

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

100 DCS 04.101☒ **Policy**☐ **Information**

To: Chief Elected Officials
Workforce Board Chairs
Workforce 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: May 31, 2016

Subject: **WIOA Local Plan Guidance: Fiscal Year 2017**

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 2017 Local Plan documents.

Background: Section 108 of WIOA explains what information must be included in the local plan. These requirements set the foundation for WIOA principles by fostering strategic alignment, improving service integration and ensuring that the workforce system is industry relevant and responsive to the economic needs of the local workforce area and matching employers with skilled workers.

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 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), Workforce Board, One-Stop Career Centers and the local Partners. This collaboration creates a

shared understanding of the local area's workforce development needs, a shared vision for how the local workforce development system can be designed to meet those needs, and agreement on the key strategies to achieve this vision.

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 Local Board, with agreement and signature of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2017 Local Plan.

For Fiscal Year 2017, DCS is requiring only basic elements for the Local Plan in order to permit local areas to implement critical elements of WIOA and to lay the groundwork for a comprehensive four-year Local Plan, as required by WIOA, for Fiscal Year 2018.

This policy may be subject to change as additional federal regulations and guidance is released.

Action

Required: Please review the list of documents required for submission: Integrated Budget with Budget Narrative, Performance Summary Charts and all other required Local Plan documents and forms provided as part of this planning package.

Please review Attachment Z, FY18 Local Plan Requirements, outlining requirements specified in WIOA Section 108. Local Workforce Boards will be engaged in activities to build the elements of this comprehensive FY18-21 four-year local plan throughout FY2017.

Completed FY2017 Local Annual Plan packages are due to DCS on July 15, 2016. Please refer to submission instructions contained in Attachment B.

NOTE: All required submission elements are found in the Attachments list, below. To ensure completeness of your submission, please refer to the FY17 Local Annual Plan Checklist (Attachment A).

Effective: Immediately

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

References: WIOA (Pub. L. 113-128)

Attachments:

- A.** FY17 Local Annual Plan Checklist
- B.** Submission Instructions
- C.** Notification of Local System Changes
- D.** One-Stop Career Center Hours of Operation Form
- E.** Assurances
- F.** Annual Plan Signatories Form
- G.** Financial Modification Authorization Forms
- H.** Program Summary Charts (1-4)
- I.** Instructions for Program Summary Charts
- J.** Instructions for Proposing Local Performance Goals for FY17 (*upon availability*)
- J1.** Local Performance Goals Request Form (*upon availability*)
- J2.** FY17 Performance Goals for Local Areas (*upon availability*)
- K.** Integrated Budget and Narrative Template
- L.** Integrated Budget Instructions
- M.** Integrated Budget Program List
- N.** State Allotments (WIOA Title I and ES Federal to State Allocations)
- O.** Title I Allocations – Adult, DW, Youth (includes charts 1-7)
- P.** Wagner-Peyser 90% and 10% Allocations (includes charts 1-3)
- Q.** Overview of WIOA and Wagner-Peyser Allocations (*upon availability*)
- R.** Local Allocations Compared
- S.** State One-Stop Allocations (*upon availability*)
- T.** OSCC Telephone Service
- U.** Premises Lease Costs
- V.** RESEA Allotments
- W.** MOSES Support
- X.** FY17 ASU Unemployment by City/Town Within Workforce Area
- Y.** Citrix Costs
- Z.** FY18 Local Plan Requirements