



Operational Policy NO. OP- 427 - Change 2

Subject: Parameters for Utilization of “Unrestricted”, Non-WIOA Funds
Effective: PY22 – 6/5/2023

BACKGROUND:

In March of 2008, the WCCNM board approved the participation as an Employment Network, a provider for the Ticket to Work Employment (EN) Program. The establishment of an EN assists in the expansion of services available for individuals with disabilities to obtain and maintain gainful employment, and to provide additional financial resources to the Central Region.

Since 2008 the WCCNM has generated revenue through the Ticket to Work program. The revenue generated is identified as unrestricted and may be used without restrictions, per SSA.

Furthermore, the WCCNM has \$300,000 (Three-Hundred Thousand Dollars) of revenue that was generated from the sale of a lease in 2002. This revenue is identified as unrestricted and falls within the authority of the WCCNM for its use.

To that end, the WCCNM must set parameters on the use of the unrestricted, non-WIOA funds.

POLICY:

For the purpose of the Workforce Connection of Central New Mexico (WCCNM) and the New Mexico Workforce Connection - Central Region, parameters on the use of unrestricted, non-WIOA funds, such as the revenue identified above, are as follows:

- Grant Writer or Grant Writing Assistance to generate opportunities for the Central Region;
- Workforce Board and Committee Meetings;
- Travel costs for workforce related travel for staff and Board members; and
- All other prudent workforce related needs.

**** Any purchases over \$1500.00, must be approved by the WCCNM Board Chair.**

**** Any Purchases over \$10,000.00, must be approved by the WCCNM Executive Committee or Full Board.**

**** Please note that all purchases must follow WCCNM procurement requirements and Generally Accepted Accounting Principles (GAAP).**

APPLICABILITY:

All Unrestricted, Non-WIOA funds

INQUIRIES:

WIOA Administrator 505 724-3636

This Policy has received approval by the Workforce Connection of Central New Mexico Board and rescinds any policy previously in effect.



WCCNM Board Chair
