

ATTACHMENT A

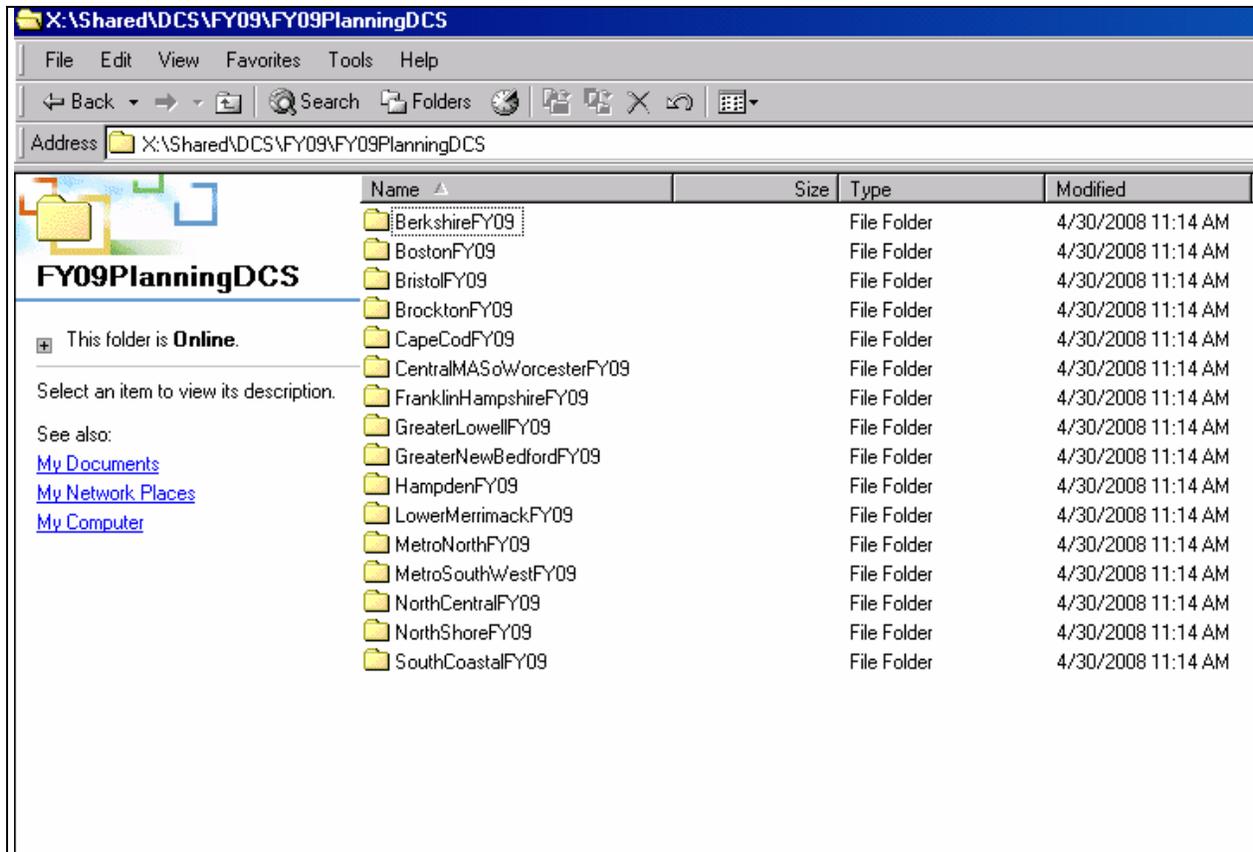
Submission Instructions Fiscal Year 2009 Annual Plan

Initial Submission of Local Plan Files

To submit your area's Annual Plan follow the steps listed below. Each section of the plan should be saved as a single electronic file. Submission can only be completed using a computer that has an Internet connection to the DCS network.

- Log into the DCS File Share through FTP access using the Internet
- Put your cursor on the link below:
 - ✓ Hold the [Ctrl] key and click the link by clicking your mouse
 - ✓ <ftp://detfileshare/shared/DCS/FY09/FY09PlanningDCS>
- The DCS Share Drive folder window X:\shared\DCS\FY09\FY09PlanningDCS will open on your desktop (*see example below*)

INTERNET CONNECTION TO DWD's NETWORK (EXAMPLE)



Locate and Open the Local Area Master folder and save plan section files into the appropriate Section folder:

- **Narrative Folder** *(save all documents below into this folder):*
 - Annual Workforce Development Business Plan Checklist Form (*Attachment B*)
 - Career Center Hours of Operation Form (*Attachment C*)
 - MOU Activity Summary Form (*Attachment D*)
 - LWIB Contact Information Form (*Attachment E*)
 - Duration and Principal Signatories Form (*Attachment F*)
 - Local Service Delivery Model Changes Form (*Attachment J*)

- **Performance Folder** *(save all documents below into this folder):*
 - Labor Exchange Program Summary (*Chart #1*)
 - Title I Program Summary for Adults and Dislocated Workers (*Chart #2*)
 - Title I Program Summary for Youth (*Chart #3*)
 - Title I Performance Goals (*Chart #4*)
 - Performance Goals Statement (*and Adjustments Narrative if applicable*)

- **Budget Folder** *(save all documents below into this folder):*
 - Integrated Budget Summary Form (*Attachment L*)
 - Budget Narrative
 - Budget Modifications Authorization Form (*Attachment O*)

- **Correspondence Folder** *(save any additional documents into this folder):*
 - Any additional information to be included with your Annual Plan

Saving the File into the FY09 Planning DCS Folder

1. Open the plan document (Word or Excel) on your computer
 - Go to File
 - Hit "Save As"
 - Scroll down in the "Save In" drop down field at the top and choose the following:
Drive Detfileshare on 'Det-common-01'(X)
 - If you do not see the Detfileshare on 'Det-common-01'(X) drive, please be sure that your computer is connected to the DET network
 - Please note, all DLWD computers have access to the X drive

2. After saving your plan files email Lisa Caissie at LCaissie@detma.org. The email should clearly identify the name of your local workforce investment area in order to readily locate your area's master file.

Upon receipt of your email, your area's planning documents will be moved into secure folders for submission to the Review Committee.

Please Note: One original hard copy package of your complete Fiscal Year 2009 Annual Plan with Signature Page must be submitted to:

Lisa Caissie
Division of Career Services
Planning and Workforce Integration, 1st floor
19 Staniford Street
Boston, MA 02114

Process for submitting plan file(s) with changes

Once you have initially submitted your plan files and any changes need to be made please follow the same process as described above for all subsequent submissions. As with your initial submission, once your email notification is received, your revised planning documents will be moved into a secure folder for submission to the Review Committee.

NOTE: All local plans are due no later than June 13, 2008.

Questions or issues regarding connecting to DET File Share drive, the FTP process or downloading/saving files should be directed to Lisa Caissie at (617) 626-5691 or LCaissie@detma.org