



Pete Ricketts
Governor

STATE OF NEBRASKA

DEPARTMENT OF LABOR

John H. Albin, Commissioner
P.O. Box 94600 • Lincoln, NE 68509-4600
Phone: 402.471.9000 • dol.nebraska.gov

January 16, 2015

Ms. Brooke Siefker
Greater Nebraska Administrative Entity
550 South 16th Street
Lincoln, NE 68506

Dear Ms. Siefker:

The Nebraska Workforce Investment Board Executive Committee at their January 9, 2015 meeting approved the following local area plan modification correction:

- Transfer of \$61,000 from PY14 Dislocated Worker Funds to PY14 Adult Funds, effective 08/11/14.

Enclosed is a fully signed signature sheet reflecting this transfer and a copy of the motion presented to the Nebraska Workforce Investment Board Executive Committee.

Sincerely,

Joan Modrell, Director
Office of Employment and Training

JM:so

cc: Seth Fager, Administrator
M. L. Martin, WIB Chair
Pam Lancaster, CEOB Chair
Kim Schreiner, Controller, Department of Labor
Stan Odenthal, Policy Coordinator, Department of Labor
Steve Bray, Accountant III, Department of Labor
John Albin, Acting Commissioner of Labor

Workforce Investment Act Local Plan Signature Sheet

This agreement is entered into on behalf of the State of Nebraska by the Nebraska Department of Labor, hereinafter referred to as the "Grantor," and by the Greater Nebraska Workforce Investment Area, hereinafter referred to as the "Grantee."

1. This Agreement, consisting of the attached Plan, in conjunction with Public Law 105-220 (Workforce Investment Act), the rules and regulations promulgated there under, the policies issued by the Grantor and the Terms and Conditions of the Agreement constitute the entire Agreement between these parties.
2. The term of this Agreement is for the period commencing on July 1, 2014 and ending June 30, 2016.
3. The amount of funds obligated by the Grantor, under this Agreement is **outlined in Attachments A, B, and C.**
4. Grant modification may be made by agreement of both Grantee and Grantor. Unilateral modification may be made by the Grantor in the case of funding change.

This signature sheet is signed with the agreement from the Greater Nebraska Workforce Investment Board and the Greater Nebraska Chief Elected Officials Board to:

- S.O.
11/4/14 →
- Transfer ~~\$234,000~~ from FY14 Dislocated Worker Funds to FY14 Adult Funds, effective on 8/11/14. ~~\$194,526~~
 - Transfer \$61,000 from PY14 Dislocated Worker Funds to PY14 Adult Funds, effective on 8/11/14.
 - Transfer \$371,000 from FY15 Dislocated Worker Funds to FY15 Adult Funds. \$185,500 will be transferred in FY15 Quarter 1 (effective October 1st, 2014) and \$185,500 will be transferred in FY15 Quarter 2 (effective January 1st, 2014).
 - Revise the number of enrollments/exits due to transfer of funds in Adult and Dislocated worker programs.

GRANTOR

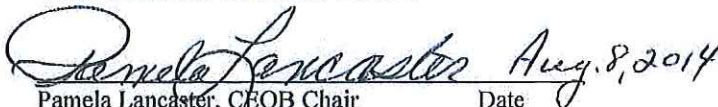
On Behalf of the State of Nebraska


John Albin

Interim Commissioner, Nebraska Department of Labor

GRANTEE

On Behalf of the Greater Nebraska
Chief Elected Officials Board


Pamela Lancaster, CEOB Chair

Date

On Behalf of the Greater Nebraska
Workforce Investment Board


M.L. Martin, Chair

Date

Motion to Approve Local Plan Modification Correction
January 9, 2015 Meeting of the
Nebraska Workforce Investment Board Executive Committee

Local Area WIA Plan Modification, Agenda item 5.a.:

Greater Nebraska Workforce Investment Area requests approval of a modification correction to their local plan. This modification corrections consists of a transfer of a total of \$61,000 from PY14 Dislocated Worker (DLW) funds to PY14 Adult funds effective 08/11/2014. This request was submitted timely for approval of the Nebraska Workforce Investment Board at its October 31, 2014 meeting, but was accidentally excluded from the approved motion involving additional fund transfers requested by Greater Nebraska.

- ❖ The State has reviewed this request and recommends approval of the motion.
-

Assurances

The purpose of distinguishing the following assurances is to highlight specific requirements and does not limit local area responsibilities in any way. Local areas are required to ensure the local area and its subrecipients are held accountable to all state and federal laws, regulations, and policies. By signing the following assurances, the local area assures the state that the local area and all of its subrecipients will abide by the following requirements:

Access to Records - The Grantee assures it will give the Department of Labor or its representatives the access to, and the right to, examine all documents related to the grant agreement.

Administration - The Grantee assures it will fully comply with all Grantor instructions relating to the administration of the grant funds.

Administration and Fiscal Systems - The Grantee assures it has adequate administrative and fiscal systems necessary to promote effective use of the grant funds. This includes a financial management system that satisfactorily accounts for and documents the receipt and disbursement of all WIA funds including information pertaining to subgrants and contract awards, obligations, unobligated balances, assets, expenditures, and income. Effective internal controls are in place to safeguard assets and assure their proper use (including property location and usage). All source documentation will be maintained to support accounting records that will permit the tracking of funds to a level of expenditure adequate to establish that funds have not been used in a violation of the applicable restrictions on the use of such funds.

Audit Resolution File - Assures the local area will maintain an audit resolution file documenting the disposition of reported questioned costs and corrective actions taken for all findings.

Bonding - All persons and/or subrecipients who are authorized to receive or deposit WIA funds, or to issue financial documents, checks, or other instruments of payment for WIA program costs, will be bonded in accordance with federal and state regulatory requirements for protection against loss.

Cash Management - No excess cash will be kept on hand, and procedures exist for maintaining and monitoring the minimum amount of cash on hand necessary to efficiently improve the timing and control of disbursements.

Compliance with LB 403 Lawful Presence in the U.S. - The Grantee assures all contracts shall certify that the Contractor has registered with and is using a federal immigration verification system as defined in section 7 of Nebraska Laws 2009, LB 403 to determine the work eligibility status of all new employees physically performing services within the State of Nebraska. Upon reasonable notice, the Contractor shall provide documentation to the Department of Labor which proves the Contractor is or was at all times during the term of the agreement in compliance with this provision. If the Contractor is an individual or sole proprietorship, the Contractor shall complete the U.S. Citizenship Attestation Form, available on the Department of Administrative Services Website at www.das.state.ne.us. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor shall agree to provide the U.S. Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the U.S. using the Systematic Alien Verification for Entitlements (SAVE) Program. The Contractor understands and agrees that lawful presence in the U.S. is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified.

Compliance with WIA - The Grantee assures that it will fully comply with the requirements of PL 105-220, the Workforce Investment Act of 1998, and all Federal regulations pursuant to the Act.

Confidentiality - The Grantee assures it will comply with the confidentiality requirements of section 136(f)(3).

Consultation - The Grantee has developed this plan in consultation with local elected officials, the local Workforce Investment Board, the business community, labor organizations, and other partners.

Demand Occupations - WIA training shall be provided only for those occupations for which there is a demand in the area served, or in another area to which the customer is willing to relocate.

Disabilities - The Grantee assures it will comply with Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990.

Expending Funds - The Grantee assures funds will be spent in accordance with the Workforce Investment Act and the Wagner-Peyser Act and their regulations, written Department of Labor guidelines, and all other applicable federal and state laws.

Governor's Grant Procedures - The Grantee assures it will comply with the grant procedures prescribed by the Governor that are necessary to enter into grant agreements for the allocation and payment of funds under the Act. The procedures and agreements will be provided by the Governor and will specify the required terms, conditions, assurances, and certifications, including, but not limited to, the following:

General Administrative Requirements:

- 29 CFR part 97 – Uniform Administrative Requirements for State and Local Governments (as amended by the Act)
- 29 CFR part 96 (as amended by OMB Circular A-133) – Single Audit Act
- OMB Circular A-87 - Cost Principles (as amended by the Act)

Assurances and Certifications:

- SF 424 B - Assurances for Non-construction Programs
- 29 CFR part 37 – Nondiscrimination and Equal Opportunity Assurance (and regulation) 29 CFR § 37.20
- CFR part 93 - Certification Regarding Lobbying (and regulation)
- 29 CFR part 98 - Drug Free Workplace and Debarment and Suspension Certifications (and regulation)

Special Clauses/Provisions:

Other special assurances or provisions as may be required under Federal law or policy, including specific appropriations legislation, the Workforce Investment Act, or subsequent Executive or Congressional mandates.

Grievances/Complaints - The Grantee will comply with federal, state, and local procedures for grievances and complaints from participants and employees under the WIA program.

Licensing, Taxation, and Insurance - The Grantee assures it will comply with federal, state, or local laws governing applicable licensing, taxation, and insurance requirements.

Nondiscrimination - The Grantee assures it will comply with the nondiscrimination and equal opportunity provisions of Section 188 and its implementing regulations at 29 CFR Part 37, Title VI of the

Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and maintain data necessary to show compliance.

Regional Planning - The WIB will participate in regional planning.

Reporting - The Grantee shall submit complete, accurate, and timely reports as specified by the Governor.

Responsibility Matters - The Grantee shall enforce standards and procedures to ensure against fraud and abuse, including standards and procedures against nepotism, conflicts of interest, lobbying, kickbacks, drug-free workplace, political patronage (Hatch Act) and provisions which govern debarment, suspension, and other responsibility matters.

Retention of Records - The Grantee assures it will retain all financial and program records, books of account, and other documents related to the grant agreement for a period of three years. If prior to the expiration of the 3-year retention period, any litigation or an audit has begun, the records, books of account, and documents relating to the grant agreement will be retained until the litigation is complete and audit findings are resolved.

Salary and Bonus Limitation - The Grantee assures none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training Administration" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133.

Sunshine Provision - The local WIB assures the public, including individuals with disabilities, has access to local WIB meetings and information regarding local WIB activities, including membership and meeting minutes.

Uniform Administrative Requirements - The Grantee assures it will establish, in accordance with Section 184 of the Workforce Investment Act, procedures that ensure compliance with the uniform administrative requirements for grants and agreements applicable to the type of entity receiving funds.

Union Organizing - The Grantee assures no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing.

Veterans - The Grantee assures it will comply with the veterans' priority provisions established in the Jobs for Veterans Act.

Local WIB CHAIRPERSON

LOCAL CHIEF ELECTED OFFICIAL



Signature

8/8/14

Date



Signature

Date

July 23, 2014

beatrice.legals@beatricedailysun.com (402) 223-5233 Beatrice Daily Sun 200 North Seventh Street Beatrice, NE 68310	idean@columbustelegram.com (402) 564-2741 Columbus Telegram 1254 17 th Avenue Columbus, NE	legals@theindependent.com (308) 382-1000 Grand Island Independent 422 W. First Grand Island, NE
legals@hastingstribune.com (402) 462-2131 Hastings Tribune 908 W 2 nd Hastings, NE	legals@kearneyhub.com (308) 233-9707 Kearney Hub 13 E 22 nd St Kearney, NE	legals@norfolkdailynews.com (402) 371-1020 Norfolk Daily News PO Box 977 Norfolk, NE 68702
jmurish@nptelegraph.com (308) 535-4731 North Platte Telegraph 621 N Chestnut St. North Platte, NE	news@starherald.com (308) 632-9000 Star-Herald 1405 Broadway Scottsbluff, NE	legals@suntelegraph.com (308) 254-2818 Sidney Sun-Telegraph 817 12 th Ave Sidney, NE 69162

Please publish the following Notice of Meeting as a public notice once on the next possible publication date.



NOTICE OF MEETING
Greater Nebraska Workforce Investment Board

The Greater Nebraska Workforce Investment Board, Executive Committee has scheduled a meeting for August 8, 2014 at 1:00 PM (CDT). The meeting will be held at the Grand Island American Job Center, 203 East Stolley Park, Suite A, Grand Island, Nebraska.

The proposed agenda includes Membership, Fund Transfers, WIOA, and new Performance Standards. The agenda is available for public inspection at 550 S. 16th St. in Lincoln, Nebraska during normal business hours. For more information contact Amanda Felton at (402) 471-9828.

If auxiliary aids or reasonable accommodations are needed, please call Amanda Felton at (402) 471-9828. An Equal Opportunity Employer/Program TDD: (800) 833-7352.

M. L. MARTIN, Chair
Greater Nebraska Workforce Investment Board

Please include the logo if you charge a line by line fee, but do NOT include the logo if you charge advertising fees. If you need a TIF of the logo or if you have any questions concerning this notice, please contact Amanda Felton at (402) 471-9828.

Your proof of publication and statement of charges should be forwarded to Nebraska Department of Labor, Attn: **Amanda Felton**, 550 South 16th Street, PO BOX 94600, Lincoln, NE 68509-4600. Please include your Federal Tax identification number on your statement of charges.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joan Modrell".

Joan Modrell, Director, Office of Employment & Training

CC: John Albin, Thomas Ukinski, Denise Schroder, Paula Carmichael, Jean Mertz, Seth Fager, M.L. Martin, Brooke Siefker, Pam Lancaster

BUDGET, PARTICIPANT, AND EXIT SUMMARY – Adult

Program Area
Program Period

Adults (Training Funds - 90%)
PY14/FY15

Issuance No.

13-06

I. Funds Available

A. Program (90%)

B. Additional/Transfer

C. Additional/Transfer

D. Additional/Transfer

E. Total Funds

	1. Carry In Funds	2. PY Funds (July – Sept.)	3. FY Funds (Oct – June)	4. Name/Year Effective Date	5. Total Available Funds
	\$133,839.55	\$68,302.41	\$789,770	N/A	\$991,911.96
	\$39,474	\$0.00	\$0.00	DLW FY14-Adult FY14 10/2/14	\$39,474
	\$0.00	\$0.00	\$0.00	N/A	\$0.00
	\$0.00	\$0.00	\$0.00	N/A	\$0.00
	\$173,313.55	\$68,302.41	\$789,770.00	N/A	\$1,031,385.96

II. Projected Costs

A. Participant Costs

B. Staff Costs

C. Operational Costs

D. Equipment Costs

E. Total Projected

\$86,656.78	\$34,151.21	\$394,885.00	\$0.00	\$515,692.98
\$73,658.25	\$29,028.52	\$335,652.25	\$0.00	\$438,339.03
\$8,665.68	\$3,415.12	\$39,488.50	\$0.00	\$51,569.30
\$4,332.84	\$1,707.56	\$19,744.25	\$0.00	\$25,784.65
\$173,313.55	\$68,302.41	\$789,770.00	\$0.00	\$1,031,385.96

III. Projected Carry-In
(to next Program Year PY15)

	N/A	N/A	N/A	N/A
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IV. Actual Expenditures

A. Program

1. 1st Qtr (July-Sept.)	2. 2nd Qtr (Oct.-Dec.)	3. 3rd Qtr (Jan.-March)	4. 4th Qtr (April-June)	5. Cumulative Total
N/A	N/A	N/A	N/A	N/A

V. Participants

A. Prior Year Carry-In

B. New Enrollees

1. 1st Qtr (July-Sept.)	2. 2nd Qtr (Oct.-Dec.)	3. 3rd Qtr (Jan.-March)	4. 4th Qtr (April-June)	5. Cumulative Totals	6. Carry-In to Next PY
296				296	136
40	40	40	40	160	160

VI. Exits

A. Planned Exits

B. Entered Employment

31	35	6	88	163
26	30	5	76	137

Projected Cost per Participant **\$2,500.00**
For Current Year

Actual Cost per Participant **\$N/A**
For Previous Year

BUDGET, PARTICIPANT, AND EXIT SUMMARY – DLW

Program Area
Program Period

DLW (Training Funds - 90%)
PY14/FY15

Issuance No.

13-06

I. Funds Available

A. Program (90%)

B. Additional/Transfer

C. Additional/Transfer

D. Additional/Transfer

E. Total Funds

	1. Carry In Funds	2. PY Funds (July – Sept.)	3. FY Funds (Oct – June)	Additional and/or Transferred Funds	4. Name/Year Effective Date	5. Total Available Funds
	\$192,890.92	\$61,684.40	\$371,735.80	0.00		\$626,311.12
				DLW FY14-Adult FY14		
				10/2/14		
	\$-39,474.00	\$0.00	\$ 0.00			\$ -39,474.00
	\$0.00	\$0.00	\$0.00	N/A		\$ 0.00
	\$0.00	\$0.00	\$ 0.00	N/A		\$ 0.00
	\$153,416.92	\$61,684.40	\$371,735.80	N/A		\$586,836.72

II. Projected Costs

A. Participant Costs

B. Staff Costs

C. Operational Costs

D. Equipment Costs

E. Total Projected

	\$76,708.46	\$30,842.20	\$185,867.90	\$0.00	\$293,418.36
	\$65,202.19	\$26,215.87	\$157,987.72	\$0.00	\$249,405.61
	\$7,670.85	\$3,084.22	\$18,586.79	\$0.00	\$29,341.84
	\$3,835.42	\$1,542.11	\$9,293.39	\$0.00	\$14,670.91
	\$153,416.92	\$61,684.40	\$371,735.80	\$0.00	\$586,836.72

III. Projected Carry-In
(to next Program Year PY15)

	N/A	N/A	N/A	N/A
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IV. Actual Expenditures

A. Program

1. 1st Qtr (July-Sept.)	2. 2nd Qtr (Oct.-Dec.)	3. 3rd Qtr (Jan.-March)	4. 4th Qtr (April-June)	5. Cumulative Total
N/A	N/A	N/A	N/A	N/A

V. Participants

A. Prior Year Carry-In

B. New Enrollees

1. 1st Qtr (July-Sept.)	2. 2nd Qtr (Oct.-Dec.)	3. 3rd Qtr (Jan.-March)	4. 4th Qtr (April-June)	5. Cumulative Totals	6. Carry-In to Next PY
104				104	104
25	25	25	25	100	100

VI. Exits

A. Planned Exits

B. Entered Employment

21	17	3	21	62
19	15	3	19	56

Projected Cost per Participant
For Current Year

\$2,700.00

Actual Cost per Participant
For Previous Year

\$N/A

INSTRUCTIONS FOR THE BUDGET, PARTICIPANT,
AND EXIT SUMMARY SHEETS—Adults & Dislocated Workers

The correct Issuance number and Program Period must be completed. If an Issuance is not applicable, indicate "N/A." Program Period must be completed, and include Program and Fiscal Year. The Budget, Participant, and Exit Summary sheet should only reflect program costs (90% funds) and no administrative costs (10%).

I. Funds Available

Under the Funds Available section:

- **Column 1** should reflect the estimated carry-in funds from the previous year.
- **Column 2** should reflect the Program Year (PY), July through September funds the local area will receive. This amount should match the amount provided for planning purposes in the State Issuance.
- **Column 3** should reflect the Fiscal Year (FY), October-June funds the local area will receive. This amount should also match the amount provided for planning purposes in the State Issuance.
- **Column 4** is to be used when transferring funds between adult and dislocated workers. In the header column, the local area will need to identify the Name (i.e. PY or FY) and the Effective Date which is the program or fiscal year the funds were initially awarded to the State. When transferring funds the original funds source should be displayed as a negative and the receiving funding source should be displayed as a positive.
- **Column 5** is the total of Columns 1, 2, 3 and, if applicable, 4.

II. Projected Costs

Under the Projected Costs section, staff costs are salary and benefit cost that will be charged to the adult program and operational costs are those expenses needed to operate the adult program (i.e. all cost related to the program that are not a personnel cost such as; rent, utilities, publications and printing, travel, etc.). :

- **Column 1** should reflect the amount of carry in funds that will be spent on participant costs, staff costs, operational costs, and equipment costs.
- **Column 2** should reflect the amount of Program Year funds that will be spent on participant costs, staff costs, operational costs, and equipment costs.
- **Column 3** should reflect the amount of Fiscal Year funds that will be spent on participant costs, staff costs, operational costs, and equipment costs.
- **Column 4** should identify any participant, staff, operational, or equipment costs that will be charged to additional or transferred funds.
- **Column 5** should be the total of Columns 1-3 and, if applicable, 4, for participant, staff, operational, and equipment costs.

III. Projected Carry-In

In this section the local area should indicate the planned amount to be carried in for the following program year.

- **Column 1** should be left blank.
- **Columns 2-3** and, if applicable, 4, should be totaled and reflected in Column 5.

IV. Actual Expenditures

This section only needs to be completed when the local plan is being modified or revised after the beginning of the program year. Depending on the quarter of the program year the modification is submitted, the local area needs to complete in the appropriate column (1-4), the actual per quarter expenditures for the quarters completed to date.

- Column 5 should reflect the total of columns 1-4 as appropriate.

V. Participants

- **Columns 1-4** of this section should show the planned number of new enrolled participants per quarter. Each column should only show the number of **new** enrollees per quarter.
- **Column 1** reflects both the number of prior year carry-in participants and the new enrollees for 1st quarter.
- **Column 5** is the annual cumulative total over a four quarter period which includes the prior year carry-in shown in Column 1 and the addition of Columns 1-4 of new enrollees.
- **Column 6** needs to show the number of planned participants to be carried into the next program year.

VI. Exits

- **Columns 1-4** – The number of planned Exits per quarter should be shown in Columns 1-4. Of the planned Exits, Columns 1-4 also asks how many will enter employment.
- **Column 5** is the cumulative total of Exits over a 4 quarter period and of those exited how many will enter employment

VII. Projected Cost Per Participant is the planned average cost per participant for the program period. **Actual Cost Per Participant** is the local area's average cost per participant for the previous program.

M.L. Martin
Chair



Pamela Lancaster
CEOB Chair

August 11, 2014

Joan Modrell, Director
Office of Employment & Training
Nebraska Workforce Development
550 South 16th Street
Lincoln, NE 68509

Dear Ms. Modrell:

On behalf of the Greater Nebraska Local Area, I am submitting the Greater Nebraska Local Area Strategic Plan Modification that was approved at the Greater Nebraska Workforce Investment Board (GNWIB) Executive Committee meeting on Friday, August 8, 2014.

The GNWIB Executive Committee approved the following modifications to the Program Years 14-16 Local Area Strategic Plan, through the end of the State Plan:

- Transfer of \$234,000 from FY14 Dislocated Worker Funds to FY14 Adult Funds, effective on 8/11/14.
- Transfer of \$61,000 from PY14 Dislocated Worker Funds to PY14 Adult Funds, effective on 8/11/14.
- Transfer \$371,000 from FY15 Dislocated Worker Funds to FY15 Adult Funds. \$185,500 will be transferred in FY15 Quarter 1 (effective October 1st, 2014) and \$185,500 will be transferred in FY15 Quarter 2 (effective January 1st, 2014).
- Revision to enrollments/exits due to transfer of funds in Adult and Dislocated worker programs.

Greater Nebraska recognizes the 25% fund transfer cap per quarter but is requesting to exceed this limit. After a review of trending Adult funds obligations and enrollments versus that of Dislocated Workers, as well as a watchful analysis of Local Area layoffs and closures, it was determined that there was a greater need in the Adult program for a portion of the Dislocated Worker allocation, thus the reason for the transfer. The transfers will be effective on their corresponding dates so long as it is recommended by the Nebraska Workforce Investment Board and approved by the Governor or his representative. The sections of the Greater Nebraska Local Plan that will be modified are contained in its Attachments A, B, and C.

A hard copy of the complete modification and signature page will be kept on file in the Local Area administrative office and will be available for review. Additionally, a public notice of this modification was submitted to Local Area newspapers with a request to contact the Local Area administrative office at the Nebraska Department of Labor for more information. To date, no public comment or question has been received.

Please do not hesitate to contact me with further questions at brooke.siefker@nebraska.gov 402-471-9928.

Sincerely,

Brooke Siefker
Brooke Siefker

Interim WIA Program Coordinator

Attachments

cc: Commissioner of Labor
CEOB Chair
WIB Chair

Administrative Entity — Nebraska Department of Labor

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