

## REQUIREMENTS FOR LOCAL WORKFORCE INNOVATION BOARD POLICIES

**Separate Local Area Policy:** State policy specifically requires the local workforce innovation board (LWIB) to develop a policy for implementation in the local area. See relevant state policy for more details.

**May Use State Policy as Local Policy:** State policy does not specifically require an area-specific policy; however, the LWIB may adopt the state policy to ensure compliance in program implementation.

**No Need for Local Policy:** State policy establishes all necessary requirements for compliance.

**Link to State Policies:** - [WIOA Policy \(illinoisworknet.com\)](https://illinoisworknet.com)

State Policy	State Policy Number	Requires Separate Local Policy/ Agreement	May Use State Policy as Local Policy	No Need for Local Policy/ Agreement
Designation and Redesignation of Local Workforce Innovation Areas and Planning Regions	Chapter 1.1			X
CEO Functions and Agreement Between Multiple CEOs	Chapter 1.2	X		
<i>CEOs <b>must</b> enter into an agreement when multiple CEOs in the local area</i>				
CEO Delegation of Authority	Chapter 1.3	X		
<i>CEOs <b>must</b> delegate authority</i>				
Local Workforce Innovation Board Membership Requirements	Chapter 1.4			X
Local Workforce Innovation Board Certification and Recertification Requirements	Chapter 1.5	X		
<i>LWIB <b>must</b> develop bylaws</i>				
<i>LWIB <b>must</b> develop a conflict of interest policy</i>				
One-Stop Operator Procurement	Chapter 1.7	X		
<i>LWIB <b>must</b> follow local procurement policy and procedures</i>				
One-Stop Center Certification	Chapter 1.8			X
Memorandum of Understanding	Chapter 1.9			X
American Job Center Branding	Chapter 1.10			X
Resource Room Utilization and Tracking	Chapter 1.11			X
One-Stop Delivery System Under WIOA	Chapter 1.12			X
Service Integration	Chapter 1.13			X
Regional and Local Planning Requirements	Chapter 2.1			X
Performance Accountability and Reporting	Chapter 3			X
One-Stop Services Under WIOA	Chapter 4.1			X
Career Planning	Chapter 4.2	X		
<i>LWIB <b>must</b> establish a mechanism to track services to reportable individuals</i>				
Follow-Up Services	Chapter 4.3	X		
<i>LWIB <b>must</b> spell out Follow-Up expectations</i>				

General Eligibility Requirements	Chapter 5.1			X
Selective Service Registration Requirements	Chapter 5.1.1	X		
	<i>LWIB <b>must</b> address compliance</i>			
Individual and Program Approvals for Unemployment Insurance Recipients	Chapter 5.1.2			X
Adult Eligibility	Chapter 5.2		X	
	<i>LWIB <b>may</b> define Self-Sufficiency standard</i>			
Dislocated Worker Eligibility	Chapter 5.3		X	
	<i>LWIB <b>may</b> establish additional criteria for an individual requires additional assistance under “unlikely to return to a previous industry or occupation” definition.</i>			
	<i>LWIB <b>may</b> develop policies and procedures to specify what constitutes a “general announcement” for plant closings</i>			
	<i>LWIB <b>may</b> develop policies and procedures to specify what constitutes “unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters” for individuals who are self-employed, including family members and ranch hands.</i>			
	<i>LWIB <b>may</b> identify sectors and occupations that are substantial or significant to the regional or local workforce or economy.</i>			
	<i>LWIB <b>may</b> define Self-Sufficiency standard</i>			
Youth Eligibility	Chapter 5.4	X		
	<i>LWIB <b>must</b> define an individual who requires additional assistance.</i>			
Source Documentation for WIOA Eligibility	Chapters 5.2 – 5.4			X
Low-Income Individuals	Chapter 5.5			X
Service Priorities	Chapter 5.6	X		
	<i>LWIB <b>must</b> establish written policies and procedures to ensure priority.</i>			
Veterans’ Priority of Service Requirements	Chapter 5.7	X		
	<i>LWIB <b>must</b> develop and implement processes to identify veterans and eligible spouses.</i>			
Basic Skills Deficiency Assessment Requirements	Chapter 5.9			X
Annual Allocation and Modification Requirements of WIOA Formula Grant Funds	Chapter 6.1			X
WIOA Rapid Response (1E) Grant Funds	Chapter 6.2			X
Additional Funding Opportunities	Chapter 6.3			X
Career Services	Chapter 7.1			X
Work Experience (WEX) and Transitional Jobs	Chapter 7.1.2	X		
	<i>LWIB <b>must</b> set policy for implementing WEX</i>			

	<i>LWIB <b>may</b> create an incentive policy</i>				
Training		Chapter 7.2			X
Individual Training Accounts (ITAs)		Chapter 7.2.1	X		
	<i>LWIB <b>must</b> develop a local ITA policy</i>				
Class-Size Training		Chapter 7.2.1.2			X
On-the-Job Training (OJT)		Chapter 7.2.2.1	X		
	<i>LWIB <b>must</b> set policy for implementing OJTs.</i>				
Customized Training		Chapter 7.2.2.2			X
Incumbent Worker Training (IWT)		Chapter 7.2.2.3	X		
	<i>LWIB <b>must</b> set policy for implementing OJTs.</i>				
Training Provider and Training Program Eligibility – Eligible Training Provider List (ETPL)		Chapter 7.3	X		
	<i>LWIB <b>must</b> set policies for introducing and discussing the ETPL with participants</i>				
	<i>LWIB <b>must</b> establish local policies that provide sufficient consumer protection and oversight of training providers</i>				
	<i>LWIB <b>may</b> establish area-specific requirements for ETPs to be used in the area</i>				
	<i>LWIB <b>may</b> apply area-specific performance standards (or “targets”) as part of its local ETP criteria</i>				
Supportive Services		Chapter 7.4	X		
	<i>LWIB <b>must</b> define available Supportive Services</i>				
Needs Related Payments (NRPs) for Adults and Dislocated Workers		Chapter 7.4.1		X	
	<i>LWIB <b>may</b> create an NRP policy</i>				
Youth Services and Competitive Procurement of Youth Providers		Chapter 7.5		X	
	<i>LWIB <b>must</b> follow local procurement policy and procedures</i>				
	<i>LWIB <b>may</b> define supportive services for Youth (if not included in policy for Adult/DW)</i>				
Privacy and Security (Personally Identifiable Information)		Chapter 8.2.2	X		
	<i>LWIB <b>must</b> establish a monitoring policy</i>				
Nondiscrimination and Equal Employment Opportunity Provisions		Chapter 8.3.2			X
Reporting of Accrued Expenditures		Chapter 8.3.3			X
Property Control for Property Purchased with WIOA Funds		Chapter 8.3.6	X		
	<i>Grantees <b>must</b> have fiscal policy and</i>				

<i>procedures</i>				
Reporting	Chapter 8.3.7			X
Training Expenditure Requirement	Chapter 8.4			X
Compliant and Grievance Procedures (Nondiscrimination)	Chapter 8.5	X		
<i>LWIB <b>must</b> develop and maintain a procedure for complaints and grievances from participants and other interested parties as they pertain to WIOA Title IB services and benefits</i>				
Assistance Listing Subaccounts	Chapter 8.7			X
Pre-Award Survey for Relocating Establishments	Chapter 8.8			X
Rapid Response	Chapter 9			X
Nondiscrimination Plan (was MOA)	Chapter 10			X