

Bill Richardson  
GOVERNOR



Reese Fullerton  
EXECUTIVE DIRECTOR

**Governor's Office of  
Workforce Training & Development**

**GENERAL INFORMATION MEMORANDUM (GIM) NO. 10-06**

DATE: April 5, 2006  
TO: New Mexico Workforce Investment Act (WIA) Boards and New Mexico  
Workforce Connection Network  
FROM: Reese Fullerton, OWTD Executive Director  
BY: Lisa Granger-Sanchez, OWTD TANF Contract Manager, and Mike  
Mulligan, OWTD Chief Financial Officer  
THROUGH: Bill Dunbar, OWTD Deputy Director of Operations  
SUBJECT: Temporary Assistance to Needy Families (TANF) fiscal year 2006 Year  
End Planning and Deadlines

**Scope of Discussion**

Anticipating the TANF fiscal year 2006 contract end, this GIM is submitted to assist you in planning and managing year-end budget and expenditures. This period covers the last three-months of the following programs: TANF, Food Stamp Program Employment and Training (FSP E&T) and the Transportation Contract.

**OWTD Objective for TANF, FSP E&T, and Transportation Year-End Close Out**

The TANF contract ends June 30, 2006; after which, funds revert to HSD for use in cash assistance and benefits to TANF customers. Extensions of time to meet unexpected budget demands cannot be granted. OWTD and HSD are unable to grant these extensions through encumbrances and carry over funds as the TANF block grant requirements are mandated.

In recognizing the strict contract demand placed on this agency by Department of Finance (DFA) and Human Services Department (HSD) to expend allocated budgets, and close out the TANF funding, a timely process to close out the TANF fiscal year is required.

**OWTD Recommends a Process to Meet the TANF Deadline**

OWTD recognizes that to achieve this aggressive closeout procedure requires partnership with the two Local Area Workforce Development Boards (LWDB), and the TANF Service Delivery Providers across the state, will require coordination and we are asking you to "Help OWTD to Help You to Help New Mexico" continue to receive TANF federal financial participation" and meet these deadlines.

In navigating through the challenges of state contract realities and conventional business needs OWTD is requesting the LWDB comply with the following timelines:

- The following timelines are planned for the LWDB and their service delivery providers':
  1. Submit to OWTD **June** invoices with any adjustments through April 30, 2006 billing for TANF, FSP E&T, and Transportation services no later than **June 10, 2006**.
  2. Submit to OWTD **State Fiscal Year 2006 Final** invoices with reconciliation and expenditure reports through June 30, 2006. End-of-Year 2006 billing for TANF, FSP E&T, and Transportation services submit a final invoice no later than **July 30, 2006**.

In keeping with these timelines the LWDB and OWTD will ensure the needy families throughout New Mexico will benefit once again from the TANF, FSP E&T, and Transportation funding for the year-to-come.