

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

100 DCS 04.103

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: July 20, 2017

Subject: **WIOA Section 108 Local Plan Guidance**

Purpose: To provide guidance to Chief Elected Officials, Local Workforce Development Boards and One-Stop Career Center Operators with regard to the WIOA Section 108 Local Plan timeline, and conditional approval of the WIOA Section 108 Initial Local Plan for Fiscal Year 2018.

Background: The Workforce Innovation and Opportunity Act (WIOA) at section 108 and 20 CFR §679.550 requires that each Local Workforce Development Board (Local Board), must in partnership with the Chief Elected Official (CEO), develop and submit a comprehensive 4 Year Local Plan to the Governor. The plan must identify and describe the policies, procedures, and local activities carried out in the local area, consistent with the State Plan.

In order to align and leverage work already completed by the Local Boards and State Partners throughout the implementation of WIOA, the Commonwealth is implementing a two-phase procedure for development, submission and approval of the 4 Year Local Plan process. This process will also ensure seamless inclusion of new Partners added to the Workforce System throughout FY18.

The two phase process is as follows: Phase 1: “Initial 4 Year Local Plan Process” will culminate in a “conditional approval” and Phase 2: “Final 4 Year Local Plan Process” will conclude with the final approval of the Local 4 Year Plan.

Phase I: Initial 4 Year Local Plan Process

Phase I of the 4 Year Local Plan process will cover Fiscal Year 2018 (July 1, 2017 – June 30, 2018). The Local Board must complete an Initial Local Plan Package that is comprised of information that corresponds to the requirements of WIOA §108 and contained in the following documents:

1. Regional Data Package
2. Adult Basic Education Information provided to DCS
3. Local Workforce Board Strategic Plan
4. Local Umbrella Memorandum of Understanding with WIOA Partners
5. Participant Summaries and Performance Indicators

Phase II: Final 4 Year Local Plan Process

Phase II of the 4 Year Local Plan process will cover Fiscal Years 2019 - 2021 (July 1, 2018 to June 30, 2021). The Department of Career Services (DCS) will provide further guidance on the development of the Final 4 Year plan process in a separate policy issuance.

Policy: Local Workforce Boards will receive conditional approval for the WIOA Section 108 Initial Local Plan following DCS’ posting of a complete package of local plan materials on the WIOA website at:
<http://www.mass.gov/massworkforce/state-plan/local-plans.html>

Local Workforce Boards will receive final approval for Years 2 through 4 of the WIOA Section 108 Local Plan upon completion of the balance of Section 108 requirements with further analysis and description of local area workforce development strategies for a skilled workforce, OSCC Operator selection, Title II ABE Providers selection, Workforce Development Board Certification confirming status as high performing workforce boards and local MOUs, refreshed to reflect updated budgets and delivery of integrated services.

Action

Required: Please review the WIOA Section 108 Initial Local Plan materials posted on the WIOA website for completeness.

Please contact Lisa Caissie by email at Lisa.J.Caissie@MassMail.State.MA.US with any request to update or change Initial Local Plan materials posted on the WIOA website.

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@MassMail.State.MA.US. Please indicate Issuance number and title.