



Illinois Workforce Innovation Board

Bruce Rauner, Governor

Sean McCarthy, Co-Chair
John Rico, Co-Chair

TO: Chief Elected Officials
Local Workforce Innovation Board Chairpersons
Local Workforce Innovation Board Staff

FROM: Illinois Workforce Innovation Board – Executive Committee

SUBJECT: State Review of Regional Plans, Local Plans and Memoranda of Understandings (MOUs)

DATE: May 16, 2016

The Illinois Workforce Innovation Board (IWIB) – Executive Committee today approved a process and timetable for review of regional plans, local plans and MOUs. This approval was based on a recommendation from the WIOA Interagency Work Group, a working group of State-level WIOA program partners designated with lead responsibility to coordinate implementation of WIOA in Illinois. This process and timetable is generally described below so that local workforce innovation boards and local program partners understand what to expect for these major components of WIOA implementation.

1. The State-level review will be organized “vertically” by region with regional plan components being reviewed first, local plan components for all LWIAs within a region being reviewed second and MOUs for all LWIAs within a region third.
2. Reviews will occur in three, three-week review cycles. Ideally, the EDRs designated for each cycle will equalize the review workload among cycles as much as possible.
3. For purposes of regional and local plan and MOU reviews, submission for a region will be deemed complete, and the 90-day period for the Governor’s review of regional and local plans will begin, only when the regional plan and **all** local plans and MOUs corresponding to the LWIAs within a region have been submitted. The only exception will be those regions in which one or more local areas fails to reach agreement on an MOU.

4. The review of regional and local plans and MOUs will assess:
 - a. Completeness of submission according to published guidance (i.e., Planning Guide and Governor's Guidelines, Revision 1);
 - b. Whether the content in each area is adequate (i.e., thorough, complete, specific, relevant and consistent with regional and local plans and the State Unified Plan);
 - c. Commitment to integration;
 - d. Potential issues of compliance with Federal requirements described in the *final* rule (presuming it is available);
 - e. Program-specific issues that may need to be addressed by an individual partner or by the Interagency Work Group;
 - f. Best or noteworthy practices; and
 - g. Suggestions from reviewers for improvement.
5. The Interagency Work Group will make determinations regarding the approval of regional and local plans in a special meeting in late September.
6. The results of the State review will be formally provided to regions and local areas immediately after the late September Interagency Work Group meeting and prior to September 30th. One exception, is that of issues of immediate concern (e.g., issues of noncompliance or improper signatures) in MOUs. These will be addressed immediately upon review rather than waiting until the end of September.
7. During the intervening period between when regional and local plans have been submitted and formal communications of the results of the State reviews, local boards and partners should operate under the agreed-upon MOU understanding that it is possible that specific modifications may be needed as a result of the State review. Similarly, program planning and service delivery decisions under regional and local plans should also move forward with the same understanding.
8. A "dashboard" will be established on the WIOA Implementation portal so that local boards and local program partners can track the status of each regional plan, local plan and MOU.
9. The individual members of the State team designated with lead responsibility for review of regional and local plans and MOUs are:
 - Adrian Angel, Illinois Department of Commerce
 - Mike Baker, Illinois Department of Commerce
 - Susan Boggs, Illinois Department of Commerce
 - Janice Taylor Brown, Illinois Department of Employment Security
 - Rena Bryson, Illinois Department of Human Services, Division of Family and Community Services
 - Whitney Hagy, Illinois Community College Board
 - Ben McDaniel, Illinois Community College Board
 - Jennifer Morrell, Illinois Department on Aging
 - Doug Morton, Illinois Department of Human Services, Division of Rehabilitation Services
 - Lavon Nelson, Illinois Community College Board
 - Katherine Staten, Illinois Department of Human Services, Division of Family and Community Services
 - Brian Watson, Illinois Department of Corrections