

MassWorkforce Issuance

Workforce Issuance No. 12-51

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 Operations Managers

cc: WIA State Partners

From: Massachusetts Department of Career Services

Date: October 1, 2012

Subject: **WIA Workforce Investment Board Certification Extension**

Purpose: To notify Local Workforce Investment Boards (LWIBs), Local Chief Elected Officials, One-Stop Career Center Operators and other local workforce investment partners of the extension of the current Workforce Investment Act (WIA) Board Certification period to January 31, 2013.

Background: MassWorkforce Issuance No. 12-09, *Extension of Current WIA Workforce Investment Board Certifications*, dated February 9, 2012, extended WIB WIA certifications through September 30, 2012.

The Commonwealth is hereby extending the effective time period for all current WIB WIA certifications through **January 31, 2013**.

The WIB Certification Policy is presently being updated to include the following elements as components of the WIB Certification package:

- Current Strategic Plan
- Benchmarking Tool or Scorecard
- Revenue Plan

Additional information regarding these components will be issued in advance of the FY13 WIB Certification Policy.

Policy: The Commonwealth has determined as a matter of policy that the effective time period for all current WIB WIA certifications will be extended through January 31, 2013. However, notwithstanding the extension of the certification period, each Workforce Investment Board must ensure that the Membership Matrix (Attachment A) for both the WIB and Youth Council is and up to date.

LWIBs should also ensure that the CEO/LWIB Agreement and WIB By-Laws are current.

Action

Required: Local WIBs must ensure that DCS has on file the most current and up to date Membership Matrix for both the WIB and the Youth Council. Upon any change to the membership of the Workforce Investment Board or the Youth Council, the WIB must submit an updated Membership Matrix via email to Lisa Caissie at Lcaissie@detma.org.

Effective: Immediately

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

Attachment: A. Local Workforce Investment Board Membership Matrix