

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

100 DCS 04.100

☒ 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:** WIA State Partners

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

**Date:** June 2, 2015

**Subject:** **WIOA Local Annual Plan Guidance: Fiscal Year 2016**

**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 2016 Local Annual Plan documents.

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

The Workforce Innovation and Opportunity Act (WIOA) provides Workforce Development Boards with the opportunity to develop employment and training systems tailored specifically to local area needs. The local WIOA Plan should represent a collaborative process among the Chief Elected Official (CEO) and the local partners. This collaboration creates a shared understanding of the local area's workforce development needs, a shared vision of how the local workforce development system can be designed to meet those needs, and agreement on the key strategies to achieve this vision.

Local areas will operate under modified local plans from July 1, 2015 through June 30, 2016. The modified local plan will serve as a “transitional” plan during the first program year of WIOA implementation.

## **Title I Resources:**

### **Workforce Innovation and Opportunity Act (WIOA) Title I Funding**

Massachusetts experienced an overall increase of 13.5% in total Title I resources from FY15 to FY16 from \$46.3 to \$52.5M. All three funding streams increased - Adult (\$1.9M or 14.6%), Dislocated Worker (\$2.4M or 12.5%) and Youth (\$2.0M or 13.8%). Title I resources allocated by local formula (contained in Attachment P) grew by \$4.4M or 11.9%, with gains of \$1.6M or 12.2% in Youth, \$1.5M or 13.0% in Adult, and \$1.3M or 10.4% in Dislocated Worker funding. The state set-aside amount is capped at 10% up from 8.75% in FY15.

### **Wagner-Peyser Funding**

Massachusetts experienced a gain of 1.3% (\$175,865) in Wagner-Peyser funding from FY15 to FY16 from \$13.4M to \$13.6M. The local area allocations increased by \$137,526 or 1.3%. The Executive Office will reserve 38% of Wagner-Peyser 10% funding to be utilized for state oversight and technological improvements for service delivery, the same percentage as in FY15.

## **Policy:**

The Workforce Innovation and Opportunity Act §108 delineates the requirements for local Workforce Boards to submit to the Governor, a local plan, in partnership with the Chief Elected Official. The LWB, with agreement and signature of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2016 Annual Plan.

For FY16, DCS is initially requesting local planning packages that include only the components listed in Attachment A: FY16 Local Annual Plan Checklist.

This policy may be subject to change as additional federal regulations and TEGLs are released.

## **Action**

### **Required:**

Please review the list of documents required for submission:

Budget Narrative, Performance Summary Charts and all other required Local Annual Plan documents and forms provided as part of this planning package.

Completed FY2016 Local Annual Plan packages are due to DCS on July 14, 2015. Please refer to submission instructions contained in Attachment B.

**NOTE:** All required submission elements are found in the Attachments list, below. To ensure completeness, please refer to the FY16 Local Annual Plan Checklist (Attachment A).

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Please indicate Issuance number and description.

**References:**

- WIOA (Pub. L. 113-128)
- DOL ETA TEGL 19-14
- DOL ETA TEGL 27-14
- MassWorkforce Policy Issuance #100 DCS 19-100 Youth Procurement Guidance
- MassWorkforce Policy Issuance #100 DCS 19-101 WIOA Title I Youth Eligibility Policy

**Attachments:**

- A. FY16 Local Annual Plan Checklist
- B. Submission Instructions (*change in submission instructions from previous years*)
- C. Notification of Local System Changes
- D. One-Stop Career Center Hours of Operation Form
- E. Assurances
- F. MOU Activity Summary Form
- G. MOU and Annual Plan Signatories Form
- H. Financial Modification Authorization Forms
- I. Program Summary Charts 1-7
- J. Instructions for Program Summary Charts
- K. Instructions for Proposing Local Performance Goals for FY16
- K1. Local Performance Goals Request Form
- K2. FY15 Performance Goals for Local Areas
- L. Integrated Budget and Narrative Template
- M. Integrated Budget Instructions
- N. Integrated Budget Program List
- O. State Allotments (WIOA Title I and ES Federal to State Allocations)
- P. Title I Allocations – Adult, DW, Youth (includes charts 1-7)
- Q. Wagner-Peyser 90% and 10% Allocations (includes charts 1-3)
- R. Overview of WIOA and Wagner-Peyser Allocations (*upon availability*)
- S. Local Allocations Compared
- T. State One-Stop Allocations (*upon availability*)
- U. SCC Telephone Service
- V. Premises Lease Costs
- W. RESEA Allotments
- X. MOSES Support
- Y. Local Citrix Costs