

**San Diego Workforce Partnership  
3910 University Avenue, Suite 400  
San Diego, CA 92105  
(619) 228-2900**

<b>Operations Issuance</b>
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**Operations Issuance No. 2016-13**

**Date: May 3, 2016**

**To: Operators and Service Providers**

**From: Gina Charest, Chief Financial Officer**

**Subject: Revised Closeout Package Instructions and Forms**

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**Purpose**

The purpose of this issuance is to notify Operators and Services Providers that the San Diego Workforce Partnership (SDWP) updated the closeout package instructions and forms.

**Background**

The closeout is a process used to determine that all the necessary administrative actions have been completed under the contract; and that any necessary adjustments in the financial activities, including refunds, have been made.

**Action**

Effective May 3, 2016, Subrecipients, (formally known as “Contractor”), are required to use the new closeout instructions and forms. This issuance replaces and supersedes the current closeout process and forms.

If you have any questions regarding this issuance, please contact your Program Specialist at (619) 228-2900.

**Attachments**

[SWDP- Close Out Instructions and Forms](#)

[SDWP- Close Out of Fixed Assets](#)

cc: SDWP Internal Distribution List  
Simpson & Simpson  
Operators and Service Providers