

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF EMPLOYMENT AND TRAINING  
ADMINISTRATOR'S MEMO SERIES

ACTION  
 NOTICE 14-02

ISSUE DATE: 05/02/2014  
DISPOSAL DATE: Ongoing

\*PROGRAM CATEGORIES:

AS  FM  LM  TC  
 CR  IT  ML  TR  
 FL  JC  TA  WIA  
 YA

**TO:** Workforce Development Board Directors  
Chief Local Elected Officials  
Workforce Development Board Chairs

**FROM:** Scott Jansen, Division Administrator *AAJ*

**RE:** Performance Awards for WIA Performance in Program Year 2013 (PY13)

**PURPOSE:** The Department will reward Workforce Development Boards (WDBs) for exceeding performance standards in PY13.

**BACKGROUND:** Each program year, WDBs are expected to meet or exceed performance goals. In accordance with the Workforce Investment Act (WIA), states are required to award incentives for outstanding performance.

Methodologies outlined in Administrator's Memos 6-20, 12-07 and 14-01 were referred to when determining the award criteria.

Acknowledging the significance of credential attainment by participants of WIA programs, DET will be reviewing credential attainment rates when awarding performance incentives for Program Year 2013. DET's intent in awarding incentives for high credential attainment rates is to ensure that reporting to the Department of Labor accurately reflects the rate of credential attainment for WIA participants in Wisconsin.

**POLICY:** For Program Year 2013, Secretary Newson has allocated \$100,000 to reward those WDBs whose performance in the common measures and credential attainment rates were exceptional. The \$100,000 will be divided into two sections.

\*PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	LM--Labor Market Information	TC--Tax Credit Programs
CR--Civil Rights	IT--IT Systems	ML--Migrant Labor	TR--Transportation
FL--Foreign Labor Certification	JC--Job Center	TA--Trade Assistance	WIA--Workforce Investment Act
			YA--Youth Apprenticeship

Section A will distribute \$75,000, using the following formula:

In order to be eligible to receive incentive funds a WDB must achieve an aggregate average of at least 100% of the negotiated performance benchmarks within each program (Adult, Dislocated Worker, and Youth). To determine the aggregate average for each WIA program, the rates of achievement of the performance goals were added and then divided by three.

The allocations are based upon the aggregate average of the following WIA performance measures:

<b>Adult and Dislocated Worker</b>	<b>Youth</b>
Entered Employment Rate	Attainment of Degree or Certificate
Employment Retention Rate	Literacy/Numeracy Gain
Average Earnings	Placement in Education/Employment

Section B will distribute \$25,000, using this formula:

The WDB that achieves the highest average credential attainment rate for the program year will receive an incentive award. The average credential attainment rate is obtained by averaging the WDB's credential attainment rates for the Adult, Dislocated Worker and Youth Programs. The Credential Attainment Rate is reported to the Department of Labor (DOL) quarterly and in the annual performance report. The formula for the Credential Attainment Rate, as determined by DOL, is:

*Of those who receive more than self-service:*

# of participants who received a credential by the end of the third quarter after the exit quarter divided by

# of participants who exit during the quarter

The definition of credential, as defined in TEGL 15-10, applies to the credential attainment rate. That definition is as follows:

"A **credential** is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. These technical or occupational skills are generally based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards (WIBs) are not included in this definition, nor are work readiness certificates because neither of them document "measurable technical or occupational skills necessary to gain employment or advance within an occupation." A variety of different public and private entities issue credentials. Below is a list of types of organizations and institutions that award industry recognized credentials.

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification or a National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft

Certified Database Administrator, Certified Novell Engineer, or a Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills and abilities.

- ETA's Office of Apprenticeship or a State Apprenticeship Agency.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g.,
- Federal Aviation Administration aviation mechanic license or a state licensed asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- An institution of higher education which is formally controlled, or has been formally sanctioned or chartered, by the governing body of an Indian tribe or tribes."

Workforce Development Boards can view their current credential rates for adults, dislocated workers and older youth by accessing DOL's quarterly QTSR (9090) report.

**DOCUMENTATION:** Failure to properly document credential attainment data will result in the issuance of monitoring findings. Incentive awards may be rescinded if a WDB's performance renders it ineligible for the incentive award without the properly documented credential attainment data.

**ACTION REQUIRED:** Please review Attachment A, which reflects PY13 Quarter 2 credential attainment rates for all WDBs. It is imperative that WDBs communicate with contracted staff the importance of properly documenting credentials attained both in ASSET and in the participant's file, so that the credential attainment rates reported to the Department of Labor are an accurate reflection of the number of credentials attained by WIA participants.

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