

Governor's Workforce Investment Division Information Letter No. 2-00, Change No. 1

Subject: Administrative Assurances

Effective Date: April 4, 2001

Background: Governor's Workforce Investment Division (GWID) Information Letter No. 2-00 stated that the Administrative Assurances (attached to that information letter) "**may be physically incorporated into these documents, or incorporated by reference.**" It has come to our attention that Administrative Assurances must be physically attached to the appropriate documents and not referenced.

Action: The items referenced in the Administrative Assurances document that was attached to the GWID Information Letter No. 2-00 must be physically incorporated into the following documents:

- The Local Plan
- Applications for Eligible Service Provider Certification
- Request for Proposal or other Application Documents
- Contracts for Service Provision
- Other Cooperative Agreements and Arrangements
- Memorandums of Understanding

Expiration Date: Effective until rescinded or modified by the West Virginia Workforce Investment Council.