



<b>Employ Milwaukee Administrative Memo</b>			
Issue Date	12/14/2022		22-04
Sponsoring Executive	CEO	CPO	CFO
Dissemination	<b>Internal</b>		<b>External</b>

**TO:** Employ Milwaukee Staff, WIOA Sub-Recipient Service Providers, WIOA Training Providers

**FROM:** Chytania Brown, President and CEO

**RE:** Workforce Innovation and Opportunity Act (WIOA) Training Voucher Approvals  
**EFFECTIVE: 12/12/22**

**PROCEDURE:** In order for the Workforce Development Board to properly track and budget its resources, WIOA training vouchers in excess of five (5) and/or cohort trainings, where an entire class is funded by WIOA at the same time, require prior approval by Employ Milwaukee's CEO.

In addition, service and training providers are not authorized to include WIOA funding as leverage on grant applications or proposals without specific approval from the CEO.

**REQUIRED ACTION:**

Please have training providers request written approval at least three (3) weeks prior to the class start date by emailing Suzanne Reinstein at [Suzanne.reinstein@employmilwaukee.org](mailto:Suzanne.reinstein@employmilwaukee.org). Suzanne will respond within seven (7) business days.

**CONTACT:** Suzanne Reinstein, WIOA Program Manager  
[Suzanne.Reinstein@employmilwaukee.org](mailto:Suzanne.Reinstein@employmilwaukee.org), 414.270.1700

**ATTACHMENT(S):** None

A proud partner of the  **americanjobcenter** network

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, at no cost to you, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

2342 North 27th Street  
Milwaukee, WI 53210  
Phone: (414) 270-1700  
Wisconsin Relay: 7-1-1  
[employmilwaukee.org](http://employmilwaukee.org)