



**Policy Letter #1**

**TO:** All Staff

**FROM:** Mid-Carolina Workforce Development Board Staff

**SUBJECT:** Mid-Carolina Workforce Development Board Policy Management

The Mid-Carolina Workforce Development Board follows the rules and regulations governing the provision of Workforce Innovation and Opportunity Act (WIOA) services as interpreted and promulgated by the North Carolina Department of Commerce, Division of Workforce Solutions, in its Local Area Issuances and Policy Statements. The Board follows the personnel rules, travel policies, reimbursement policies, and operational procedures of the Mid-Carolina Regional Council, due to its role as the Administrative and Fiscal Agent for WIOA activities in the local area. The Workforce Development Board is supported by Mid-Carolina Regional Council staff.

Policy changes require Board approval; however, policies developed or revised to reflect applicable changes based on federal, state, and local guidance are to be implemented immediately and approved by the Board at the first available opportunity. All other Board-initiated policies will be distributed for review and approval at the next available opportunity. Board policies may be more restrictive than the federal, state, and local requirements, but may not be less restrictive. If the federal, state or local guidance is less restrictive than the Board-approved policy, the Board policy is the overriding factor for determining the applicable procedures to follow. All policies will be reviewed on an annual basis.

Procedures developed for implementing the Board-approved policies can be modified at the discretion of the Mid-Carolina Workforce Development Board Director.

All policies are available at <https://www.mccog.org/workforce-development.asp>

**CREATION DATE**

July 2022

**REVISION DATE**

December 2024

June 2025

