

Mass Workforce Issuance

Workforce Issuance No. 08-14

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 Regional Directors

cc: WIA State Partners

From: David W. Mackley, Director
Department of Workforce Development

Date: May 5, 2008

Subject: **Fiscal Year 2009 Annual Plan Guidance**

Purpose: To provide guidance to the Local Workforce Investment Boards (LWIBs) with regard to the development and submission of the FY 2009 Annual Plan.

Background: With the continued absence of Congressional reauthorization of the Workforce Investment Act (WIA), and in consideration of the level of effort to be extended by local Boards in developing their responses to the Commonwealth's High Performing Workforce Board Certification initiative (instructions are forthcoming), the annual local planning requirements have been scaled back for FY 2009.

Renamed the *Annual Plan*, local Boards will be asked to submit Performance and Participant Planning documents, an Integrated Budget and Budget Narrative, Youth Budget information and a description of any significant changes to the local service delivery model (if applicable). Additionally, other basic information to be submitted include: the area centers' hours of operation, an MOU Activity summary, Budget Modification Authorization, and local contact information along with the plan Signatory Page. Other than a description of significant changes planned for FY2009 and the Budget Narrative, no extensive narrative responses will be required.

As structured the Annual Plan will provide information consistent with the statutory requirements of the Workforce Investment Act (the Act) that will not be otherwise accessed through the High Performing Workforce Board submissions.

Policy: The LWIB, with agreement and signature of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2009 Annual Plan. The Plan must be made available for public comment prior to submission in accordance with WIA regulations at section 661.345.

Action

Required: Review the Annual Plan guidance document and provide copies to those individuals who will participate in the development of the local Annual Plan.

Document

Submission: Please refer to Attachment A

Schedule: June 13, 2007: Plans must be submitted electronically per the submission instructions (Attachment A), no later than close of business.

June 16 - 25: Initial DCS review.

June 27: Initial response / discussions with local boards to resolve, clarify, or correct points raised by the review. Information provided through this process will be kept on file at DCS and must also be maintained by the local area.

July – August: FY 2009 Plan approval letters sent to local area CEOs and WIB Chairs (rolling).

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@detma.org. Also, indicate Issuance number and description.