

## MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

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**100 DCS 04.102**☒ **Policy**☐ **Information**

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**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:** August 18, 2017

**Subject:** **Local Annual Operating Plan Guidance: Fiscal Year 2018**

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**Purpose:** To provide guidance to Chief Elected Officials, Local Workforce Development Boards and One-Stop Career Center Operators with regard to the development and submission of the WIOA Fiscal Year 2018 Local Annual Operating Plan documents.

This policy has been revised to change the submission date for FY2018 Local Annual Operating Plan documents from August 25, 2017 to **September 15, 2017**.

**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.

In past years, the Workforce Investment Act (WIA) required local area annual plans that described local workforce area activities and services in the local area, including budget, participant planning and other information integral to the operational aspects of the workforce development system.

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 is addressed in a separate issuance.

The information requested within this policy strictly relates to the local operational information that is required on an annual basis by the Department of Career Services. Henceforth, this information will be referenced as 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 2018 Local Annual Operating Plan.

**Action**

**Required:** For FY18, DCS is requesting Local Operating Plan packages that include only the components listed in Attachment A: FY18 Local Annual Operating Plan Checklist. Please review the list of documents required for submission.

Completed FY2018 Local Annual Operating Plan packages are due to DCS on **September 15, 2017**. 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. FY18 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 Signatories 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. State Allotments (WIOA Title I and ES Federal to State Allocations)
- N. Title I Allocations – Adult, DW, Youth (includes charts 1-7)
- O. Wagner-Peyser 90% and 10% Allocations (includes charts 1-3)
- P. Overview of WIOA and Wagner-Peyser Allocations (*upon availability*)
- Q. Local Allocations Compared
- R. State One-Stop Allocations
- S. OSCC Telephone Service
- T. Premises Lease Costs
- U. UI Funding (*upon availability*)
- V. RESEA Allotments
- W. MOSES Support
- X. FY17 ASU Unemployment by City/Town Within Workforce Area (*upon availability*)
- Y. CITRIX Costs
- Z. TAA Case Management Allocations