

Workforce Investment Act

Workforce Development Board Local Plan Modification Guidelines

Program Year 2012

(July 1, 2012 – June 30, 2013)

DETW-17304-P (N. 10/2012)

STATE OF WISCONSIN
DWD
Department of Workforce Development

Table of Contents

Framework	Page 3
Requirements for Modification and Process	Page 4
Plan Submission Format	
Plan Process	
Future Modifications	
Required Modification Elements	Page 6
I. New or revised local plan sections	
II. Performance elements	
III. Youth elements	
IV. Memoranda of Understanding and One-Stop-Operator agreements	
V. Other modification updates	
VI. Outstanding issues that may be delineated in the cover letter	
Youth Council Membership Form	Page 8

Framework

This document provides guidance for the Workforce Investment Act Workforce Development Board Local Plan Modification for Program Year 2012 (July 1, 2012 - June 30, 2013). Per the June 15, 2012 Bureau of Workforce Training communication to the Workforce Development Board Directors, Chairs and Chief Local Elected Officials, this year's local plan will only entail specific modifications related to:

- Completed performance level negotiations, and efforts for improvement;
- Service delivery strategy changes;
- The Integrated Workforce Investment Act/Wagner-Peyser Act/Agricultural Outreach Plan;
- and,
- Outstanding issues that may be delineated in the cover letter.

The Integrated State Plan was submitted on September 14, 2012. It includes the Governor's vision and workforce priorities. Given that the State Plan drives the local plans, these are reiterated below.

With a focus on a more flexible, nimble and effective system, Governor Walker has articulated his vision for a workforce system in Wisconsin that:

- Anticipates employer labor needs while building and strengthening Wisconsin's workforce;
- Supports the development of a highly qualified labor force; and
- Empowers individuals to pursue and retain good paying careers.

In order to achieve the Governor's vision, the following key workforce investment priorities have been developed in cooperation with the Council on Workforce Investment. The following six of the eight priorities are relevant to Workforce Investment Act (WIA) activities:

- Improving the alignment between the skills needed by private sector employers and the education and job training systems that provide the pipeline of workers;
- Coordinating federal and state economic and workforce development funds to target resources more effectively, and to explore options such as federal waivers that support innovative solutions;
- Designating specific employment sectors for priority spending based on regional sector strategy priorities and sufficient evidence of labor demand;
- Improving sector alignment of mutual purposes by requiring each Economic Development Board to have a Workforce Development Board representative;
- Improving accountability and transparency in order to measure success and prioritize future funding based on outcomes; and,
- Researching and incorporating best practices from other states to support an effective, well-coordinated programming system that is in line with federal requirements.

Requirements for Modification and Process

Submit to:
Nancy Eilks, Auditor
Department of Workforce Development
Division of Employment and Training
P.O. Box 7972, Room G 100
Madison, Wisconsin 53707
(608) 267-2985
Nancy.eilks@dwd.wisconsin.gov

Plan Submission Format

This is a modification to the WDB's previously submitted Comprehensive Local Plan. Submit one hard copy (Single space, double-sided, 11 point font on 8.5 x 11 white paper). Submit an electronic copy via a FOB or Disc. Use MS WORD for the narrative sections. Documents that require signatures should be current with the individuals holding the designated positions/titles identified in the documents. All pages numbered including attachments. A Table of Contents that identifies the name and page number for each element. Include a cover sheet detailing the section and page numbers of anything modified and added from the previous Comprehensive Local Plan.

Plan Process

The Plan Modification is **due** on Thursday **February 28, 2013**. This due date should be sufficient for the required 30-day review and comment period and a Workforce Development Board (WDB) meeting. If it is not sufficient, please consult your Local Program Liaison (LPL).

Copies of the draft WIA Local Plan Modification must be made available to the public in each county in the Workforce Development Area through such means as public hearings, local news media and websites. A published notice on the availability of the draft Plan modification for public comment is required. [§ 661.307]

WIA requires that there be "at least a thirty (30) day period for comment, beginning on the date in which the proposed plan is made available, *prior* to its submission to the Governor."

[§ 661.345 (b)(3)] The modification submittal must include:

- (a) all comments on the Plan;
- (b) any changes to the Plan based on all public input;
- (c) a copy of the published notice for the 30-day review; and
- (d) a description used by the local board for public comment.

Public comment, at a minimum, is to consist of the following procedures:

"A description of the process used by the local board, consistent with subsections (c), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan" [WIA Sec. 118 (b)(2)(B)(7,), § 661.345]

After the review of the plan modification, a letter will be sent to confirm approval or areas for additional information to meet all of the modified elements. Once the plan modification is approved, it will need to be merged into the PY 2011 Comprehensive Local Plan and sent to your LPL. This current comprehensive local plan document must be posted on your WDB website. It will also be posted on the Department of Workforce Development (DWD) WIA local plan web page.

Future Modifications

The Local Plans are considered a living document that may need to be modified if there are "significant changes in local economic conditions, changes in the financing available to support WIA title I and partner-provided WIA services, changes to the Local Board structure, or a need to revise strategies to meet performance goals." [§ 661.355] DWD has established procedures for modifying the Plans, and the requirements are in WIA policy 03-02.

Required Modification Elements

I. New or Revised Local Plan Sections

Delineate any new or revised service delivery strategies (if different from the 2011-12 comprehensive Local Plan) in response to WIA formula allocation reductions, local economic conditions, performance improvements, private-sector needs, etcetera. Examples include areas such as job center on-site partner shifts, infrastructure efficiencies, training provider expectations, provider reimbursement policies, business services, and/or competitive process for awarding subcontracts.

II. Performance Elements

Complete the following items related to performance:

A. List the WDB's recently approved performance standards for each common measure:

- Adult and Dislocated Worker (DW) Entered Employment
- Adult and DW Employment Retention
- Adult and DW Average Earnings
- Youth Placement in Employment or Education
- Youth Attainment of a Degree or Certificate
- Youth Literacy and Numeracy Gains
[§661.350(a)(4)]

B. Describe how performance data will be used for local monitoring, evaluation, continuous improvement and oversight processes; and, describe the type of training for staff (and providers where appropriate), and the frequency, on ASSET and performance measures.

C. Provide a detailed description of how the quarterly WIASRD and DRVS performance reports are processed locally to include: how failures are investigated, corrective action steps, follow-up monitoring and correction validation.

D. If the WDB has developed performance standards in addition to those required by WIA, what criteria were used to develop these local area performance standards? Describe how these standards will be evaluated, and corrective actions that will be taken if the performance falls short of expectations.

III. Youth Elements

A. Attached is the form that must be used to submit the current membership of the Youth Council. Please make certain that the appointed members are placed in the correct WIA-required categories. [§ 661.335]

B. WIA allows the provision of incentives for recognition and achievement to eligible youth. [129(a)(5)] Please attach the WDB's youth incentive policy.

IV. Memoranda of Understanding (MOU) and One-Stop Operator (OSO) Agreements

Please review the WDB's MOU and OSO agreements that may be required to be updated with new signatories based on the new W-2 agencies effective January 1, 2013.

V. Other Modification Updates

Please submit any other updates since the submission of the PY 11 comprehensive local plan including WDB membership, Local Elected Official changes, agency organizational charts, policies, etcetera.

VI. Outstanding issues that may be delineated in the cover letter

Youth Council Membership Form

Contact Person: _____ **WDA#** _____
 (Name and Number)

WIA-Required Youth Council Category § 661.335	Member Name, Title, Organization, Address, Phone Number and E-mail Address
Members of the Local Board, such as educators, which may include special education personnel, employers, and representatives of human service agencies, who have a special interest or expertise in youth policy	
Members who represent service agencies, such as juvenile justice and local law enforcement agencies	
Members who represent local public housing authorities	
Parents of eligible youth seeking assistance under subtitle B of title I of WIA	
Individuals, including former participants, and, members who represent organizations, that have experience relating to youth activities	
Members who represent the Job Corps, if a Job Corps Center is located in the local area represented by the council	
Youth Councils may include other individuals, who the chair of the Local Board, in cooperation with the chief elected official, determines to be appropriate	