

Governor's Workforce Investment Division Policy No. 9-00

Subject: Instructions for Submittal of the Workforce Investment Act Local Plan

Effective Date: August 23, 2000

Purpose: To provide instructions for Workforce Investment Act (WIA) local areas to use in the development and submittal of their full Program Year 2000 Title I WIA operational plans.

References: The Workforce Investment Act Section 118, 20 CFR Part 661 Subpart C, Sections 661.345; 661.350; and 661.355 of the WIA Interim Final Regulations published April 15, 1999.

Background: In order to implement WIA by July 1, 2000, each of the seven local areas in West Virginia submitted an interim plan outlining how services would be provided in the first six months of operation under the new law. Having these interim plans in place provides time for local Workforce Investment Boards to organize themselves; to begin to look at local workforce investment needs; and to begin to formulate approaches for services that address those needs. The results of those deliberations will form the basis for the full operational plans required under the Act. These operational plans will cover the period January 1, 2001 through June 30, 2001 and will reflect the initial operational decisions of the Workforce Investment Boards, acting in partnership with the appropriate local elected officials. A second planning cycle will begin in April 2001 with submission of a full year operational plan for the period of July 1, 2001 through June 30, 2002. A three-year strategic plan will also be required at the same time.

Under the original schedule, the six-month operational plans were to be submitted to the Governor's Workforce Investment Office no later than September 30, 2000. However, the amount of planning and development necessary to produce creditable plans will take more time between now and the September 30 due date. This due date would allow for reviews to be completed no later than December 31, 2000.

All of the interim plans will expire on December 31, 2000. In order to allow more time for local development, the full six month operational plans will be due in the Governor's Workforce Investment Office no later than October 31, 2000. The Governor's Workforce Investment Office, working in conjunction with the State Workforce Investment Board, will complete the review of the these plans within 60 days to **ensure** meeting the December 31, 2000, date to begin operations under the new plans.

Policy: WIA Title I six-month plans must follow the outline found in the attachment to this guidance letter. The areas to be covered are essentially those required by the Act and regulations. A workgroup of local area staff assisted in the development of the planning instructions and the time line for critical steps to be taken prior to plan submittal. This group also helped with developing the supplemental instructions contained within the planning guidelines.

Plans must be submitted to the Governor's Workforce Investment Office no later than October 31, 2000. Proposed plans must be made available for a 30-day public comment period prior to the formal submittal. Copies of the proposed local plans are to be made available through such means as public hearings and local news media. Members of the local board and members of the general public, including representatives of business and labor organizations must be afforded the opportunity to submit comments on the proposed plan. Copies of any comments received must be submitted with the proposed plan to the Governor's Workforce Investment Office.

In light of the truncated review time allowed at the state level, a local plan submitted to the Governor's Workforce Investment Office will be considered approved at the end of the 60 day period beginning on the day the plan is received by the Governor's Workforce Investment Office, unless there is a written determination that the plan does not meet the provisions of the Act. In such cases, the plan may be provisionally approved or the interim plan may be extended until such time as the deficiencies are corrected.

Nothing in this policy should prevent a local area from submitting their local plan earlier than the October 31, 2000 due date. If plans are submitted earlier, they will be reviewed within the 60-day period established in this guidance letter. Operations under a fully approved plan may begin as soon as review process is successfully completed and the Governor's Workforce Investment Office issues an approval letter.

Local area plans are to be submitted by local Workforce Investment Boards, in partnership with the appropriate chief elected officials. The local plans must be consistent with the provisions of the State WIA plan.

Action: Local areas are to be guided by the time frames and requirements established within this guidance letter in the development and submission of their WIA Title I local plans.

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

Attachments