

## WorkSource Information Notice (WIN)

WorkSource Standards & Integration Division

Policy Clarification |  Q&A |  Other

Number: WIN - 0017

Date: March 7, 2012

**TO:** Workforce Development System Partners

**FROM:** Amy Smith-Rubeck, Deputy Assistant Commissioner

**SUBJECT:** Quarterly Report Template: Governor's 10% OJT- Veterans and Youth Contracts

### **Purpose:**

The Governor requires specific quarterly information to be reported for the Governor's 10% OJT for Veterans and Youth contracts. Toward that end, a specific Quarterly Narrative Report template has been developed to provide the Governor's Office with that information.

### **Action Required:**

Please use the attached Quarterly Narrative Report template for the Governor's 10% OJT – Veterans and Youth contracts. The report should be thoroughly completed to ensure that the Governor's Office has the level of detail and substance it desires. Reports lacking sufficient response to template questions and/or detail will be returned to local areas for revision. These reports are due, as outlined in the contract and reporting guidelines, 30 days following the end of each quarter.

The attached template is only to be used for this specific contract, please continue to use the other template(s) provided for other contracts.

### **Direct Inquiries To:**

*Gary Kamimura, Director of Grants Administration*  
[gkamimura@esd.wa.gov](mailto:gkamimura@esd.wa.gov)  
(360) 725-9521

*Janet Cornell, Program Coordinator*  
[jcornell@esd.wa.gov](mailto:jcornell@esd.wa.gov)  
(360) 725-9507

### **Attachments:**

Quarterly Report Template – WIA Governor's 10% OJT – Veterans & Youth Contracts