

Mass Workforce Issuance

Workforce Issuance No. 06-31

Policy Information

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

cc: WIA State Partners

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

Date: June 1, 2006

Subject: FY 2007 Annual Business Plan Review Timeline and Process

Purpose: To transmit to Local Workforce Investment Boards, Chief Elected Officials, One Stop Career Center Operators, Title I Administrators and Fiscal Agents and other local workforce investment partners the timeline and process regarding the review and approval of the FY 2007 Local Annual Business Plans

Background: The following timeframes and actions have been determined for the FY 2007 Annual Business Plan review and approval process.

June 9: Plans are submitted to DCS (all plans are due no later than close of business on June 9th).

May 30 – June 18: DWD, DCS and Commonwealth Corporation review of plan documents. An “informal” response period (through June 18) will avail local areas the opportunity to resolve, correct or clarify issues raised during the review. During this period, state reviewers will contact local areas via email with requests for clarifications, corrections or expanded information. Local areas will be required to respond via email by June 18. Information provided through this process will be kept on file at DCS, and must be kept on file locally.

June 20: All reviewer comments are due to the DCS Policy & Planning Unit. Reviewer comments will:

1. Describe issues that are unresolved and may lead to a “conditional approval.”
2. Describe any remaining clarifications that are needed, but do not impact approval of plan.

June 22: Joint review meeting (full review committee – DWD, DCS and Commonwealth Corporation) to finalize content of local area notification letters.

June 27: Approval and Conditional Approval letters forwarded to DCS Director for signature.

June 28: Approval or Conditional Approval letters sent to local area CEOs and WIB Chairs.

Conditional Approval letters will include a *60 day* time-frame in which to resolve any outstanding issues.

NOTE: Requests to extend the June 9 plan submission date *will not* be granted. Local plans received after June 9th will result in DCS delaying the issuance to the local area of the “Letter of Intent” that provides the authorization for local areas to begin to obligate FY 2007 funds effective July 1 (in lieu of final execution of the formal contract).

Action

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

Effective: Immediately

Inquiries: Please email all questions to Diane Hurley at dhurley@detma.org .