

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

ACTION 15-09
 NOTICE

ISSUE DATE: 12/22/15
DISPOSAL DATE: Ongoing

*PROGRAM CATEGORIES:
 AS FM LM TC
 CR IT ML TR
 FL JC TA WIA
 WIOA YA

TO: Workforce Development Directors

FROM: Scott Jansen, Administrator, Division of Employment and Training



IN CONSULTATION WITH: Delora Newton, Administrator, Division of Vocational Rehabilitation; and Kathleen Cullen, Provost and Vice President, Wisconsin Technical College System

RE: Workforce Innovation and Opportunity Act (WIOA) Infrastructure Cost Review of Wisconsin Job Centers

PURPOSE: Assessing Current Costs and Funding Methods of Job Center Operations

BACKGROUND:

This memo establishes a request from local workforce development partners to assist the Department of Workforce Development (DWD) in assessing Job Center operations costs as part of the WIOA implementation for Wisconsin. On June 18, 2015, Governor Scott Walker signed an updated certification of Program Administration Designees in the Wisconsin Workforce Investment Act State Plan, notifying the Department of Labor that DWD would serve as the WIOA Title I Signatory Official. DWD's Division of Employment and Training was confirmed as the WIOA Title I Liaison, ensuring that requirements in Title I of the WIOA will be met by the State of Wisconsin.

The WIOA requires that states and workforce development partners revisit funding methods currently in place for job centers. Guidance must be provided to assist local boards, chief elected officials, and job center partners in local areas in determining equitable and stable methods of funding costs of infrastructure of job centers in Workforce Development Areas

*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
WIOA--Workforce Innovation and Opportunity Act
YA--Youth Apprenticeship

(WDAs) [WIOA Section 121(h)(1)(B)]. A review of the current information available regarding job center costs under WIOA is available in Attachment A.

POLICY:

The state has determined that prior to the required local consultations and issuance of formal funding guidance, a thorough assessment of current funding methods and costs must be conducted. Following a review of the information received, the state intends to travel to local WDAs to meet with local partners to discuss the review and next steps. These in-area consultations will provide an opportunity for local workforce partners to discuss any issues that could prevent the local area partners from coming to a consensus on funding methodology.

ACTION SUMMARY STATEMENT:

At the request of DWD Legal Counsel, Workforce Development Boards (WDB) (and, as necessary, their One-Stop Operators) must submit copies of all leases, operating, use and other cost allocation agreements, as well as related budget/financial documentation, including cost methodologies, to DWD by January 22, 2016, so that the state may properly determine current costs of job centers prior to issuing guidance as required under WIOA Section 121(h). The submissions must include a listing of all donated or other in-kind resources, such as non-charged space at a technical college. Please submit this information to Phil Koenig at DETWIOA@dwd.wi.gov.

WDBs are advised that DWD facilities staff will be assisting the WIOA partner agencies in the assessment of operational costs. Follow-up inquiries requesting additional information must be answered in a timely manner. Failure to provide complete information as required by this policy will result in an immediate follow-up with local WDB personnel, which may include the local WDB Chair and Chief Elected Official.

Thank you in advance for your assistance in helping us meet this WIOA requirement.

CONTACT(S):

Please contact Phil Koenig at 608.266.0988 or Phil.Koenig@dwd.wi.gov with questions regarding this policy.

ATTACHMENT(S): Attachment A: Infrastructure Funding Options Resource

- cc:** DWD Secretary Reggie Newson
- WTCS President Morna Foy
- WIOA Leadership Team
- WIOA Local Program Liaisons
- CWI Board Chair Mark Tyler
- Technical College Presidents
- Job Service District Directors
- Division of Vocational Rehabilitation Directors
- WDA Chief Local Elected Officials
- WDA Chairs