

Mass Workforce Issuance

Workforce Issuance No. 12-26

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 Managers

cc: WIA State Partners

From: George Moriarty, Director
Department of Career Services

Date: May 22, 2012

Subject: **Fiscal Year 2013 Local Annual Plan Guidance**

Purpose: To provide guidance to Local Workforce Investment Boards (LWIBs) with regard to the development and submission of the FY2013 Local Annual Plan.

Background: As the Massachusetts economy steadily recovers, it is more important than ever that the workforce development system continues to reexamine its practices and services to ensure that it is positioned and prepared to meet increased and changing demand.

The FY2013 Local Annual Plan instructions have been redesigned around several broad policy goals and new planning requirements that will roll out a series of changes to the allocation of resources, development of system-wide practices and tools, and review of performance over the next year. EOLWD will guide this process, as the Implementation Phase of the 21st Century System Initiative, with significant participation and input from regions and key stakeholders. Together, we will work toward the adoption of practices in all regions that will strengthen service delivery, while aligning the workforce development system with the reality of diminishing federal resources.

FY2013 Planning Instructions will serve as a baseline for regions to gather and analyze information that can be reviewed and shared across regions to create a statewide baseline of information on costs, effectiveness and practices.

Specifically, we expect regions to develop a cost-reduction analysis in FY13, including past, current and future strategies to reduce costs within the region. FY2013 Plan approval will be based on not only sound financial and programmatic planning for the region, but also the demonstrated ability and quality of responses for new questions. Local areas will be asked to: identify costs and cost-reduction strategies; increase regional spending on education and training for customers; describe effective, integrated staffing models to promote customer services across funding streams (as necessary); and develop strategies to increase the quality of services for business and industry. The specific plan instructions related to each requirement are described in the Attachment A.

Allocations

The attached spreadsheets provide the FY2013 allocations: Attachment Q, State Allotments; Attachment R, WIA Title I Local Allocations; and Attachment S, Wagner-Peyser Local Allocations; Attachment U, Local WIA and Wagner-Peyser Allocations compared; Attachment W, EUC-REA, UI Walk-In, FY12 REA, Skills Start Allocations; Attachment W1, FY12 RES Profiles & REA-EUC Goals; and Attachment W2, Skills Start Allocations. State One-Stop Allocations (Attachment V) will be released upon availability.

Workforce Investment Act Title I Funding

Massachusetts experienced an overall 9.2% cut to total Workforce Investment Act Title I resources from FY12 to FY13 from \$51.4M to \$46.6M. All three funding streams were reduced (Adult, Dislocated Worker and Youth). The biggest drop in the individual Title I stream was a reduction of 13.8% to Dislocated Worker funding. Title I resources allocated by local formula (contained in Attachment R) were reduced by 8.7%. The state set-aside amount is again capped at 5%.

Wagner-Peyser Funding

Massachusetts experienced a 0.6% cut to overall Wagner-Peyser funding from FY12 to FY13 from \$14.2M to \$14.1M. The local area allocations are reduced by 2.8%. The Executive Office will reserve 18% of Wagner-Peyser 10% funding to be utilized as the first annual installment to support MOSES/IT enhancements directed by the state based upon a plan developed by a state-local workgroup.

Policy: The LWIB, with agreement and signature of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2013 Annual Plan. In accordance with WIA regulations at 20 CFR §661.345, the local plan must be made available for public comment prior to submission to the Department of Career Service (DCS).

Action

Required: Please review the Annual Plan guidance documents and disseminate to those individuals who will participate in the development of the FY 2013 Local Annual Plan. Local boards are asked to respond to the **FY2013 Narrative Questions** found in Attachment A (due September 1, 2012), and review Attachment A1, DCS Cost Analysis Guidelines in preparation for completion of a Cost Analysis Template (this document will be distributed by June 29 and due by November 15, 2012). Budget, Budget Narrative, Performance Summary Charts and all other

required Local Annual WIA Plan documents and forms provided as part of this planning package are due on the date stated, below.

Completed FY13 Local Annual Plan packages are due to DCS on July 17, 2012. Please refer to submission instructions contained in Attachment P.

NOTE: All required submission elements are found in the Attachments list, below. To ensure completeness, please refer to the FY13 Local Annual Plan Checklist (Attachment O).

Effective: Immediately

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

Attachments:

- A. FY2013 Narrative Questions
- A1. DCS Cost Analysis Guidelines
- A2. DCS Cost Analysis Template (*upon availability*)
- B. Notification of Local System Changes
- C. One-Stop Career Center Hours of Operation Form
- D. Assurances
- E. MOU Activity Summary Form
- F. Plan Submission Contact Information Form
- G. MOU and Annual Plan Signatories Form
- H. Financial Modification Authorization Forms
- I. Program Summaries and Performance Goals Charts (1-4)
- J. Performance Goals (*FY12 Levels Pending State Plan Approval*)
- K. Instructions for Program & Performance Charts (I&J)
- L. Integrated Budget and Narrative Template
- M. Integrated Budget Instructions
- N. Integrated Budget Program List
- O. FY13 Local Annual Plan Checklist
- P. Submission Instructions
- Q. State Allotments (WIA Title I and ES Federal to State Allocations)
- R. Title I Allocations – Adult, DW, Youth (*includes charts 1-7*)
- S. Wagner-Peyser 90% and 10% Allocations (*includes charts 1-3*)
- T. Overview of WIA and Wagner-Peyser Allocations
- U. Local Allocations Compared
- V. State One-Stop Allocations (*upon availability*)
- W. EUC-REA, UI Walk-In, FY12 REA, Skills Start Allocations
- W1. FY12 RES Profiles & REA-EUC Goals
- W2. Skills Start Allocations
- X. MOSES Support
- Y. Telephone Service
- Z. Facilities Lease Costs
- ZZ. Data Circuit Costs