

# **WORKFORCE PROGRAMS GUIDE**

*DIVISION OF WORKFORCE SOLUTIONS*

**INTRODUCTION**

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**PART 1**  
**ADMINISTRATION OF WORKFORCE PROGRAMS POLICY AND PROCEDURES MANUAL**

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**PART 2**  
**WORKFORCE INVESTMENT ACT (WIA) PROGRAM GUIDE**

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**PART 3**  
**WELFARE-TO-WORK (WtW) PROGRAM GUIDE**

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**PART 4**  
**WORKFORCE ATTACHMENT AND ADVANCEMENT (WAA) PROGRAM GUIDE**

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**PART 5**  
**MONITORING GUIDE**



State of Wisconsin  
Department of Workforce Development

## **Introduction**

The Workforce Programs Guide is the Division of Workforce Solutions' (DWS) manual for administrative and program policies and procedures for the major federal grant programs administered by the Division – the Workforce Investment Act, Welfare-to-Work Program, and the Workforce Attachment and Advancement Program.

The policies, procedures, and requirements included in this Guide are applicable to Workforce Development Boards (the grant recipients) and the service providers responsible for local administration and operation of the WIA, WtW and WAA programs. In addition to what is contained in this Guide, grant recipients and service providers are responsible for complying with the statutes and regulations that govern each of these programs.

The Workforce Programs Guide is comprised of five parts:

### ***Part 1. Administration of Workforce Programs Policy and Procedures Manual***

Part 1 addresses administrative requirements that are common to all three programs – WIA, WtW and WAA. Administrative policies and procedures that apply to a specific program are found in that program's guide (Part 2. – 4.). For example, administrative provisions peculiar to the WAA program are found in Part 4.

### ***Part 2. Workforce Investment Act of 1998 (WIA) Program Guide***

Part 2 is devoted to administrative and programmatic policies, procedures, and requirements of the Workforce Investment Act. Three sections of Part 2 are still under development – Chapter 1.A. Index of WIA Definitions, Chapter I.F. Statewide Workforce Investment Activities, and Chapter IV. DWE WIA-WIMS Users Guide. Tentatively, the Index of Definitions is expected to be available early in 2001 and the section on Statewide Workforce Investment Activities by mid-2001. The WIA Program Guide is enhanced by the use of links to additional resources throughout the document.

### ***Part 3. Welfare-to-Work (WtW) Program Guide***

Part 3 covers the administrative and programmatic policies, procedures, and requirements of the WtW Program.

### ***Part 4. Workforce Attachment and Advancement (WAA) Program Guide***

Part 4 is dedicated to the administrative and programmatic policies, procedures, and requirements of the WAA Program.

### ***Part 5. Monitoring Guide***

Part 5 covers the monitoring guides for the WIA, WtW, and WAA programs.

## **Access and Usage**

The Workforce Programs Guide is being made available exclusively in an electronic format – no paper copies will be produced or distributed. This is done to assure broad and open access to the materials and to enable more efficient management of the documents. In order to assure ease and flexibility of use for DWS's customers, all documents are available in PDF. This is to allow the production of paper copies for distribution and use by local staff and also to allow the use of the documents in producing local policy and procedures manuals.

The Workforce Programs Guide can be accessed through the DWD website at this address <http://www.dwd.state.wi.us/>. In addition, the Parts specific to the WIA, WtW, and WAA programs are also available on those programs' websites.

WIA - <http://www.dwd.state.wi.us/dwdwia/>;

WtW – <http://www.dwd.state.wi.us/wtw/>; and

WAA – <http://www.dwd.state.wi.us/waa/>.

## **Revisions and Updating**

All revisions and updates to the Guide and its individual chapters will be made electronically. A “list serve” capability will be used so that registered users of these materials will be automatically notified (via e-mail) when changes to the documents have been made.