INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Randy Gillespie
Chief Financial Officer

DATE: April 27, 2011

SUBJECT: DWD Policy 2010-19
Procedures regarding Pitney Bowes Mail Meters in WorkOne Offices

Purpose
To issue continuing procedures for the existing Pitney Bowes Mailing Machines in WorkOne offices

Rescission
DWD Commissioner's Directive 2004-04, issued July 16, 2004

Content
Use of the Pitney Bowes mail meters in WorkOne offices applies to all programs administered by the Indiana Department of Workforce Development (DWD), which include Cost Center Overhead, Disabled Veterans' Outreach Program (DVOP), Local Veterans' Employment Representative (LVER), Trade Adjustment Assistance (TAA), Unemployment Insurance, Wagner-Peyser, Wagner-Peyser 7B, and Work Opportunities Tax Credit (WOTC). Workforce Investment Boards, Regional Workforce Boards and Regional Operators will provide postage for all their programs.

All outgoing mail must be categorized by funding source. For example, all Wagner-Peyser mail should be metered at one time, using the Business Manager postage tracking system. All department, project and activity code information is to be entered into the tracking system. Perform this activity separately for each funding source.

The mail meters have the capability of adding monies to the meters with the Postage by Phone feature. When the dollar amounts decrease and additional monies are needed between the hours of 8:00 a.m. through 8:00 p.m. (ET), Monday through Friday, choose the quick refill option on the mail machine control panel and follow the prompts.

The mail meters require the following supplies: ink cartridges, ink, and self-adhesive meter tapes. These supplies are included in the contract with Pitney Bowes. Call 1-800-522-0020 to order supplies. When calling, be prepared to provide the model and serial number of the mail meter.

All Pitney Bowes postage machines are covered by a maintenance agreement that was contracted with the vendor for all WorkOne offices. The maintenance and repair service contract is a full-service agreement including parts and labor. Repair service is to be done within six hours of contact. Call 1-800-522-0020 in case repair or service is required. When calling, be prepared to provide the model and serial number of the mail meter.

Effective Date
Immediately

End Date
Upon rescission

Ownership
DWD Facilities/Operations
Indiana Department of Workforce Development
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Action
All WorkOne managers and supervisors should share this policy with appropriate staff, all of whom shall follow this policy's required procedures when using and maintaining Pitney Bowes mail meters in WorkOne offices. This policy will continue until expiration of the Pitney Bowes equipment lease agreement. Questions regarding this policy should be directed to Darrell Smith, Director, DWD Facilities/Operations, telephone 317.232.7351.