

**WORKFORCE INVESTMENT ACT  
Frequently Asked Questions  
Volume X  
July 1, 2004**

**Overview of Reed Act - Updated and New Information**

The Reed Act Funds are available to the local Workforce Investment Areas within Ohio. These funds can be used to pay for certain types of expenditures that occur within a One-Stop System that have been approved as allowable. The following guidance provides updated and new information on: a) requests for payment, b) requests for outreach services and activities, and c) requests for training labs. Also, please note that the correct term for "Reed Act Funds," according to the ODJFS APM, is "Special One-Stop Administrative Grant Funds."

**Submitting Reed Act Request Forms – Update from FAQ #IX**

***1. Who can submit the Reed Act Request Form? (Update)***

Effective July 1, 2004, for the 20 Local Workforce Investment Areas (LWIAs) in Ohio, the Reed Act Request form must be submitted by the Administrative Entity and signed by the LWIA Fiscal Agent. (Requests will not be accepted from an individual county or One-Stop System.) All Reed Act Request Forms that were approved prior to July 1, 2004 will be processed by ODJFS.

**Requests for Reimbursement**

***2. How will Reed Act funds be reimbursed? (Update)***

Based on local feedback and discussions, ODJFS has changed the process for requesting payment of Reed Act services/activities. Requesting payment of approved Reed Act Request Form items now follows the usual draw process utilized by ODJFS. (Invoices do not need to be submitted to ODJFS.) However, the Reed Act funding is not a cash account against which the local areas may draw at their discretion. A LWIA will receive an allocation letter from the ODJFS/Office of Fiscal Services. The area will also be notified of the amount of cash that they can access via a draw letter which is based on the approval of the Reed Act Request Form(s). The draw amount will be entered into the CORE Financial System and will be shown as the budget amount on CORE Reports. Upon notification of the approval to draw funding, a WIA Area Fiscal Agent will be able to submit a cash flow forecast. The WIA Area Fiscal Agent may then begin to draw cash, based on mature obligations, after the cash flow forecast has been approved.

Documentation must be maintained at the local area level that supports any Reed Act expenditures.

***3. What if the actual costs for approved items in the Reed Act Request Form are less than the planned costs approved in the request? (New)***

This is allowable. When the actual costs of items approved in the Reed Act Request Form are less than planned, the area must submit a short summary of the changes to ODJFS/OWD so that we can maintain an audit trail for future monitoring reviews. The summary should include the approved items, the planned approved cost, the actual cost and demonstrate how the total cost of the items does not exceed the original approved amount.

Keep in mind that if the total amount of the final actual costs is less than the total amount of the approved Reed Act Request Form, an area may only draw down up to the amount of the final actual costs.

If actual costs come in lower than requested, you may not add other products/services or purchase additional quantities of approved items to make up the difference. You may only purchase items and the quantity approved in the Reed Act Request Form.

**4. What if the actual costs for approved items in the Reed Act Request Form exceed the planned costs approved in the request? (New)**

For new requests that are received beginning July 1, 2004, if the total amount of the purchased items exceeds the total amount of the approved Reed Act Request Form by no more than 5%, the area may send an e-mail to ODJFS/OWD, ATTN: Mark Birnbrich, with a summary detailing the difference which will then be approved. The summary should include the approved items, the planned approved cost, the actual cost and demonstrate how the total cost of the items does not exceed 5% of the approved amount. (For any costs that exceed the approved amount by more than 5%, a new request must be submitted for the additional costs or the costs must be paid from other funds.)

**5. How will Reed Act funds be reported? (Update)**

Expenditures will be reported monthly to ODJFS, through the CORE/QuIC system, using Form JFS01992. The reporting codes will be outlined in the Allocation Letter.

**Requests for Outreach**

**6. What is the process for submitting a Reed Act Request Form for Outreach purposes? (Update)**

The request must be submitted, using the Reed Act Request Form, by the local Workforce Investment Area with a contact person identified who can answer any questions about the request. An additional form has been created, the Reed Act Outreach Tactic Template form, which must be included with any request for Outreach services/activities. This form will assist ODJFS in the approval of these types of requests. (The form and instructions will be posted on the website under the One-Stop Certification section on July 1, 2004.) Attachments and additional information will also assist in the approval process. To summarize, a Reed Act Request must include:

1. The Reed Act Request Form
2. An attachment with a description of the requested items. (Per Section 4 – Purpose of Request)  
This section should contain an itemized list of the requested items with the number and cost of the items for which Reed Act funds will be used. Include specifications such as monitor size, computer speed, RAM, etc. If a competitive process will be used to procure a service/activity, a description of the specifications and an estimated cost of the contract must be included.
3. For Outreach requests, an Outreach Tactic Template Form.

**7. When can requests for Outreach purposes be submitted to ODJFS? (Update)**

A Reed Act Request for Outreach purposes can be submitted under either of the following conditions:

1. The Area has completed a fully compliant and signed Memorandum of Understanding (MOU), but has not yet received Full Certification. In this case, the LWIA can submit an outreach request but can only utilize the 20% of the funding; or
2. The Area has achieved Full Certification status. In this case, the LWIA may then access the full amount of the funds.

**8. Can a Reed Act Request form for Outreach, Hardware/Software and Electronic Linkages be submitted for review prior to those events occurring in order to expedite the process? (Update)**

Yes. An area can submit a draft Reed Act Request form at any time. ODJFS will review the request and send comments to the contact person so that negotiations can be completed and the request will be ready for approval when appropriate.

**9. Is there a limit on the amount of Reed Act Request Funds that may be spent on Outreach activities and services? (New)**

No. There is no limit or percentage on the amount of Reed Act Funds that can be spent on approved Outreach activities and services. However, Reed Act Funds must first be spent on ADA needs to bring the One-Stop System into compliance.

**10. What can be purchased with the Reed Act funds for the purposes of Outreach? (New)**

Examples of items that were presented at the Employer Outreach Training Sessions held in June, may include, but are not limited to:

- Brand Awareness Survey
- Focus Group for Employers
- Employer Profiles
- SWOT Analysis (Strengths/Weakness/Opportunities/Threats)
- Development of a Strategic Marketing Plan
- Consensus Building Retreat
- Outreach Tactics
  - CRM (Cause Related Marketing)
  - TV Ads, Radio Ads, Print Ads
  - Tool Kits
  - Special Events
  - Products, such as Brochures
  - Marketing Interns

**11. What Outreach services/activities cannot be funded with Reed Act funds? (New)**

Reed Act Funds may not be used to:

- Reimburse staff (government) time to work on outreach services/activities
- Pay for services provided beyond June 30, 2005
- Pay for outreach that promotes services that duplicate state services and products
- Purchase staff-assisted software
- Pay for trips, rewards, incentives, appreciation luncheons

**Requests for Training Labs**

**12. Can equipment, furnishings, hardware and software for training labs be purchased with Reed Act Funds? (New)**

Yes. Based on local feedback and discussions, effective July 1, 2004, Reed Act funds can be used to upgrade one training lab located within each One-Stop System. It is a local decision as to which One-Stop Center training lab receives the requested items.

**13. What are the guidelines for approval of items for a One-Stop training lab? (New)**

The guidelines for these types of costs are as follows:

1. The training lab is considered a part of the One-Stop Center.
2. If the One-Stop moves, the training lab **must** also be able to move. (In other words, the training lab is similar to the Resource Room in that it is a moveable part of the One-Stop facility.)
3. If training other than workforce development training is conducted in the training lab, the percentage of time that the training lab is used for workforce development-type activities must be estimated and Reed Act funds will pay for the prorated portion of the requested item(s). ODJFS staff will review and monitor for compliance with those percentages.
4. Allowable costs will be similar to those found in the Reed Act Frequently Asked Questions IX with the exception of software. Reed Act Funds may be used to purchase software for the computers in the training lab as long as it is for self-directed software. Other funds, or individual program funds, must be used for staff-assisted software.

As with all other requests, Reed Act Request Forms must be completed and submitted for approval before funds can be expended to update the One-Stop System training lab.

**Contacts**

**14. Who is the contact person for any questions about the Reed Act funds? (No Change)**

Questions can be submitted to Joan Beery by telephone at 614.387.7318 or by e-mail at [beeryj@odjfs.state.oh.us](mailto:beeryj@odjfs.state.oh.us).