

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND TRAINING
ADMINISTRATOR'S MEMO SERIES

ACTION 14-06
 NOTICE

ISSUE DATE: 02/18/15
DISPOSAL DATE: Ongoing

*PROGRAM CATEGORIES:

AS FM LM TC
 CR IT ML TR
 FL JC TA WIA
 YA

TO: Workforce Development Board Directors

FROM: Scott Jansen
Division Administrator



RE: Guidance on Program Year 2015 (PY15) Procurement of Title I-B Providers for the Workforce Innovation and Opportunity Act (WIOA) and Local Board Membership

PURPOSE: To provide general guidance to workforce development boards (WDBs) on the procurement process for Title I-B providers for PY15 and local WDB membership requirements

BACKGROUND: The United States Department of Labor (DOL) announced in early January that it would not meet the deadline for the release of the Notice of Proposed Rule Making. DOL has made it clear that states must meet all WIOA deadlines and should not delay on implementation until the proposed rules and regulations are released.

POLICY:

WIOA activities and services begin in PY15, which starts July 1, 2015. State and local plans and performance measures will be in place by July 1, 2016. Program Year 15 allotments, provided on April 1, 2015, for Youth and July 1, 2015, for Adult and Dislocated Worker activities, are considered WIOA funds. WIOA funds are governed by all applicable provisions of WIOA.

Current directors of Wisconsin's Workforce Development Boards (WDBs) are authorized to initiate and fulfill the procurement process on behalf of the WDB that will carry out the functions of WIOA Section 107 for the Workforce Development Area (WDA) beginning in PY15.

*PROGRAM CATEGORIES:

AS--Apprenticeship
Standards
CR--Civil Rights
FL--Foreign Labor
Certification

FM--Financial Management
Requirements
IT--IT Systems
JC--Job Center

LM--Labor Market
Information
ML--Migrant Labor
TA--Trade Assistance

TC--Tax Credit Programs
TR--Transportation
WIA--Workforce
Investment Act
YA--Youth Apprenticeship

PREPARATION FOR LOCAL GOVERNANCE:

Formal guidance on local governance will be issued to Local Elected Officials (LEOs) and current WDB directors soon. The attached local board membership sorter is designed to provide WDBs with a means of measuring whether or how closely their current board's membership is aligned with the membership requirements outlined in WIOA Section 107(b)(2).

ACTION SUMMARY STATEMENT:

To ensure that WIOA activities begin as scheduled, WDAs must issue Requests for Proposals (RFPs) for new contracts for Title I-B activities. If a WDA can establish that an existing WIA contract for WIA Title I-B activities that was properly procured and runs past PY14 can effectively meet the requirements of WIOA, a contract modification may be sufficient.

All contracts for PY15, whether new or modified, must reference the following WIOA requirements.

- Youth contracts:
 - New program elements – financial literacy education; entrepreneurial skill training; services that provide labor market and employment information about in demand industry sectors or occupations available in the local area; activities that help youth prepare for and transition to postsecondary education and training.
 - Not less than 20% of funds shall be used to provide youth with paid and unpaid work experiences that have as a component academic and occupational education
 - Not less than 75% of funds shall be used to provide activities for out-of-school youth.
- All contracts:
 - Preparations and service strategies to be taken in PY15 to meet WIOA performance measures beginning in PY16.
 - Information on physical and programmatic accessibility, in accordance with WIOA Section 188.
- Adult and Dislocated Worker contracts:
 - Provision of career services
 - Prioritization of recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient

All contracts must be able to segregate the WIA funding and program activities from the WIOA funding and program activities regardless of whether the grant is renewed and modified or re-bid.

Compliance with this Administrator's Memo is subject to monitoring.

CONTACT(S): Please contact your Local Program Liaison with any questions about this Administrator's Memo.

ATTACHMENT(S): Local Board Membership Sorter

CC: Chief Local Elected Officials