



Illinois
Department of Commerce
& Economic Opportunity

OFFICE OF EMPLOYMENT & TRAINING

Bruce Rauner, Governor

WIOA NOTICE NO. 15-NOT-07

TO: Chief Elected Officials
Local Workforce Innovation Board Chairpersons
Local Workforce Innovation Board Staff
WIOA Fiscal Agents and Grant Recipients
WIOA Program Services Administrators
Illinois workNet® Operators
WIOA State Agency Partners
Other Interested Persons

SUBJECT: Guidance to Local Workforce Innovation Boards (LWIBs) on the Continued Implementation of WIOA for Program Year 2016

DATE: May 3, 2016

I. SUBJECT INDEX

Fiscal Reporting and Accountability
Planning

II. PURPOSE

This Notice will inform the Illinois workforce system how to implement the Workforce Innovation and Opportunity Act statutory requirements for the upcoming Program Year 2016 (beginning July 1, 2016). This notice provides guidance and instructions regarding the Program Year 2016 (PY'16): 1) Regional and Local Planning Requirements, 2) Governor's Guidelines to State and Local Program Partners Negotiating Costs and Services under WIOA, and 3) Criteria and Procedures for Certifying Comprehensive One-Stop Centers under WIOA. This Notice will provide a framework for program activities until the WIOA regulations and applicable state policy is finalized.

III. ISSUANCES AFFECTED

A. References:

Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, as amended
Workforce Innovation and Opportunity Act; Notice of Proposed Rulemaking, 20 CFR Parts 603-688
USDOL Training and Employment Guidance Letter (TEGL) No. 38-14, Operational Guidance to Support the Orderly Transition of Workforce Investment Act Participants, Funds, and Subrecipient Contracts to the Workforce Innovation and Opportunity Act (June 8, 2015)
USDOL Training and Employment Guidance Letter (TEGL) No. 23-14, Workforce Innovation and Opportunity Act (WIOA) Youth Program Transition (March 26, 2015)

B. Rescissions:

None

IV. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) replaces the Workforce Investment Act (WIA) and is designed to help job seekers access employment, education, training, and supportive services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Many of the WIOA provisions took effect in Program Year 2015. However, there are a number of important requirements that do not take effect until Program Year 2017, including the state infrastructure funding and the updated performance accountability system.

There are also a number of WIOA requirements that will be clarified with the issuance of the WIOA Final Rule in 2016. The State of Illinois is requesting that Local Workforce Innovation Areas (LWIA) provide the information outlined in this Notice to be in compliance with the known Workforce Innovation and Opportunity Act and the Uniform Guidance regulations.

V. COMPONENTS

A. Regional and Local Planning Requirements

The State of Illinois will formalize a policy on the regional and local planning requirements after the US Departments of Labor and Education issue the final WIOA regulations.

1. All Local Workforce Innovation Boards (LWIBs) in Illinois must submit an initial WIOA plan that includes both the regional and local planning components outlined in the State of Illinois WIOA Regional and Local Planning Guide - DRAFT (link in Attachment A) by June 30, 2016.
 - a. The Regional/Local plan must be made available for public comment for 30 days prior to submission to the Governor.
 - b. The Regional/Local plan must be submitted electronically in a searchable Adobe Acrobat document format (PDF) to wioaplans-mous@illinoisworknet.com.. Along with the plan documents, the following must be submitted:
 - 1) A cover letter signed by the LWIB Chairperson and Chief Elected Official(s) indicating approval of the Regional/Local plans;
 - 2) One or more certificate(s) of publication as evidence of publicizing action; and
 - 3) All comments received regarding the plan. If no comments were received, indicate so in the cover letter.
 - c. The state will review the plans in the summer of 2016 and will provide comments and provisional approval by October 1, 2016 as appropriate.
 - d. A plan modification including all of the elements outlined in the final WIOA regulations (to be effective July 1, 2017) will be required to be submitted in the spring of 2017.

B. Governors Guidelines to State and Local Program Partners Negotiating Costs and Services Under WIOA

The Governor's Guidelines to State and local WIOA program partners for negotiating cost sharing, service access, service delivery and other matters were initially issued in December 2015. These guidelines provide timelines to negotiate local memoranda of understandings (MOUs) and for reporting negotiation outcomes. These local negotiations encompass infrastructure costs of comprehensive one-stop centers and shared service delivery costs of local workforce development systems.

Since the issuance of the original Governor's Guidelines, the US Departments of Labor and Education delayed the effective date for local areas to agree upon cost sharing for comprehensive one-stop center infrastructure costs and other shared costs following the *new* requirements.

1. Local Workforce Innovation Boards must follow the policy, procedures and timelines outlined in the Governor's Supplemental Guidance for Program Year 2016 (link in Attachment A).
2. The Program Year 2016 submission deadlines are summarized in the following table:

ACTIVITY	DUE DATE
Local MOU negotiations begin	March 1, 2016
Local boards submit draft budgets (using the required standard format)	May 2, 2016
90-day negotiation period for MOUs ends	May 31, 2016
Required outcome reports (Appendix 9 of the Governor's Guidelines – Revised March 2016)	May 31, 2016
For local areas unable to reach agreement on MOUs, a 45-day remediation period begins	June 1, 2016
A signed MOU must be submitted to Commerce	July 15, 2016

3. WIOA requires an approved MOU between a LWIB and required partner agencies that provide services in a LWIA.
 - a. MOUs must be negotiated at least every three years.
 - b. Fully executed MOUs must be submitted every three years or each time it is renegotiated within the three-year period.
 - c. Approved budgets must be submitted annually.
 - d. Although local areas can tailor the language within the MOU, the MOU must be submitted in the same format as in the template provided in (Appendix 3 to the Governor's Guidelines, Revision 1).
 - 1) The electronic fillable document includes the narrative, signature sheets, and a template for a local service matrix.
 - 2) For guidance purposes only, a supporting document accompanies the MOU template.
 - a) The supporting document provides example language that LWIBs may choose to use or customize, but it is not required.
 - e. Required MOU documents consist of the following:
 - 1) MOU template provided in Appendix 3 to the Governor's Guidelines, Revision 1;

- a) Executed MOU document is due by July 15, 2016.
- b) Document must be submitted as an Adobe Acrobat document (PDF) named "MOU-LWIAXX-YYYY-MM-DD" where YYYY-MM-DD is the date the document was finalized.
- 2) Annual Budget Form (Appendix 9 and 10 from the Governor's Guidelines, Revision 1);
 - a) Draft annual budget must be submitted by **May 2, 2016**.
 - b) Document must be submitted as an Excel spreadsheet named "DRAFT Annual MOU Budget-LWIAXX."
 - c) Final annual budget must be submitted by **July 15, 2016**.
 - d) Document must be submitted as an Excel spreadsheet named "Annual MOU Budget- LWIAXX-YYYY-MM-DD" where YYYY-MM-DD is the date the document was finalized.
- 3) Report of Outcomes from Local MOU Negotiations (Appendix 11 from the Governor's Guidelines, Revision 1);
 - a) Report of Outcomes is due by **May 31, 2016**.
 - b) Document must be submitted as an Adobe Acrobat document (PDF) named "Report of Outcomes-LWIAXX-YYYY- MM-DD" where YYYY-MM-DD is the date the document was finalized.
- f. Required documents should only be submitted when they are in final form and all required signatures are obtained.
- g. The required MOU documents must be submitted via email to wioaplans-mous@illinoisworknet.com.

C. Criteria and Procedures for Certifying Comprehensive One-Stop Centers Under WIOA

- 1. The State of Illinois has developed draft criteria and procedures to assess and certify comprehensive one-stop centers as required by Section 121 of WIOA.
 - a. These State criteria and procedures will set the standard for local workforce boards to apply to ensure that each comprehensive one-stop center meets minimum criteria for certification.
 - b. In order to be eligible to receive infrastructure funding, the comprehensive one-stop center must be certified at least once every three years.
 - c. Because the requirements for local agreement for funding the one-stop infrastructure cost go into effect starting in PY2017, the criteria and procedures for certifying comprehensive one-stop center will also go into effect in PY2017.

VI. ACTION REQUIRED

Use this information in conjunction with the Attachment to this Notice in order to implement the regional/local plans and MOUs. In addition, the requested information must comply with the known Workforce Innovation and Opportunity Act and Uniform Guidance regulations.

VII. INQUIRIES

Inquiries related to the regional/local plans and MOUs should be directed to OET, Michael Baker (217) 558-6423 or michael.baker@illinois.gov. Inquiries related to fiscal concerns should be directed to OET, John Barr, (312) 814-8428 or john.w.barr@illinois.gov.

VIII. EFFECTIVE DATE

This notice is effective on release.

IX. EXPIRATION DATE

This notice will remain in effect until June 30, 2017.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julio Rodriguez', with a stylized flourish at the end.

Julio Rodriguez, Deputy Director
Office of Employment and Training

JR:mb

Attachment: A – List of Guidance Links

List of Guidance Links

State of Illinois WIOA Regional and Local Planning Guide – DRAFT – February 12, 2016 -
<https://www2.illinoisworknet.com/DownloadPrint/Regional%20Planning%20Process%20Guide.pdf>

Governor's Guidance for Program Year 2016
Attachments, Appendices, Forms and other documents available only in electronic version:
Governor's Guidelines – Revision 1 – March 2016 -
<https://www2.illinoisworknet.com/DownloadPrint/Governor's%20Guidelines%20-%20Revision%201%20-%20March%202016%20-%20Final.pdf>

Governor's Guidelines – Supplemental Guidance for PY16 -
<https://www2.illinoisworknet.com/DownloadPrint/Governor's%20Guidelines%20-%20Supplemental%20Guidance%20for%20PY16%20-%20Final.pdf>

Individuals to Negotiate Local MOUs on Behalf of Required Partners by LWIA - April 14, 2016 -
<https://www2.illinoisworknet.com/DownloadPrint/Individuals%20to%20Negotiate%20Local%20MOUs%20on%20Behalf%20of%20Required%20Partners%20by%20LWIA.pdf>

MOU Template - <https://www2.illinoisworknet.com/DownloadPrint/MOU%20Template%20-%20FINAL.DOCX>

MOU Additional Signature Form -
<https://www2.illinoisworknet.com/DownloadPrint/Additional%20Signature%20Sheet.docx>

MOU Supporting Document -
<https://www2.illinoisworknet.com/DownloadPrint/MOU%20Supporting%20Document%20-%20FINAL.pdf>

Standard Budget Format for Shared Costs - Appendix Item 9 and 10 to the Governor's Guidelines - Revised April 7, 2016 -
<https://www2.illinoisworknet.com/DownloadPrint/Appendix%20Item%209%20and%2010%20to%20Governor's%20Guidelines%20-%20Standard%20Budget%20Format.xlsx>

Report of Outcomes from Local MOU Negotiations - Appendix Item 11 to the Governor's Guidelines -
<https://www2.illinoisworknet.com/DownloadPrint/Appendix%20Item%2011%20to%20Governor's%20Guidelines%20-%20Report%20of%20Outcomes%20-%20FINAL.DOCX>