

# Mass Workforce Issuance

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**Workforce Issuance No. 06-02**

Policy  Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Regional Directors for Workforce Integration  
DCS Associate Directors  
DCS Field Managers

**cc:** WIA State Partners

**From:** Susan V. Lawler, Director  
Division of Career Services

**Date:** January 23, 2006

**Subject:** **Fiscal Year 2007 Annual Business Planning Schedule**

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators, local workforce development partners and local planning staff of the schedule for the development of the FY 2007 Local Annual Business Plans.

**Background:** The attached schedule has been developed for the upcoming FY 2007 Local Annual Business Plan process being held on March 22, 2006 at the Marlborough ETR Training Center <http://www.detma.org/WSCC.asp?ID=6>. To the extent possible, it is the intent and goal this year to avoid significant changes to the content and format of the planning instructions as developed for last year's process. This approach will enable area planners to fully focus on substantive aspects of local plan development.

**Action**

**Required:** Please assure that all appropriate staff are informed of the content of this issuance.

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Also, indicate Issuance number and description.

# **FISCAL YEAR 2007**

## **Planning Schedule**

### **Annual Workforce Development Business Plan**

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|-----------------|--|
| <b>March 8</b>  | <b>Issue FY 2007 Annual Workforce Development Business Plan Instructions</b>   |
| <b>March 22</b> | <b>Planning Session – Marlborough ETR Training Center</b><br><a href="http://www.detma.org/WSCC.asp?ID=6">http://www.detma.org/WSCC.asp?ID=6</a> |
| <b>May 26</b>   | <b>Annual Workforce Development Business Plans submitted by CEOs &amp; LWIBs to DCS</b>  |
| <b>June 16</b>  | <b>State Approvals of Annual Workforce Development Business Plan Budgets</b>   |
| <b>June 30</b>  | <b>State Approvals of Local Plans sent to CEOs and LWIBs</b>   |
| <b>July 1</b>   | <b>Beginning of Fiscal Year 2007</b>   |