

## MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

**100 DCS 04.104**

☒ **Policy**

☐ **Information**

**To:** Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** June 5, 2018

**Subject:** **Local Annual Operating Plan Guidance Fiscal Year 2019**

**Purpose:** To provide guidance to Chief Elected Officials, Local Workforce Boards and One-Stop Career Center Operators with regard to the development and submission of the WIOA Fiscal Year 2019 Local Annual Operating Plan documents.

**Background:** The Massachusetts workforce development system supports and promotes the Commonwealth's workforce and economic development efforts through the delivery of quality employment, education, and training services that are responsive to the needs of job seekers and employers.

With regard to local planning, the Workforce Investment and Opportunities Act (WIOA), at section 108 requires each local board to develop a comprehensive 4-year local plan in partnership with the chief elected official. The WIOA 4-Year Plan will be addressed in a separate issuance.

On an annual basis, local areas must develop local operating budgets in accordance with local federal and state allocations and planned participant service levels. The information requested within this policy strictly relates to local operational information that is required on an annual basis by the Department of Career Services. This information comprises the "Local Annual Operating Plan."

**Policy:** The Local Board, with agreement and signature of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2019 Local Annual Operating Plan.

**Action**

**Required:** Local Annual Operating Plan packages shall include the components listed in Attachment A: FY19 Local Annual Operating Plan Checklist. Please review the list of documents required for submission.

Completed FY2019 Local Annual Operating Plan packages are due to DCS on **August 31, 2018**. Please refer to submission instructions contained in Attachment B.

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@MassMail.State.MA.US](mailto:PolicyQA@MassMail.State.MA.US). Please indicate Issuance number and description.

**Attachments:**

- A. FY19 Local Annual Operating Plan Checklist
- B. Submission Instructions
- C. Notification of Workforce System Changes
- D. One-Stop Career Center Hours of Operation Form
- E. Assurances
- F. Local Annual Operating Plan Laboratories Form
- G. Financial Modification Authorization Form
- H. Instructions for Program Summary Charts
- I. Program Summary Charts (S and 1-4)
- J. Integrated Budget and Narrative Template
- K. Integrated Budget Instructions
- L. Integrated Budget Program List
- M. Instructions for Proposing Local WIOA Performance Goals for FY19 & FY20
- MM. WIOA Performance Goals Request Form FY19
- N. State Allocations (WIOA Title I and ES Federal to State Allocations)
- O. WIOA Title I & Wagner-Peyser FY18 Revised and FY19 Initial Local Allocations Summary Tables
- P. Title I Allocations – Adult, DW, Youth (includes charts 1-7)
- Q. Wagner-Peyser 90% and 10% Allocations (includes charts 1-3)
- R. Local Allocations Compared
- S. Overview of WIOA and Wagner-Peyser Allocations
- T. State One-Stop Allocations
- U. FY19 ASU Unemployment by City/Town Within Workforce Area (*upon availability*)
- V. RESEA Allotments
- W. TAA Case Management Allocations
- X. OSCC Telephone Service
- Y. Premises Lease Costs
- Z. UI Funding
- AA. DTA Allocations