn left. Proceed 1 mile to the college located on the right.

From the New Stanton Interchange of the Pennsylvania Turnpike (Exit 75) Take Route 119 North to Youngwood. At the fourth traffic light (Depot Street), turn right. Proceed 1 mile to the college located on the right.

HARRISBURG

Date: May 28 beginning at 9:00 a.m. and concluding on May 29 at 4:00.

Location: Farm Show Complex

Directions: 2300 North Cameron Street
Rooms D and E (Maclay Street entrance)
Harrisburg, PA 17110

Directions from the West: From the Pennsylvania Turnpike heading east, take Exit 226, US-11 (Carlisle) to I-81 North. Take Exit 67A (Cameron Street). Farm Show Complex is ahead on the right.

Directions from the East: From the Pennsylvania Turnpike heading west, take Exit 247 I-283 North toward Harrisburg. I-283 North becomes I-83 North/US-322 West. Merge onto I-81 South/US 322 West via Exit 51A on left toward Carlisle/Lewistown. Take Exit 67 toward PA-230 (Cameron Street). Farm Show Complex is ahead on the right

Parking: Park on the Maclay Street side of the building. Ignore the permit parking signs. The meeting will be held in the second floor conference rooms accessed via the Maclay Street entrance. An elevator is located to the left of the entrance. Stairs are to the right. **DO NOT USE THE MAIN FARM SHOW ENTRANCE.**

TENTATIVE AGENDA

The presentations and their order are tentative.
Individuals interested in only one or two topics should plan to attend the full session in order to ensure not missing those topics.

Lunch is on your own each day. Morning and afternoon refreshments will be provided.

DAY 1 9:00 – 4:00

- Welcome
- Serving Victims of Domestic Abuse
- Master Guidelines Changes
- EARN Program Changes
- Work Ready Program Changes
- Fraud and Abuse Reporting Procedures
- Financial Management Issues and Plan Submission

DAY 2 9:00 – 4:00

- Orientation Enrichment
- Performance Requirements
- WPR Performance Requirement Calculation Changes
- CWDS Updates
- Record Reconciliation Using CWDS
- Late Data Entry Process
- Community Action Agency Discussion Session