



Governor's Workforce Board

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To: Workforce Development Board Chairs
Workforce Development Board Directors

From: Heather W. Hudson, Executive Director
Robert Kalaskowski, Chief of Policy and Planning

Date: October 5, 2017

Subject: MEMORANDUM
Guidance for Specific Local Planning Elements

Purpose

To provide guidance regarding the GWB's expectation of certain elements within the Local Plan

References

Workforce Innovation and Opportunity Act (WIOA) Section 108

Background

The local plan serves as an action plan to develop, align, and integrate service delivery strategies to support the state board's vision, strategic and operational goals within local workforce development areas; as well as Rhode Island's overall economic goals and strategies. During the WIOA transition, certain elements within the local Planning guidance issued January 2017 refer to state level policies which are in various stages of completion. As the planning deadline nears, the GWB is issuing to this guidance to assist Local Boards in meeting their Local Plan requirements and clarify the GWB's expectations for certain elements. For such elements this document includes sub-section labeled, "Expectation". This section provides planners with some practical concepts for developing a narrative to the associated question. Such concepts are not all inclusive, but serve to provide a basis for building each narrative. The GWB will use the general contextual meaning of the specific question as well as the expectation for each question to evaluate the respective narrative when reviewing each plan.

Section 3 – American Job Center Delivery System

- (K) A description of how the Local Board will provide priority of service that conforms to the State Plan. This should include a description of additional local requirements or discretionary priorities including data to support the need and how the local requirement and/or priority will be documented and implemented for the Adult program

Expectation: A revised Priority of Service policy is presently under development by the Governor's Workforce Board. Therefore, local plans should rely on priority of service as described in the state plan when responding to this element.

Section 4 – Title I – Adult, Youth and Dislocated Worker Functions

(H) A description of how the Local Board will interpret and document eligibility criteria for “requires additional assistance to complete an educational program or to secure or hold employment” as set forth in the State’s Youth Policy and WIOA Sections 129(a)(1)(B)(iii)(VII) and (a)(1)(C)(iv)(VII);

Expectation: RI Workforce Investment Notice 17-02 describes the state’s policy for youth additional assistance. Therefore, local plans should refer to this policy when responding to this element.

Section 9– Fiscal, Performance, and Other Functions

(E) A description of the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors developed by the State board pursuant to Section 101(d)(6); This should include a description of the process used by the Local Board to review and evaluate performance of the local American Job Center(s) and the One-Stop Operator.

Expectation: For the purposes of this element, the GWB considers a high-performing local board as a board that:

- ensures the yearly attainment of goals, strategies, and operational elements as articulated in applicable law, regulation, contract(s) and agreement(s);
- ensures the expectations outlined in the State WIOA Plan, program grant and associated requirements, and federal guidance are achieved;
- meets its varied responsibilities including fiduciary and administrative in a professional manner;
- upholds its mission of being accountable to the workforce area stakeholders; and
- abides by other policies and expectations as determined by the Governor’s Workforce Board

When providing “a description of the process used by the Local Board to review and evaluate performance of the local American Job Center(s) and the One-Stop Operator” ; local plans should rely on the “Interim Guidance for the Certification of One-stop Centers” issued October 5th.

Contact for Questions

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