



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Jaclyn P. Dowd *JPD*
Deputy Commissioner, Policy, Education, and Training

DATE: April 3, 2013

SUBJECT: DWD Policy 2012-08
Program Year 2013 Local Plan Instructions for Local Workforce Investment Boards

PURPOSE

To provide requirements to Indiana's local workforce investment boards for Program Year (PY) 2013 local plans.

RESCISSION

None

BACKGROUND

The Workforce Investment Act of 1998 (WIA) requires local Workforce Investment Boards (WIBs) to have approved local workforce investment plans to receive annual WIA Title I allocations. The Indiana Department of Workforce Development (DWD) issued DWD Policy 2011-12, entitled, "Local Plan Instructions for Workforce Investment Boards and Regional Workforce Boards" on April 10, 2012. DWD Policy 2011-12 provided the elements that were required in all workforce investment local plans throughout the State of Indiana. Subsequently, all local WIBs submitted local plans for PY2012, which were approved by the State Workforce Innovation Council (SWIC) in June of 2012.

All approved local workforce investment plans are scheduled to expire on June 20, 2013. Additionally, four local areas in the State, Regions 5, 8, 9, and 11, are currently transitioning from state-defined regional workforce areas to federally-defined local workforce service areas. These four regions currently are operating under approved regional workforce plans, which also expire on June 30, 2013. In order to formally establish a local workforce investment board and receive WIA Title I allocations for PY2013, these transitioning areas must have an approved local workforce investment plan.

CONTENT

For PY2013, the SWIC has provided options for local WIBs regarding the development and submission of local workforce investment plans for PY2013. This policy identifies the requirements for both existing and transitioning local WIBs, provides the mandatory updates and modifications to the local plans, and provides submission and review process for the plans.

Requirements for Existing Local Workforce Investment Boards

The SWIC has authorized DWD to provide two options to local WIBs with currently-approved local plans:

- 1) **Extend PY2012 local plan with mandatory updates/modifications (included below);**
In this option, existing WIBs may respond to the two mandatory updates/modifications identified later in this policy, and attach those updates/modifications as an addendum to the PY2013 local workforce investment plan; or
- 2) **Modify any part of local plan desired, but must also include mandatory updates/modifications (included below).**
In this option, existing WIBs may modify any part of the PY2012 local workforce investment plan that they deem appropriate, but must also respond to the two mandatory updates/modifications. If utilizing this option, local WIBs must clearly identify what sections of the PY2012 local plan have been modified, and include the PY2013 required updates/modifications as an addendum.

Requirements for Transitioning Local Workforce Investment Boards

For those local areas that are currently transitioning (Regions 5, 8, 9, and 11), the SWIC has authorized DWD to provide two options:

- 1) **Utilize current regional workforce plan, updated with information required of all WIBs, and provide mandatory updates/modifications (included below);**
In this option, the newly established local WIBs would utilize the approved PY2012 regional workforce plan, and update the plan with the required updates/modifications *and* with items required in DWD Policy 2011-15 for all local plans for WIBs.
NOTE: there are six items that were required for local WIB plans that were not required for regional workforce board plans. These items are identified below.
- 2) **Establish a new local plan, following instructions in [DWD Policy 2011-15](#), with mandatory updates/modifications (included below).**
In this option, the newly established local WIB will conduct a planning process and will develop and submit a wholly-new local workforce investment plan for PY2013. DWD Policy 2011-15 provides the specific requirements for local workforce investment plans. In addition, the WIB would also need to respond to the required updates/modifications for PY2013, and include those as an addendum to the plan.

Mandatory Updates/Modifications

All local WIBs must respond to the following items, and include the responses as an addendum to local plan:

1) Describe how the WIB focuses its strategies and/or services to “targeted” business sectors (i.e. advanced manufacturing, health care, information technology).

Response should include the following details:

- Explain the process and information utilized by the WIB to identify the targeted sector(s);
- Explain the history (or the foreseen future) of the sector(s) in the local area, and why it is targeted;
- Does the WIB oversee any special initiatives or grant programs, such as career pathways development, aimed at providing services to, or partnering with, targeted business sectors?
- Does the WIB allocate any specific resources to serving this sector?
- Explain how, and if, the WIB provides any priority of training or services to be delivered to the sector(s)
- Describe any partnership efforts surrounding the sector(s) in which the WIB participates.

(Answer should be no more than 5 pages)

2) Describe how the WIB partners with economic development entities or other business or industry-focused groups (i.e. BioCrossroads, Conexus, Project Lead the Way) within the local area.

Response should include the following details:

- What role does the WIB play in the partnership?
- Describe how the WIB partners with any regional economic development entities or partnerships within the local area;
- Describe any areas of focus, sector strategies, or outcomes that the WIB and local or regional economic development entities share.

(Answer should be no more than 3 pages)

Additional Mandatory Updates/Modifications for Transitioning Workforce Investment Boards

As previously indicated, newly established WIBs who are transitioning from the regional workforce structure must also, at minimum, update the regional workforce investment plan with information required of WIBs in local workforce investment plans. This information is available in DWD Policy 2011-15, available at http://www.in.gov/dwd/files/DWD_Policy_2011_15.pdf, but included here for ease-of-use:

- Attach One-Stop Partners' Memorandum of Understanding (MOU).
(Must follow guidance contained within DWD Policy 2010-10 (available at: <http://www.in.gov/dwd/files/2010-10.pdf> – sample MOU provided in policy.)
- Identify who the chief elected official for the area is, and how liability for the misuse of WIA funds is assumed by the local elected officials?
(Response should not exceed one-half page.)
- Describe the nomination and selection process used to appoint members to the workforce investment board.
(Response should not exceed one-half page.)
- Using available workforce data, describe how business representatives that serve on the WIB are appointed to accurately reflect the employment opportunities (primary industries, business size) and the geographic diversity of the local workforce service area.
(Response should not exceed one-half page.)
- Identify who the area's One-Stop Operator (OSO) is, what its roles and responsibilities are, and describe the OSO designation process.
(Response should not exceed one page.)

Transitioning WIBs must insert these items in the appropriate location within updated PY2012 regional plans, and clearly identify the items in the plan submission to DWD.

Submission and Review Process

Plans must be submitted to the State Workforce Innovation Council, c/o Indiana Department of Workforce Development, no later than 5 p.m. Eastern time on Friday, May 24, 2013. The workforce investment board must submit the plan electronically to the following email address: NKlinck@dwd.IN.gov

The plan and/or modifications/updates must be attached to the email as an editable Microsoft Word or Excel document, as appropriate. Adobe Acrobat documents are only allowable for signature pages.

Staff from the Department of Workforce Development, working on behalf of the State Workforce Innovation Council and the Governor, will review the submitted plans for content and completion, and will request additional information as needed from WIBs. The SWIC will review and vote on approval of the submitted plans at its June 2013 meeting. Following approval or denial by the SWIC, WIBs and their respective chief elected officials will be notified of the final decisions and of any required "next steps" prior to July 1, 2013.

NOTE: WIBs must allow for public review and comments as part of the PY2013 local plan process. Details of this requirement may be found in DWD Policy 2011-15.

OWNERSHIP

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EFFECTIVE DATE

Immediately

ACTION

Local workforce investment boards in the State of Indiana must develop and submit local workforce investment plans for PY2013 in accordance with the guidance set forth in this policy.