

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

To: All WORKFORCE West Virginia Workforce Investment Board Chairs
All WORKFORCE West Virginia Workforce Investment Board Directors
All WORKFORCE West Virginia One-Stop Liaisons
All State Agencies Involved in WORKFORCE West Virginia
West Virginia Service Provider Association President
West Virginia Workforce Investment Council Board Chair

From: David Lieving
Director
Governor's Workforce Investment Division

Subject: WORKFORCE West Virginia Policy and Information Dissemination System

Effective Date: June 18, 2003

Purpose: To establish a means of disseminating policy and information about WORKFORCE West Virginia issues to the seven local workforce investment areas and to other state agencies involved in workforce investment activities in West Virginia.

References: Executive Order No. 16-99 dated December 28, 1999; Executive Order No. 18-01 dated October 3, 2001; House Bill 4083 "West Virginia Workforce Investment Act" (codified as WV Code Section 5B-2B-1 et. seq.)

Background: Executive Order 16-99 established the Governor's Workforce Investment Office (GWIO) as the lead state agency on all statewide workforce investment matters including the timely and comprehensive implementation of the Workforce Investment Act (WIA) of 1998. Subsequently, the role of the GWIO, now commonly referred to as the Governor's Workforce Investment Division (GWID) was further defined by Executive Order 18-01 and the passage of the West Virginia Workforce Investment Act (WV Code Section 5B-2B-1 et. seq.) The Governor's charge to GWID includes development and implementation of policies that affect statewide workforce investment programs and activities. With the full implementation of WIA in July 2000, it is timely to establish communication mechanisms so that policies and information can be promulgated formally from GWID. This mechanism follows very closely the information dissemination policy used by the U.S. Department of Labor for WIA issues.

Types of Issuances: There will be two series of workforce investment communications emanating from GWID. The first will be Governor's Workforce Investment Division Policies. These issuances will contain policy statements that impact implementation of WIA and other workforce investment issues in the State. Such areas as policies on priority of service, plan submittal requirements, interpretations of law and regulations, and directives for action will be covered by this series.

Policies will be the official interpretations of the Governor's Workforce Investment Division and the official means of carrying out GWID's responsibilities as outlined in Executive Order No. 16-99, Executive Order 18-01 and WV Code Section 5B-2B-1 et. seq. Under the authority of the Executive Orders and legislation described herein, recipients of policy issuances are expected to comply with the instructions, policies, and procedures contained therein. Policies will be numbered consecutively within each program year.

The second series of issuances will be Governor's Workforce Investment Division Information Notices. This series will provide information such as announcements of meetings or transmittal of publications. They will not contain policy or directives for action beyond dissemination requests. Information notices will also be numbered consecutively within each program year.

Availability of Issuances: Both policies and the information notices will be sent by regular mail to relevant recipients. The policies and notices may also be sent by E-mail and faxes if there is an urgent need to get information out quickly. GWID will establish a formal distribution list, which will be published as an information notice. The letters and notices will be accessible through the GWID website, www.wvdo.org.

Action: Recipients of this policy should establish files as ready references for the policies and notices. Recipients of policies will adhere to the policy contained therein.

Questions: Questions related to this issuance should be directed to the Governor's Workforce Investment Division located at Building 6, Room B-617, 1900 Kanawha Boulevard, East, Charleston, WV 25305. Toll Free Telephone: 1-877-WORK4WV.

Expiration Date: Effective until rescinded or modified by the Governor's Workforce Investment Division.