



## ILLINOIS WORKFORCE INNOVATION BOARD

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**TO:** Chief Elected Officials  
Local Workforce Innovation Board Chairpersons  
Local Workforce Innovation Board Staff  
Required State Partners under WIOA  
Required Local Partners under WIOA

**FROM:** Illinois Workforce Innovation Board – Executive Committee

**DATE:** July 19, 2016

**SUBJECT:** **ILLINOIS WORKFORCE SYSTEM POLICY #1 - Interim Operating Guidance to Local Workforce Innovation Areas (LWIAs) Pending Establishment of Additional Policies, Processes and Systems the Final WIOA Rule Requires**

### **INTRODUCTION:**

This is the first in a series of policies the Executive Committee of the Illinois Workforce Investment Board expects to issue to provide guidance to State and local workforce partners regarding implementation of the Workforce Innovation and Opportunity Act (WIOA) in Illinois. The Executive Committee will issue policies in areas that cut across individual program boundaries or that have a significant impact on the programs of all entities providing Federally-funded workforce programs and services. These policies will be consistent with and are intended to complement the ongoing policy guidance that State-level program partners under WIOA will continue to issue individually to provide program-specific direction.

### **BACKGROUND:**

Consistent with the responsibilities given them in the Workforce Innovation and Opportunity Act (WIOA) of 2014 (PL113-128), and in the final WIOA rules soon to be published in the Federal

Register, local chief elected officials and local workforce innovation board chairs have primary responsibility to plan and carry out workforce programs in local areas in compliance with all statutory and requirements. Initial planning and implementation at the state and local levels was guided by a proposed rule published in the Federal Register on April 16, 2015, followed by more specific guidance applicable in the State of Illinois issued by the Governor, the Illinois Workforce Innovation Board and individual State agencies.

The final WIOA rules published in the Federal Register substantially changes requirements of the earlier proposed rule and the State-level guidance which flowed from it. Some of these changes are in areas that are scheduled to become effective on July 1, 2017. Others involve significant restructuring of basic and fundamental service delivery elements requiring additional policy guidance and lead time for local implementation.

**PURPOSE:**

The primary purpose of this policy is to provide key stakeholders in local workforce innovation areas (LWIAs) with:

1. More definitive, interim operating guidance for PY 2016 in recognition of the significant new policy and service delivery system changes the Final Rule requires.
2. Early advance notice of significant actions that will be required locally in preparation for implementation of all requirements as described in the Final Rule effective July 1, 2017.

**SCOPE:**

This policy provides guidance and direction in two parts:

- Part 1 – General operating guidance in selected areas applicable for PY 2016 (State Fiscal Year 2017) only
- Part 2 – General guidance to facilitate transition planning in selected areas for PY 2017 (State Fiscal Year 2018)

**PART 1 – GENERAL OPERATING GUIDANCE IN SELECTED AREAS FOR PY 2016 (STATE FISCAL YEAR 2017)**

The following operating guidance is applicable to PY 2016 (State Fiscal Year 2017) only.

1. Local chief elected officials and local workforce innovation board chairs are to comply with WIOA requirements as described in the proposed rule published in the Federal Register on April 15, 2016, and State policies and guidance that subsequently followed,

until the IWIB Executive Committee issues new superseding guidance based on requirements established in the final WIOA rule.

2. More specifically, chief elected officials and local workforce innovation boards must assure:
  - a. Ongoing compliance with membership requirements for local workforce innovation boards,
  - b. The provision of workforce services as defined in the MOU negotiated among the partners in the local workforce innovation area,
  - c. Costs are shared as agreed upon in the MOU, including previous guidance that cost sharing in PY 2016 may continue to be as it was under the Workforce Investment Act (WIA),
  - d. Regional and local plans and MOUs are revised according to instructions included in a letter of determination the WIOA Interagency Work Group will send to local workforce innovation board chairs and chief elected officials in late September 2016,
  - e. Steps are taken toward competitive selection of local one-stop operator(s) so that a competitively selected one-stop operator is in place for each comprehensive one-stop center on July 1, 2017, and
  - f. Continued progress to integrate local workforce services and streamline local service delivery.

**PART 2 – GENERAL GUIDANCE TO FACILITATE TRANSITION PLANNING FOR PY 2017 (STATE FISCAL YEAR 2018)**

The following guidance is issued to assist chief elected officials and local workforce innovation boards in their planning for compliance with requirements contained in the Final Rule.

1. Pending the issuance of new policies and guidance by the IWIB – Executive Committee based on the requirements of the Final Rule, local chief elected officials and local workforce innovation boards must take the following steps during PY 2016 to prepare themselves to meet additional requirements taking effect by July 1, 2017:
  - a. Plan for renegotiation of services and costs once the required Governor’s Guidelines have been reissued to provide new guidance regarding:

1. A requirement that career services as defined under WIOA may only be provided with staff physically located at a comprehensive one-stop center,
  2. The process, timeline and other requirements for renegotiation of MOUs, including development and agreement among partners on new service delivery matrices required to be included in MOUs,
  3. Processes and requirements for negotiation of infrastructure and other shared one-stop system delivery costs,
- b. Make plans to renegotiate a local MOU effective July 1, 2017, which, excepting for shared costs which must be negotiated annually, can be effective for up to three years at local discretion.
  - c. Assure a one-stop operator has been competitively selected and is in place by July 1, 2017.
  - d. Prepare for certification of comprehensive one-stop centers following the IWIB's revision of certification criteria and processes.
  - e. Prepare any additional regional or local plan revisions or modifications required as a result of the final rule.
  - f. Assure implementation of Eligible Training Provider List (ETPL) requirements, following issuance of a revised ETPL policy.

Additional policies in areas essential to local planning for PY 2017, including policies that transmit revised Governor's Guidelines, revised comprehensive one-stop certification criteria as well as additional operating guidance will be issued in the fall of 2016.

#### **LINKS TO FINAL RULES**

Click on the links below to access the final rules to implement WIOA.

- [Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule](#)
- [Workforce Innovation and Opportunity Act; Department of Labor Only; Final Rule](#)
- [Programs and Activities Authorized by the Adult Education and Family Literacy Act \(Title II of the Workforce Innovation and Opportunity Act\); Final Rule](#)
- [State Vocational Rehabilitation Services Program; State Supported Employment Services Program; Limitations on Use of Subminimum Wage; Final Rule](#)
- [Workforce Innovation and Opportunity Act, Miscellaneous Program Changes; Final Rule](#)