

BOB RILEY
GOVERNOR



STATE OF ALABAMA

DR. MATTHEW HUGHES
DIRECTOR

MEMORANDUM #2008-FLDSVC-005

DATE: December 10, 2008

TO: WIA Coordinators, Area Managers

FROM: Susan (Miller) Norman
Associate Director of Field Services

RE: AWIA ITA/IR Approvals

In reviewing the process for Individual Training Account/Individual Referral (ITA/IR) approvals, the following changes in procedures have been determined:

- All ITA/IR's will be routed first to ADECA for initial review. Email, Fax or Mail the ITA/IR WDD-13, all Amended Part 1, and Notice of Failure to Report/Withdrawal of Referral to Hattie Cotton for North Alabama Career Centers and Ovetta Moscatiello for South Alabama Career Centers to the following address:

ADECA
401 Adams Avenue
P. O. Box 5690
Montgomery, Alabama 36103
Fax: 334-242-5624

- All ITA/IR WDD-13's must be submitted two weeks before the beginning date of training. Any exceptions must be cleared through your Area Manager.

SMN/mew

c: Matthew Hughes
Mickey Hutto
Steve Walkley