



South Central WIB
Local Plan: Attachment 6
Updated/Effective Date: 07/01/2026

408 Washington Avenue, Suite 210, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ MO Relay 711

Fiscal Agent Agreement

The Chief Local Elected Official (CLEO) for the South Central Workforce Investment Board (SCWIB) designates the SCWIB Staff as the local Fiscal Agent for the South Central Region. This designation will be determined every two years when the CLEO By-Laws are reviewed or as CLEO determines a need.

Designation of the fiscal agent does not relieve the CLEOs of liability for the misuse of grant funds. The CLEOs must ensure the SCWIB Staff has clearly defined roles and responsibilities. The fiscal agent is responsible for the following functions:

- Receive funds
- Ensure sustained fiscal integrity and accountability for the expenditures of funds in accordance with the Office of Management and Budget circulars (OMB), WIOA and the corresponding Federal Regulations and State Issuances
- Ensure all Financial policies and procedures adhere to OMB, WIOA, Federal Regulations and State Issuances
- Respond to audit financial findings
- Maintain proper accounting records and adequate documentation
- Prepare financial reports
- Provide technical assistance to sub-recipients regarding fiscal issues
- Procure contracts and/or obtain written agreements
- Conduct financial monitoring of service providers
- Ensure independent audit of all employment and training programs

There may be additional responsibilities determined by the CLEOs.



Ralph Riggs, Chair
South Central Region Chief Local Elected Official

03/19/2026

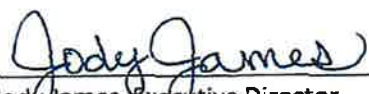
Date

Becky Brooks

Becky Brooks, Chair
South Central Workforce Investment Board

03/19/2026

Date



Jody James, Executive Director
South Central Workforce Investment Board

03/19/2026

Date

Partner of **americanjobcenter** network

South Central Workforce Investment Board is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

South Central Workforce Investment Board
Proposed Budget
July 1, 2025 to June 30, 2026

Income

PY24/FY25 Carry Over	
Youth	251,953.10
Adult	318,502.00
Dislocated Worker	279,506.00
PY25/FY25 (planning for 50% Carry Over)	
Youth	190,141.00
Adult	216,648.00
Dislocated Worker	117,541.50
Wagner Peyser	70,000.00
QUEST	75,000.00
Business Services	77,000.00
DSS Grants (estimate based on last year)	110,000.00
TOTAL INCOME	1,706,291.60

Expenses

WIB Expense

Salaries (wages, fringes, workers comp)	91,098.74	
Contract Labor (IT)	1,000.00	
Professional Development (dues, subscriptions, conferences)	11,515.00	
Insurance (cyber, fidelity, nonprofit)	12,000.00	
Board Expense	8,345.42	
Office Expense (telephone, computers, office supplies)	8,620.00	
Audit	16,000.00	
Rent	18,550.00	
Staff Travel	3,500.00	
Total WIB Expense	170,629.16	10% of Total Expense

Program Admin Expense

Salaries (wages, fringes, workers comp)	441,455.31	
Contract Labor (Compliance)	36,763.80	
Office Expense (telephone, computers, office supplies)	5,500.00	
Rent (Poplar Bluff)	12,000.00	
Staff Travel	8,600.00	
Job Center Cost Share	16,000.00	
Total Program Expense	520,319.11	30% of Total Expense

Direct Services Expense

Individual Training Contracts (Tuition)	650,000.00	
Supportive Service	150,000.00	
On The Job Training	65,343.33	
Work Experience	150,000.00	
Total Direct Services Expense	1,015,343.33	60% of Total Expense

Total Program Expense **1,535,662.44**

TOTAL EXPENSES **1,706,291.60**