

REGIONAL PLANS, LOCAL PLANS AND MOUS STEPS TO ENSURE COMPLIANCE

The following were developed with insight gained from the PY16/SFY17 State-level review of regional plans, local plans and MOUs, as well as clarifications provided in the WIOA Final Rules.

REGIONAL AND LOCAL PLANS AND MOUS

1. Respond to each item of required content in the revised issuance (December 2016) of the Regional and Local Planning Guide (Planning Guide). Additionally, **respond to each dot point** in the revised MOU template (Governor's Guidelines, Appendix Item 3). Plans and MOUs will be reviewed for quality and completeness in meeting the compliance requirements.
2. WIOA and Final Rule citations are provided in the Planning Guide and MOU Template. When preparing responses, specifically address the required content from [WIOA](#) and [Final Rule](#).
3. Provide the sufficient level of detail to demonstrate each required partner's commitment to integration in current **and** future activities.
4. There may be a situation where specifics for your area are not yet available. If so, describe in detail why there is currently a gap, the planned activities to address this, and provide a timetable for each required partner's next steps. Do not leave this section blank or reference that it has not been completed.
5. In order to meet compliance, it is necessary to go beyond answering the question. Responses must explain **how each dot point** will be accomplished. This can be achieved through current examples and details of future plans (including timelines).
6. Be complete and concise in responses.

REGIONAL AND LOCAL PLANS

1. Plans must follow the chapter structure that is laid out in the Planning Guide. Additionally, within the chapter structure, address the subpoints in the order they appear.
2. Regional teams are encouraged to use the labor market information posted on Illinois workNet and Illinois Virtual Labor Market Information System augmented with regionally developed primary data. Resources are included in the Planning Guide.
3. An emphasis should be placed on individuals with barriers to employment. The WIOA definition is included in the Planning Guide for reference.
4. Specific details need to be included for physical accessibility to and at the comprehensive one-stop center.

5. A commitment to integration and coordination of services must be demonstrated across all required partners in the LWIA. Provide a description of how each partner is currently demonstrating this commitment and plans for the future.

MOUs

1. **Vision for the System (Section 3)** – The description for the vision must also include actions and timelines for implementing aspects of the vision not yet in place.
2. **MOU Development (Section 4)** – This section must describe the process to negotiate the MOU **and** the process if consensus cannot be reached to comply with § 678.510(c)(1). This process must be explained regardless if consensus is or is not reached.
3. **Description of Comprehensive One-Stop Services (Section 6)** – An introductory paragraph must be provided to describe each required partners' commitment to integration. Additionally, a break-out of all required partners listed as providing services in the comprehensive one-stop center must have completed descriptions and be reflected in the Local Service Matrices. A description must be provided for each required program listed in Section 1 that is active in the local area.
4. **Physical Accessibility (Section 9)** – This section includes the details on accessibility to and within the comprehensive one-stop center, such as non-discrimination policies, meeting Americans with Disabilities Act requirements, and nearby access to public transportation.
5. **Programmatic Accessibility (Section 10)** – This section is to include the details on accessibility to required partners' programs within the comprehensive one-stop center. Programmatic accessibility includes reading software for individuals who are visually impaired, direct linkage for accessing services via technology, and programming for adults, individuals with disabilities, dislocated workers, youth, and individuals with barriers to employment.
6. **Renewal Provisions (Section 14)** – The description of the renewal provisions must also include the renewal process for when substantial changes occur before the MOU expires, including a description of potential substantial changes that would warrant renegotiating an MOU as required by § 678.500(b)(5) and (6).

BEST PRACTICES

The following are actual or planned best practices noted by the State-level review team.

REGIONAL PLAN BEST PRACTICES

1. The partners collaborated on updating the Comprehensive Economic Development Survey (CEDS) plans, which helped ensure new initiatives were aligned with ongoing efforts.
2. LWIA intends to contract with an agency to develop an online resource mapping directory.

3. Creating a “smart card” for residents to serve as a single source for connecting them to services and programs offered by partners.
4. Providing an “easy button” on the front page of each workforce development agency website, which directly connects businesses to the information they need.
5. The partners agree to engage in quarterly planning to develop processes/procedures for a coordinated customer service strategy.
6. Board staff ensures that all sub-recipients are trained in the provisions of WIOA Section 188 to ensure knowledge of how to best serve individuals with disabilities.

LOCAL PLAN BEST PRACTICES

1. A partnership was formed with the Education for Employment and local Education-To-Careers partners to design an instrument that would assess all relevant youth-related activities currently being administered in the four-county area. This instrument was designed specifically to address the 14 elements of youth programs required by WIOA.
2. Rehabilitation Services is coordinating with required partners and avoiding duplication of services by cross-training and allowing frontline staff to share best practices in working with individuals with disabilities and working with employers who hire individuals with disabilities.
3. Frontline staff will be cross-trained in all partner programs so that appropriate referrals can be made at the first point of contact. This includes use of websites to provide information on each partner program.
4. The local board uses a points system to determine priority populations per local policy, which includes a Priority-for-Services Checklist based on the Veterans’ Priority Provision of the “Jobs for Veterans Act.” The checklist includes other barriers to employment and criteria to help ensure that funds are provided to the hardest-to-serve individuals.

MOU BEST PRACTICES

1. During PY16, FTEs will be tracked by all partners to begin collecting historical data. This tracking will result in baseline data for PY17 negotiations.
2. Board staff ensures that all sub-recipients are trained in the provisions of WIOA Section 188 to ensure knowledge of how to best serve individuals with disabilities. As part of this training, all federally-funded core program staff is cross-trained on each other’s federal program to gain a common understanding of all program services, enabling the most informed, appropriate and effective mix of services for the individual or employer.
3. The description of steps for partner negotiations were thorough, complete and well-aligned. Each element describing cost sharing was directly responsive to the MOU template and Governor’s Guidelines.
4. The local area is highlighting a business demand driven orientation that is implemented through a sector strategy framework.