

**Local Integrated Workforce Plan Guidelines
Program Years 2013 – 2017**

November 2012

PLAN SUBMISSION INSTRUCTIONS

Timeframes and Submission of Documents:

- Plan development period (including WTB and ESD technical assistance): 11/22/12 – 04/7/2013
- Local public comment period on the Local Integrated Workforce Plan: 03/01/2013 – 03/30/2013
 - *Please submit public comment drafts **electronically** to Martin McCallum at mmccallum@wtb.wa.gov and Lisa McCormick at lmccormick@esd.wa.gov for informal or courtesy review by state staff.*
- Draft plan due: April 8, 2013. Please submit drafts **electronically** to Martin McCallum at mmccallum@wtb.wa.gov and Lisa McCormick at lmccormick@esd.wa.gov.
- Final, signed plan due date: May 27, 2013
- Workforce Board action on local plans: June 27, 2013

Please submit your final plan **electronically** to Martin McCallum at mmccallum@wtb.wa.gov and Lisa McCormick at lmccormick@esd.wa.gov. If you would **also** like to send a hard copy through regular U.S. Mail, please use this address:

Attn: Lisa McCormick
Employment Security Department
WorkSource Standards & Integration Division
P.O. Box 9046
Olympia WA 98504-9046

OR If you would **also** like to send the final, signed plan by courier services, the following street address must be used instead of the P.O. Box.

Attn: Lisa McCormick
Employment Security Department
WorkSource Standards & Integration Division
128 10th Avenue SW
Olympia, WA 98501

WDC Contact Information:

When submitting your draft and final plans, please provide the name, email address, and telephone number of a person we may contact with questions regarding the plan:

WDC Contact Name	_____
Email	_____
Telephone	_____

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BACKGROUND

Guidelines and Timetable for Developing 2013-2017 Local Integrated Workforce Plans

The Workforce Investment Act of 1998 (WIA) requires that each local workforce investment board develop an operations plan designed to detail local policies, procedures and activities carried out in the local area (Sec.118). The regulations governing WIA provide specific instructions for the contents of each of these plans (20 CFR 661.350). WIA also requires that the local operations plan be aligned with the WIA Title I-B/Wagner-Peyser State Integrated Plan.

Executive Order 99-02 directs Washington State Workforce Development Councils (WDCs), in partnership with Chief Local Elected Officials (CLEOs) to develop a local integrated plan for the workforce development system that includes both a strategic plan and the plan required in Sec.118 of the Workforce Investment Act (WIA). The local integrated plans shall be consistent with the state's Strategic Plan for Workforce Development (Executive Order 99-02 Part 7.b.) and the State Integrated Workforce Plan. The current plans expire on June 30, 2013.

In an effort to align requirements and reduce duplication of planning processes, the Workforce Training and Education Coordinating Board (Workforce Board) and the Employment Security Department (ESD) drafted these guidelines for use by the WDCs in the development of a new local integrated workforce plan. To accomplish this objective, the State is requesting a plan containing five distinct sections:

- I. Section I covers guidelines for writing a strategic plan for the area's workforce development system. Section I guidelines call for the development of goals, objectives and strategies that are informed by assessments of the local economy, its current and future workforce, and the dynamics of the area's workforce development system. This section also covers performance accountability guidelines.
- II. Section II requires a Local Area Profile and information on WIA Services Providers.
- III. Section III presents questions that address key requirements of local area's WIA Title I-B operational plan.
- IV. Section IV covers guidelines for the development of a WIA assurances checklist.
- V. Section V requires certification of the plan by the Chief Local Elected Official(s) and the Workforce Development Council Chairperson.

Both WIA regulations (661.350 13(b)) and Executive Order 99-02 directs WDCs to submit their areas' integrated plans to the Workforce Board and ESD for review. Once reviews are completed, the Workforce Board, in consultation with ESD, is responsible for taking action to recommend Governor's approval of the plans.

BACKGROUND

2013-2017 Local Integrated Workforce Plan Overall Goals

- A. To articulate a vision for the local area's workforce development system.
- B. To develop goals, objectives, and strategies to increase skill levels, employment, earnings, customer satisfaction and return on workforce development investments.
- C. To develop a blueprint to utilize the area's strategic workforce development assets to meet the requirements of the changing economy.
- D. To create a planning process, managed by the Workforce Development Council (WDC) that assures meaningful opportunities for business, labor, Chief Local Elected Officials (CLEOs), program operators, WorkSource partner agencies, and others to communicate their needs, offer their perspectives and expertise, and participate in the process. The review and comment process for developing the local integrated workforce plan is transparent and dynamic, with opportunities for interested parties to comment as the plan is built.
- E. To create a plan that is focused on the unique needs and resources of the local area and is consistent with both *High Skills, High Wages 2012-2022: Washington's Strategic Plan for Workforce Development* and the 2012-2016 State Integrated Workforce Plan.
- F. To broadly share goals, objectives, and strategies that:
 - Represent the priorities of the WDC and its partners.
 - Reflect stakeholder inputs.
 - Offer guidance and propose approaches that will clearly benefit the customers of the workforce development system (employers, jobseekers, workers, students, and out-of-school youth).
 - Are supported by current and specific economic and demographic data and needs assessment.
 - Take into account existing workforce development programs and services.
 - Are informed by program performance.
- G. To fully describe the local area's WIA Title I-B operational plans.
- H. To document WIA Title I-B compliance through an assurances checklist.

BACKGROUND

How is the “Local Workforce Development System” Defined?

The “Local Workforce Development System” means programs that use public (local, state, and federal) funds to prepare workers for employment, upgrade worker skills, retrain workers, or provide employment or retention services for workers or employers and employer sponsored training.

The “Local Workforce Development System” includes, but is not limited to:

- Secondary career and technical education, including activities funded under the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006.
- Community and technical college workforce education programs, including activities funded under the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006.
- Private career programs
- Employer-sponsored training.
- The Youth, Adult, and Dislocated Worker programs funded by Title I-B of the Workforce Investment Act (WIA) of 1998.
- Work-related adult basic education and literacy programs, including programs funded under the federal Adult Education and Family Literacy Act (WIA Title II).
- Activities funded under the federal Wagner-Peyser Act (WIA Title III).
- Apprenticeships.
- The One-Stop System [as described in WIA Section 121(b)].
- The State Job Skills Program.
- Training Benefits Program.
- Vocational rehabilitation programs administered by the Department of Social and Health Services (DSHS) Division of Vocational Rehabilitation and the Department of Services for the Blind (WIA Title IV).
- Programs offered by private and public nonprofit organizations that provide job training or work-related adult literacy services.
- May include other state and federally funded workforce development programs. See the 2012 Workforce Program Directory at: <http://www.wtb.wa.gov/WorkforceDevelopmentDirectory.asp>
- May include locally funded workforce development programs.
- May include other privately funded workforce development programs and initiatives.

SECTION I

Strategic Plan

Section I of the Local Integrated Workforce Plan should contain all content elements outlined below.

Workforce Development Area Strategic Plan

Section I of the plan should present the vision, goals, objectives, and strategies for the local area's workforce development system. The plan should articulate strategies that address regional specific workforce development needs and planned initiatives. In addition, the plan should be aligned with *High Skills, High Wages: Washington's Strategic Plan for Workforce Development* <http://www.wtb.wa.gov/highskills2012.asp> and the WIA Title I-B/Wagner-Peyser State Integrated Plan http://www.wa.gov/esd/1stop/docs/2012-2016_Integrated_State_Workforce_Plan-WA.pdf

Accordingly, the plan should encompass selected objectives and strategies to address the state's strategic goals for multiple pathways for first careers and for employers and transitioning workers. For proper alignment with *High Skills, High Wages 2012*, those writing the local area strategic plan should carefully review and make connections with:

- Goal I Multiple Pathways for First Careers with its six objectives and 11 strategies.
- Goal II Multiple Pathways for Employers and Workers with its four objectives and 12 strategies.
- Goal III Washington's Workforce Development System is a Model of Accountability and Efficient Co-Investment with its two objectives and five strategies.

The Workforce Development Area Strategic Plan should emerge from collaboration with workforce development stakeholders across the region.

Particular contributions toward achieving the objectives and strategies of *HSHW 2012* will also carry through in the local WIA and Wagner-Peyser operations plan so you will want to consult *HSHW 2012* in developing Section III, as appropriate.

Area Economy

Section I of the plan should include an assessment of the local area's economy, its projected future course, and the market-driven skills it will demand. Occupations with a shortage of skilled workers and industries that are key to the area's economic vitality should be identified. The assessment data in this section should support and form the basis of the goals, objectives, and strategies identified for the local area's workforce development system.

Section I should include an analysis of local area economic development strategies and describe how workforce development strategies are linked to economic development strategies. This analysis should include reference to the area's Regional Strategic Industry Cluster list as adopted by the Workforce Board on November 15, 2011. Link: <http://www.wtb.wa.gov/Documents/Tab8-IndustryClusters.pdf> describes the background, methodology, phases, and guiding principles used in determining the regional Strategic Industry Clusters. Include in Section I, your area's Regional Strategic Industry Cluster list.

SECTION I

NOTE: During the period from December 2012 to March 2013, the Workforce Board invites WDCs to enter into consultation with Board staff if the WDC wishes to add, remove or amend its current strategic industry cluster list.

Changing Workforce in the Workforce Development Area

Section I of the plan requires an assessment of the current and projected future workforce in the local area. The information in this section should, among other analyses, answer the following questions:

- What are the demographic characteristics of the current workforce?
- What are the educational and literacy levels?
- How are the area's demographics changing?
- What are the in-migration and out-migration issues?
- What is the demographic picture for the youth, adults in transition (job seekers, dislocated workers), and incumbent workers?
- What are the special needs of individuals with barriers to employment?
- What are the planning implications for the demographic profile expected of the area's workforce of tomorrow?

The assessment should provide convincing background information that supports, and is the basis for Section I goals, objectives, and strategies.

Plan writers are encouraged to review the data in background chapters on the state's economy and changing workforce in *High Skills, High Wages 2012-2022* at:

<http://www.wtb.wa.gov/highskills2012.asp>

Workforce Development System Today

Section I of the plan should include a description of the area's workforce development system. The information presented should answer the following questions:

- How does each program's role fit into the area's workforce development system?
- How does the local area's workforce development system serve youth, adults in transition, incumbent workers, and apprentices?
- What are the public and private workforce initiatives underway?

The information should provide community and state leaders a current picture of the programs in the area's workforce development system. The information should offer background and reasoning for 2013-2017 workforce development strategies outlined in the local plan.

Plan writers may get some good ideas on how to write Section I, by looking at how other WDCs presented information on their area's economy, changing workforce, and the workforce development system. Twelve links to the 2009-2011 local plans can be found at:

<http://www.wtb.wa.gov/WDCStrategicPlans.asp>

Performance Accountability

Section I should include information on performance accountability for the local area's workforce development system. The adjusted levels of performance on (1) federal "common measures" and (2) state core measures for WIA Title I-B programs for the current program year

SECTION I

must be included in Appendix A of the plan. Future year performance targets should be appended to the plan at a later time. The Workforce Board will supply the WDCs available performance information on workforce development programs.

For additional information, please refer to the Accountability chapter in *High Skills, High Wages* at <http://www.wtb.wa.gov/highskills2012.asp>.

The plan should address each of the following overall goals for performance accountability:

1. To use performance information on workforce development programs to inform local strategic planning.
2. To use performance information to oversee WorkSource and WIA Title I-B. The WDC will include an assurance within the strategic plan (or in an Appendix A) that necessary data are collected and maintained for performance accountability for WorkSource and WIA Title I-B following state and Department of Labor protocols.
3. To ensure that program performance on WorkSource and WIA Title I-B is used by program operators to inform continuous quality improvement in day-to-day management.
4. To update information on performance-based intervention. The WDC will be held accountable for the results of WIA Title I-B through a system of performance-based interventions, and may share in accountability for career and technical education (CTE) and adult education (ABE/ESL) results through a system of incentives Sec.503 performance incentives).
5. To describe the Council's annual process for examining the results of the state core measures including, for strategic planning purposes, a review of how programs in the workforce development system are performing (WSID Policy Number 1017): http://www.wa.gov/esd/1stop/policies/documents/systems/Workforce_Core_Measures_Policy_1017.pdf Include as Appendix B, the most recent core measures results for the Workforce Development Area. The core measure results for programs in the workforce development system will be provided to the WDCs by the Workforce Board.

SECTION II

WDA #:

Local Area Profile

This section of the Local Integrated Workforce Plan is comprised of a form that must be completed and submitted as part of the Plan.

Workforce Development Area: _____

County or Counties Served: _____

Fiscal Agent/Entity Responsible for the disbursement of grant funds: _____

- Local One-stop System
 - I. List One-stop(s) and affiliate site(s). If you have a documented plan that will result in the addition or subtraction of a one-stop or an affiliate site during the course of this plan period, please describe those planned changes.
 - II. List Operator(s) for each One-stop. If the Operator is a partnership, list all entities in the partnership.

SECTION II

WDA #:

WIA Service Providers (include WDC if applicable):

Dislocated Worker Program	Indicate service(s) provided by each		
Service Provider	Core	Intensive	Training
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adult Program	Indicate service(s) provided by each		
Service Provider	Core	Intensive	Training
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Youth Program	Indicate service(s) provided by each		
Service Provider	Core	Intensive	Training
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:
 WSID may issue separate requests for a current list of WIA Title I-B service providers in the future.

SECTION III

WIA and Wagner-Peyser Operations Plan

The following questions must precede each response. When responses incorporate attachments, reference them within the narrative.

1. Describe your local area's design framework (including the 10 program elements outlined in 20 CFR 664.410 and WIA Sec.129(c)(2)) for WIA Youth activities. Please also describe local initiatives to better serve WIA Youth participants and to align with local multiple pathway strategies around first careers through outreach and integrated service delivery. Please further describe how you will engage employers to create work-integrated learning opportunities.
2. Describe your local area's WIA Adult activities (20 CFR 661.350(a)(5) and WIA Sec.118(b)(4)), including efforts to align with local multiple pathway strategies around first careers and transitioning workers through outreach and integrated service delivery (i.e., coordination with Wagner-Peyser, and other partner programs). Please also address the following sub-populations in your response: Unemployment Insurance claimants, older workers, individuals with disabilities and, as applicable, migrant seasonal farm workers (WDA 3, 8, 9, 10, and 11 only).
3. Describe your local area's Dislocated Worker activities (20 CFR 661.350(a)(5)), including efforts to align with multiple pathways strategies around transitioning workers through outreach and integrated service delivery (i.e., coordination with Wagner-Peyser, Trade Adjustment Assistance, and other partner programs).
4. Describe your local area's Rapid Response strategy (20 CFR 661.350(a)(6)) and WIA Sec.118(a)(5)), including the coordination of state and local resources and activities.
5. Describe how your local area meets the needs of employers (20 CFR 661.350(a)(1)), including approaches and tactics to connect employers to WorkSource resources and to help employers strengthen and grow their businesses, and how those efforts align with local multiple pathway strategies designed to benefit employers.
6. Describe your local area's efforts to provide targeted outreach to veterans and eligible spouses, including a description of any special initiatives to serve the veteran population.
7. Describe your local area's plans for American Job Center Network (AJC) branding as informed by WIN 0025.

SECTION IV

WIA TITLE I-B AND WORKSOURCE SYSTEM ASSURANCES INSTRUCTIONS

This section of the Local Integrated Workforce Plan provides a "check-the-box" table of assurance statements. The table contains the assurance statements and legal reference(s) corresponding to each assurance. Boxes can be electronically populated by double-clicking the check box and selecting "checked" as the default value.

By checking each assurance and signing and dating the certification page at the end of the Local Integrated Workforce Plan, the local board and chief local elected official(s) are certifying that (1) the information provided to the State in the following table is accurate, complete, and meets all legal and guidance requirements and (2) the local area meets all of the legal planning requirements outlined in WIA law and regulations and in corresponding State guidance. By checking each box and signing the certification page, the local board and chief local elected official(s) are also assuring the State that supporting documentation is available for review upon request (e.g., state or federal compliance monitoring visits).

If a local board is unable to provide assurance for a specific requirement, it must promptly notify Randy Bachman in Employment Security Department's WorkSource Standards and Integration Division at rbachman@esd.wa.gov or 360-725-9255 to provide the reason for non-compliance and describe specific actions and timetables for achieving compliance. Identified deficiencies within the assurances may result in additional technical assistance and/or a written corrective action request as part of the State's conditional approval of the Local Integrated Workforce Plan.

SECTION IV

2013-2017 WIA Title I-B and WorkSource System Assurances

Planning Process and Public Comment	References
<input type="checkbox"/> 1. The local board has processes and timelines, consistent with WIA Section 118(c)(2) to obtain input into the development of the Local Plan and to give opportunity for comment by representatives of local elected officials, local workforce investment boards, businesses, labor organizations, other primary stakeholders, and the general public for a 30-day period.	WIA Sections 118(b)(7), 118(c)(1), 118(c)(2); 20 CFR 661.345(b)
<input type="checkbox"/> 2. The local board afforded entities responsible for planning or administering programs and activities covered in the Local Plan opportunities to review and comment on the draft plan.	WIA Sections 118(b)(7), 118(c)(1), 118(c)(2); 20 CFR 661.345(b)
<input type="checkbox"/> 3. The final local plan is available and accessible to the general public.	20 CFR 661.345(b)(1)
<input type="checkbox"/> 4. The local board has established procedures to ensure public access (including people with disabilities) to board meetings and information regarding board activities, such as board membership and minutes.	WIA Section 117(e); 20 CFR 661.307
Required Policies and Procedures	References
<input type="checkbox"/> 5. The local board makes publicly-available any local requirements for the public workforce system, such as policies, including policies for the use of WIA Title I funds.	WIA Section 118(b)(10); 20 CFR 665.350(a)(13)
<input type="checkbox"/> 6. The local board has established a written policy or procedure that identifies circumstances that might present conflict of interest for any local workforce investment board or entity that they represent, and provides for the resolution of conflicts.	WIA Sections 112(b)(13), 111(f), 117(g); WIA Policy 3420 Revision 1
<input type="checkbox"/> 7. The local board has copies of memoranda of understanding between the local board and each one-stop partner concerning the operation of the one-stop delivery system in the local area, and has provided the State with the latest versions of its memoranda of understanding.	WIA Section 121(c), 134(d)(2); 20 CFR 661.120(b), 661.350, 662.310(b)(c), WorkSource System Policy 1013
<input type="checkbox"/> 8. The local board has written policy or procedures that ensure one-stop operator agreements are reviewed and updated at least every two years.	WIA Section 118(b)(10); WorkSource System Policy 1008 Revision 1
<input type="checkbox"/> 9. The local board has negotiated and reached agreement on local performance measures with the chief elected official and the governor.	WIA Sections 117(d)(5), 118(b)(3); 20 CFR 665.301(5)
<input type="checkbox"/> 10. The local board has procurement policies and procedures for selecting one-stop operators, awarding contracts under WIA Title I-B Adult and Dislocated Worker funding provisions, and awarding contracts for Youth service provision under Title I-B in accordance with applicable state and local laws, rules, and regulations, provided no conflict exists with WIA.	WIA Sections 121(d)(2) (A), 123; 20 CFR 662.410; 20 CFR 663.430; 20.CFR 661.310; WIA Policy 3405
<input type="checkbox"/> 11. The local board has procedures for identifying and determining the eligibility of training providers and their programs to receive WIA Title I-B individual training accounts and to train dislocated workers receiving additional unemployment insurance benefits via the state's Training Benefits Program.	WIA Sections 117(d)(2)(c), 118(b)(2)(A), 122; 20 CFR 663.350(a)(3)(i), 663.500-590; WIA Policy 3635
<input type="checkbox"/> 12. The local board has written procedures for resolving grievances and complaints alleging violations of WIA Title I regulations, grants, or	WIA Section 188; 20 CFR 667.600; WIA Policy 3440, Revision 1; WIA Policy

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	other agreements under WIA and written policies or procedures for assisting customers who express interest in filing complaints at any point of service, including, at a minimum, a requirement that all partners can identify appropriate staff contacts and refer customers to those contacts.	3445; WIA Policy 3450 Revision 1; WorkSource System Policy 1012
<input type="checkbox"/>	13. The local board has assurances from its one-stop operator that all one-stop centers and, as applicable, affiliate sites have front-end services consistent with the state's integrated front-end service policy and their local plan.	WorkSource System Policy 1010 Revision 1
<input type="checkbox"/>	14. The local board has established at least one comprehensive, full-service one-stop center and has a written process for the Chief Local Elected Official and local board to determine that the center conforms to the definition therein.	WIA Section 134(a)(2); 20 CFR 662.100
<input type="checkbox"/>	15. The local board provides to employers the basic business services outlined in WorkSource System Policy 1014.	WorkSource System Policy 1014
<input type="checkbox"/>	16. The local board has written processes or procedures and has identified standard assessment objectives and resources to be used to support service delivery strategies at one-stop centers and, as applicable, affiliate sites.	WorkSource System Policies 1016 and 1011; WIA Policy 3685; WIA Title II, SBCTC State Assessment Policy
<input type="checkbox"/>	17. The local board ensures that outreach is provided to populations and sub-populations who can benefit from one-stop services.	WIA Section 188; 29 CFR 37.42
<input type="checkbox"/>	18. The local board implements universal access to programs and activities to individuals through reasonable recruitment targeting, outreach efforts, assessments, service delivery, partnership development, and numeric goals.	WIA Section 188; 29 CFR 37.42
<input type="checkbox"/>	19. The local board complies with the nondiscrimination provisions of Section 188, and assures that Methods of Administration were developed and implemented.	WIA Section 188; 29 CFR 37.54(a)(1); WIA Policy 3445 and 3450 Revision 1
<input type="checkbox"/>	20. The local board collects and maintains data necessary to show compliance with nondiscrimination provisions of Section 188.	WIA Section 185; 29 CFR 37.37; WIA Policy 3445 and 3450 Revision 1
<input type="checkbox"/>	21. The local board complies with restrictions governing the use of federal funds for political activities, the use of the one-stop environment for political activities, and the local board complies with the applicable certification and disclosure requirements.	WorkSource System Policy 1018; 2 CFR Part 225 Appendix B; 2 CFR Part 230 Appendix B; 48 CFR 31.205-22; RCW 42.52.180; TEGL 2-12; 29 CFR Part 93.100
<input type="checkbox"/>	22. The local boards in WDAs 3, 8, 9, & 11 negotiate an MOU with the WIA 167 grantee which sets forth their respective responsibilities for making the full range of services available through the One-Stop system available to farmworkers.	WIA Section 167 20 CFR 669.220(a)
<input type="checkbox"/>	23. The local board follows confidentiality requirements for wage and education records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, WIA, and applicable Departmental regulations.	WIA Sections 136(f)(2), (f)(3), 122, 85(a)(4)(B); 20 USC 1232g; 20 CFR 666.150; 20 CFR part 603
	Administration of Funds	References
<input type="checkbox"/>	24. The local board has a written policy and procedures to competitively award grants and contracts for WIA Title I activities (or applicable federal waiver), including a process to be used to procure training services made as exceptions to the Individual Training Account process.	WIA Section 118(b)(9); 20 CFR 661.350(a)(10); WIA Policy 3405; WIA Section 134(d)(4)(G); 20 CFR 663.430(a)

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<input type="checkbox"/>	25. The local board has accounting systems that follow current Generally Accepted Accounting Principles (GAAP) and written fiscal-controls and fund-accounting procedures and ensures such procedures are followed to ensure proper disbursement and accounting of fund allotments made for WIA adult, dislocated worker, and youth programs.	WIA Section 118(b)(8) WIA Policy 3230 Revision 1; WIA Policy 3250
<input type="checkbox"/>	26. The local board ensures compliance with the uniform administrative requirements in WIA through annual, on-site monitoring of each local sub-recipient.	WIA Section 184(a)(3); 20 CFR 667.200; 20 CFR 667.400; 20 CFR 667.410; WIA Policy 3230 Revision 1
<input type="checkbox"/>	27. The local board has a local allowable cost and prior approval policy that includes a process for the approval of expenditures of \$5,000 or more for equipment requested by subcontractors.	WIA Policy 3260, Revision 2
<input type="checkbox"/>	28. The local board has a written debt collection policy and procedures that conforms with state and federal requirements and a process for maintaining a permanent record of all debt collection cases that supports the decisions made and documents the actions taken with respect to debt collection, restoration, or other debt resolution activities.	WIA Section 184; 20 CFR Part 652; 20 CFR 667.410(a), 667.500(a)(2), 667.740; WIA Policy 3265 Revision 1
<input type="checkbox"/>	29. The local board has a written policy and procedures for ensuring management and inventory of all properties obtained using WIA funds, including property purchased with JTPA funds and transferred to WIA, and that comply with WIA, Washington State Office of Financial Management (OFM) and, in the cases of local government, Local Government Property Acquisition policies.	WIA Section 184(a)(2)(A); 20 CFR Part 652; 29 CFR Part 95; 29 CFR Part 97; OMB Circular A-21; OMB Circular A-87; OMB Circular A-110; OMB Circular A-122; OMB Circular A-133; OMB Circular A-133; Federal Register Vol. 65, No. 124; Generally Accepted Accounting Procedures (GAAP); WIA Policy 3452
<input type="checkbox"/>	30. The local board will not use funds received under WIA to assist, promote, or deter union organizing.	WIA Section 181(b)(7); 20 CFR 663.730
Eligibility		References
<input type="checkbox"/>	31. The local board has a written policy and procedures that ensure adequate and correct determinations of eligibility for WIA-funded core and intensive services and qualifications for enrollment of adults, dislocated workers, and youth in WIA-funded intensive and training services, consistent with state policy on eligibility and priority for service.	WIA Section 134(d)(4)(E); 20 CFR Part 663 Subpart A, B, and C; WIA Policies 3636 Revision 1, 3638, 3920 Revision 1, and 3640 Revision 2
<input type="checkbox"/>	32. The local board has a written policy and procedures for awarding Individual Training Accounts to eligible adults, dislocated workers, and youth receiving WIA Title I-B training services, including dollar and/or duration limit(s), limits on the number of times an individual may modify an ITA, and how ITAs will be obligated and authorized.	WIA Section 134(d)(4)(G); 20 CFR 663.400, 663.410, 663.420, 663.430, 663.440; WIA Policy 3655
<input type="checkbox"/>	33. The local board has a written policy and procedures that establish internal controls, documentation requirements, and leveraging and coordination of other community resources when providing supportive services and, as applicable, needs-related payments to eligible adult, dislocated workers, and youth enrolled in WIA Title I-B programs.	WIA Sections 129(c)(2)(G), 134(e)(2); 20 CFR Subpart H, 663.800-840; 20 CFR 664.440; WIA Policy 3695 Revision 1

SECTION IV

☐	<p>34. The local board has a written policy for priority of service in its WorkSource centers and, as applicable, affiliate sites and for local workforce providers that ensures veterans and eligible spouses are identified at the point of entry so they can take advantage of priority of service, are made aware of their entitlement to priority of service, and provided information on the array of employment, training and placement services and eligibility requirements for those programs or services.</p>	<p>Jobs for Veterans Act; Veterans' Benefits, Health Care, and Information Technology Act; 20 CFR 1010; TEGL 10-09; Veterans Program Letter 07-09; WorkSource System Policy 1009 Revision 1</p>
Performance		References
☐	<p>35. The local board has a process to annually review the results of the State Core Measures for programs in the workforce development system and a process for considering the State Core Measures results in local planning efforts.</p>	<p>WorkSource System Policy 1017</p>

SECTION V

WDA #:

This section of the Local Integrated Workforce Plan is comprised of a form that must be signed by appropriate officials. This form serves as the WDC’s certification that it complies with all required components of the Workforce Investment Act Title I-B.

Local Certification

This 2013-2017 Local Integrated Workforce Plan is submitted in accordance with the provisions of the Workforce Investment Act Title I-B and plan development guidelines adopted by the state Workforce Board on November 15, 2012.

The _____ Workforce Development Council certifies that it complies with all required components of the Workforce Investment Act Title I-B its regulations, written U.S. Department of Labor guidance implementing the laws, and all other applicable federal and state laws, regulations, policies and guidance. The Council also assures that it will exercise oversight over Wagner-Peyser Act activities delivered as part of the one-stop system.

Please customize this signature page to accommodate your CLEO structure; e.g. local areas requiring more than one CLEO signature.

Chief Local Elected Official

Date

Workforce Development Council Chair

Date

APPENDIX

WDC to insert APPENDIX A – (See Section I – Performance Accountability)
The Workforce Board will issue performance targets once consultations are complete.

WDC to insert APPENDIX B – Core measure results for the Workforce Development Area. The Workforce Board will provide the core measure results for programs in the workforce development system to the WDCs.

WDC to insert APPENDIX C – Describe the Council’s public review and comment process. The description should specify the public comment duration and the various methods used to seek input, e.g. newspapers/email correspondence, web-posting, events/forums and plan development workgroups. 20 CFR 661.345(b) and 661.345(b)(3).