

## **WIA TITLE I and RELATED ACTIVITIES MANUAL**

### **Chapter 13: Dislocated Worker Programs**

#### **Section 13.14 Dislocated Worker Program Contract Modifications**

**Effective Date: July 1, 2002**

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#### **Required Action**

**Action:** Contract modifications may be requested in accordance with this policy and procedure

**Who:** Providers of Dislocated Worker Services

**When:** Modifications are to be submitted a minimum of 90 days prior to the contract end date. The following outlines the upcoming schedule for submissions:

January 25, 2002	July 26, 2002
February 22, 2002	August 30, 2002
March 29, 2002	September 27, 2002
April 26, 2002	October 25, 2002
May 31, 2002	November 26, 2002
June 28, 2002	December 27, 2002

**Background:** This Policy specifies the required information and format to be used by Providers of Dislocated Worker Services requesting modification of existing dislocated worker contracts.

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#### **Policy and Procedures:**

I. Contracts for Dislocated Worker program services may be modified pending review and recommendation by review of the Dislocated Worker Program Proposal Review Committee.

II. The Dislocated Program Proposal Review Committee will review and recommend approval of modification requests that change the following contract conditions:

- A. Term (date/s) of the contract  
Projects are initially limited to no more than five quarters (i.e. one partial quarter plus four full quarters). Projects will generally be limited to a total of nine quarters (i.e. one partial quarter plus eight full quarters) and must end on a quarter end date.
- B. Increase or decrease in total funding allocation  
Funding must be rounded to the nearest five hundred dollars
- C. Addition or deletion of planned participants
- D. Retraining expenditure rate waiver

**III.** Modification requests are to be submitted to the dislocated Worker Unit in accordance with the following procedure:

- A. The Contract Modification Information Form is to be completed and submitted to the Dislocated Worker Unit. Updated contract planning and budget forms must be attached. The modification must include a cumulative quarterly participant plan, activity plan and budget plan. These plans must reflect actual participation numbers and expenditures through the most recently completed period and projections through the term of the grant. A thorough explanation and detailed justification for the modification is required.
- B. Twelve (12) signed copies of the Contract Modification information are to be submitted to Joanne Beaudry no later than 1:00 p.m. on the scheduled due date.
- C. Modifications are to be submitted a minimum of 90 days prior to the contract end date.

**Reference Section:**

**Cites/References:**

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