

Governor's Workforce Investment Division Policy No. 16-00, Change 1

Subject: Local Workforce Investment Board Reporting Requirements

Effective Date: December 17, 2003

Purpose: To provide policy to Local Workforce Investment Boards (LWIBs) regarding the requirements and methods for reporting to the Governor's Workforce Investment Division (GWID).

Background: Originally, policy 16-00 dealt exclusively with requirements for LWIBs related to the reporting of WORK4WV one-stop system development. However, LWIBs have and will continue to provide a number of reports and documents to the GWID on a variety of topics. These reports and documents include, but are not limited to, local workforce investment plans and plan modifications, various fiscal reports, and reports related to rapid response activities in a given region. Therefore, policy 16-00 is being altered and expanded to provide information on the timing, format, and other requirements for submission of various reports and documents to the GWID.

Policy: Information regarding a number of required reports and documents to be submitted to the GWID by LWIBS is attached. These attachments provide, as appropriate, information such as the frequency of submission of information, to whom the information is submitted, and formats for such submissions. Attachments to this policy will be updated as needed to account for any additional reports, changes in format, or other relevant changes to the reporting process.

This policy and its attachments do not provide a complete and exhaustive list of information that may be required of the LWIBs. The GWID reserves the right to make additional requests for information or reports, on a scheduled or periodic basis, as deemed necessary and appropriate under the Workforce Investment Act (WIA), its accompanying regulations, or any other federal or state laws or regulations. Such additional requests for information may also be made on a scheduled or periodic basis to comply with appropriate requests for information from entities or parties involved or interested in the workforce investment system in West Virginia, including but not limited to the United States Department of Labor, the Governor of West Virginia, the West Virginia Legislature, other federal or state governmental entities, and the West Virginia Workforce Investment Council.

Nothing in this policy shall serve to alleviate any requirements for the submission of reports or other information by LWIBs that may be addressed in any other policy or issuance from the GWID.

Action: LWIBs should take whatever action is necessary and appropriate to comply with this policy and its requirements.

Questions: Questions should be directed to the Governor's Workforce Investment Division, Building 6, Room 617, 1900 Kanawha Blvd. East, Charleston, WV 25305. Toll free 1-877-967-5498.

Expiration Date: Effective until rescinded or modified by the West Virginia Workforce Investment Council.

Local Workforce Investment Board Report Submission Information Table

Report Name	Report Frequency	Submitted To	Format	Other
Local Workforce Investment Plan	5 yr. Plan with yearly revision; periodic modification as needed	GWID Director's Office (David Lieving)	Format somewhat flexible, but contents shaped by WIA and state guidance.	
Regional Monthly Activities	Monthly	GWID Director's Office (Sherry Morehead)	Format flexible	Submitted by e-mail for inclusion in monthly WIB Director's Meeting Binder.
Set Aside Registrations	Monthly	Martha Craig-Hinchman	Currently no specified format; Specific format under development	Based on recent agreements regarding registration of set-aside participants
Rapid Response Report	Monthly	Thomas Landon	Currently no specified format; Specific format under development	
Monthly Fiscal Report	Monthly	Cecil Roberts	As provided to LWIBs	
Quarterly Fiscal Report	Quarterly	Cecil Roberts	As provided to LWIBs	
Annual Audit Reports	Annually	Cecil Roberts	As required by applicable codes and regulations	Copies of annual audit by independent auditors are to be submitted to GWID
Budget Information Summary (BIS)	Quarterly	John Williams	As provided to LWIBs	
Participant Planning Summary (PPS)	Quarterly	John Williams	As provided to LWIBs	

