

IX. Wisconsin WIA Plan Modification Attachments

1.	Council on Workforce Investment Membership	p. 2
2.	Conflict of Interest Policy	p. 6
3.	Criteria for Selection of WDB Members	p. 7
4.	Local Service Provision by WDBs	p. 12
5.	WDA Boundaries and Job Center Locations	p. 24
6.	ITA and Training Policies and Requirements	p. 25
7.	Grants and Contract Process	p. 39
8.	DWD Complaint/Grievance & Appeals Process	p. 41
9.	Agricultural Services Plan	p. 43
10.	VETS MOU	p. 48
11.	PY 02 Revised Performance Standards	p. 52
11a.	PY 03 and 04 Performance Standards	p. 52a
12.	Draft Subsequent Year Eligible Provider Policy	p. 53
13.	Draft CWI Mission, Vision and Goals	p. 57
14.	Designation Appeals Process	p. 61

Attachment 1

Governor’s Council on Workforce Investment

Business Representatives: Majority must be "representatives of business in the State, who are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority...", and represent businesses with employment opportunities that reflect the employment opportunities of the State..."

§111(b)(1)(C)(I)

NAME	TITLE	COMPANY & SECTOR	WDA & CITY
Mr. Bruce G. Borden	Vice President	Rainbow Insulators, Inc. Construction	South Central Middleton
Mr. J. Michael Borden Chair of Council	CEO & President	Hufcor, Inc. Durable Goods Manufacturing	Southwest Janesville
Mr. William B. Coleman	President	Coleman & Williams, Ltd. Services	Milwaukee Milwaukee
Mr. David M. Eberhardt	Operations Manager	Tecumseh Products Co. Durable Goods Manufacturing	W-O-W Grafton
Ms. Beverly A. French	President	Orde Advertising Inc. Services	Fox Valley Green Bay
James P. Haney	President	Wisconsin Manufacturers and Commerce	Statewide Madison
Mr. Walter H. Jaeger	President & CEO	Johnson Bank Finance/Ins	Northwest Hayward
Mr. Ray E. Johnson	Director, Worldwide Human Services	S.C. Johnson - A Family Company Non-Durable Manufacturing	Southeast Racine
Ms. Emmy LaBode	Vice President, Employment Relations	Quad Graphics, Inc. Non-Durable Manufacturing	W-O-W Sussex
Ms. Susan A. Lang	Vice President	Award Hardware Durable Goods Manufacturing	North Central Wausau
Mr. Michael R. MacDonald	Chairman & CEO	Carson Pirie Scott & Co Wholesale/ Retail	Milwaukee Milwaukee

Mr. Marc J. Marotta	Partner	Foley & Lardner Services	Milwaukee Milwaukee
Mr. Jeffery J. Miller Sr.	President and Owner	Arrowhead Log Homes Construction	Bay Area Bowler
Mr. Edward O'Connor	VP Human Resources/Public Affairs	A.O. Smith Corp. Durable Goods Manufacturing	Milwaukee Milwaukee
Mr. Harvey R. Pierce	CEO & Chairman	American Family Insurance Co. Finance/Ins/Real Estate	South Central Madison
Mr. Donald J. Schneider	President	Schneider National, Inc. Transportation/ Communication	Fox Valley Green Bay
Mr. Timothy Sheehy	President	Metropolitan Mil Association of Commerce Services	Milwaukee Milwaukee
Mr. George R. Stinson	President	General Converters & Assemblers Durable Goods Manufacturing	Southeast Racine
Mr. Gerald A. Talen	CEO	Talco Business Strategies, Inc. Finance	West Central Menomonie
Mr. John D. Wilson	Vice President Regulatory Affairs	Northern States Power Company Trans/Comm & Public Utilities	South Central Madison
Mr. Hal W. Wissink	Human Resources Development Manager	Johnson Controls, Inc Durable Manufacturing	Milwaukee Pewaukee

NAME	WORKFORCE INVESTMENT ACT REQUIREMENTS	WDA & CITY
Honorable Tommy G. Thompson	§111(b)(1)(a) The Governor	
Ms. Margaret Farrow State Senate 33 rd District	§111(b)(1)(B) 2 members of each chamber of the State legislature, appointed by the appropriate presiding officers of each such chamber. [Majority & Minority Leaders select 1 each from respective parties of each Chamber]	W-O-W Elm Grove
Mr. Antonio R. Riley State Representative 18 th Assembly District	Same as above	Milwaukee Milwaukee
Mr. Daniel P. Vrakas State Representative 33 rd Assembly District	Same as above	W-O-W Hartland
Mr. Richard Grobschmidt, Senator 7 th Senate District	Same as above	Milwaukee South Milwaukee
Mr. Wayne L. Wilson Chair, Lafayette County Board	§111(b)(2)(C)(ii) Chief elected officials (representing both cities and counties, where appropriate).	South West Argyle
Mr. Fred G. Gegare Secretary-Treasurer, Int'l Brotherhood of Teamsters Local 75	§111(b)(1)(C)(iii) Representatives of labor organizations, who have been nominated by State labor federations.	Bay Area Green Bay
Mr. Phil Neuenfeldt Secretary-Treasurer & Legislative Director of the State AFL-CIO	Same as above	Milwaukee Milwaukee
Mr. Mark Reihl Executive Director, WI State Council of Carpenters	Same as above	South Central Madison
Mr. Daniel A. Nerad Asst. Superintendent, Green Bay School District	§111(b)(1)(C)(iv) Representatives of individuals and organizations that have experience with respect to youth activities.	Bay Area Green Bay
Dr. Herbert J. Grover Special Assistant to the Governor on STW and Private Consultant	Same as above	Bay Area Gresham

WIA Wisconsin Attachments

Ms. Shirley Preuss Area Education Coordinator, Western Wisconsin Technical College, Mauston Campus	§111(b)(1)(C)(v) Representatives of individuals and organizations that have experience and expertise in the delivery of workforce investment activities, including CEO of community colleges and community-based organizations within the State.	Western Mauston
Ms. Julia Taylor Executive Director/CEO, YWCA of Greater Milwaukee	Same as above	Milwaukee Milwaukee
Mr. Orlando Canto Deputy Secretary, Dept. of Workforce Development (DWD)	§111(b)(1)(C)(vi) The lead State agency officials with responsibility for the programs and activities that are described in section 121 (b) of PL 105.220 and carried out by one- stop partners.	NA
Mr. Edward Chin State Director, Wisconsin Technical College System Board (WTCSB)	Same as above	NA
Mr. Raymond G. Boland Secretary, Dept. of Veteran's Affairs (WDVA)	Same as above	NA
Mr. Joe Leean Secretary, Dept. of Health and Family Services (DHFS)	Same as above	NA
Mr. Jon Litscher Secretary, Dept. of Corrections (DOC)	§111(b)(1)(C)(vii) Such other representatives and State agency officials as the Governor may designate, such as the State agency officials responsible for economic development and juvenile justice programs in the State.	NA
Mr. John Benson State Superintendent, Dept. of Public Instruction (DPI)	Same as above	NA
Ms. Brenda J. Blanchard Secretary, Dept. of Commerce (DComm)	Same as above	NA

Attachment 2 Circumstances which constitute a conflict of interest

A member of a WDB subcommittee rating grant applications for the youth competitive activities serves on the board of directors of one of the agencies submitting an application. In this case, it is recommended that this person remove her/himself from participation in the grant rating process, and any discussion or votes related to this matter at the subcommittee level. The WDB Director or Chair depending on the by-laws may select an appropriate substitute. At the WDB level, it is recommended that this person express abstention to participation in any manner related to this grant approval process.

In another case where many partners are now involved at the table: A WDB member from a local community based organization who did not submit a grant application is involved in a WDB subcommittee to rate competitive grant applications. Should this person discuss and vote on grants that provides services similar to the WDB member's CBO services? Yes, this is inherently not a direct conflict of interest in that there are no funds awarded or other direct benefit to the WDB member or member's family. Due to the nature of WIA partnering this scenario could occur regularly. It is recommended that discussions take place up-front on these matters to avoid even the appearance of conflict of interest.

A private sector WDB member's firm is awarded a grant. Is this a conflict of interest in and of itself? No, provided that the WDB member did not vote on the contract or participate in any manner to use her/his influence as a WDB member to steer the award to her/his firm. It is recommended that open and full discussions take place on these potential conflicts, and that the minutes reflect the abstentions.

A private sector member of a WDB has a spouse who sits on the board of directors of a CBO and a for-profit corporation. Both the CBO and the for-profit corporation have developed proposals for the WDB to fund. The spouse of the WDB member has been actively involved in the development of both proposals but will not be in attendance when the projects are considered by the WDB. Having a spouse or family member actively involved in proposals that would provide financial gain creates a personal conflict of interest. It is recommended that the WDB person not be involved in discussion or voting on either proposal, and that verbal abstention be duly noted.

A CWI member is the CEO of a major service provider receiving state resources. The CWI discusses and votes on recommendations to the Governor revising state policy and enabling additional federal resources as a match for the services provided by the CWI member. It is recommended that the CWI member abstain from any participation on this matter in the event that her agency gets awarded funds due to the change in policy or funding allocation.

State statute (**sec. 946.13, Wis. Stats.**) further specifies conflict-of-interest prohibitions that apply to WDB members as public officials or employees.

Attachment 3 Selection of WDB Members

III. Initial Activities of the Local Elected Official

A. Appointment of the Workforce Development Board

1. Role of the Board - In Brief

A local board in each of the 11 workforce development areas has the key role of providing direction on local strategic workforce issues, identifying local needs and developing strategies to address those needs. The local board will be responsible for administering the Title I program of WIA and also the Welfare-to-Work program. The local board is appointed by the LEO, and then works in conjunction with the LEO, to:

- develop the 5-year workforce investment plan;
 - select the One-Stop Operator(s);
 - determine conditions to allow the local board to provide core and intensive services, and determine the potential need to request waivers from the Governor to provide training services.
 - appoint the Youth Council along with the local elected officials;
- The Youth Council must be chaired by a Workforce Development Board member and other Youth Council members may be drawn from the board, but Youth Council members should also be drawn from other interested individuals.
- The School-to-Work program in Wisconsin has been operating for 5 years. There are over 1000 employers that have been actively involved and would be excellent members of the WDB and/or the Youth Council.
- There are also hundreds of School-to-Work leaders from high schools and technical colleges that could bring their background in programs serving youth to the WDB and/or the Youth Council.
- As LEOs seek nominations and make appointments to the full board, they should keep in mind the need for members who have an interest in, or connection to, youth services and programming.

Note: A complete listing of board responsibilities can be found in the Act at Section 117(d)(1-8) at the Department of Workforce Development webpage: www.dwd.state.wi.us/dwdwia

2. Composition Requirements and Criteria

The following table provides the requirements for membership to the local workforce development boards and the criteria developed by the Governor for nominations to the board.

General board criteria:

- To ensure demographic diversity on the local boards, membership must be comprised of at least 20% female members.
- In addition, if there are at least 3% minority population in an area, there must be at least one minority representative appointed to the local board.

Composition Requirements

Nomination Process Criteria

Private Sector Business	
<p>The majority of the board must be represented by businesses from the area, and must be businesses with employment opportunities that reflect employment opportunities within the area.</p>	<ul style="list-style-type: none"> • To ensure that business members are those with employment opportunities in the area, we strongly encourage the following: Industries that make up more than 10% of the industries in an area should have members equal to at least one per every 10%, i.e. 33% manufacturing would mean at least 3 business representatives from manufacturing businesses; 25% service would require at least 2 service industry representatives. • Additional industry representation would be chosen from other industries in order to comply with the WIA requirement of a private sector majority. • If an area chooses not to follow this guideline, you must provide an explanation of why you choose a different industry mix, i.e. focusing on particular industries to deal with needs in the area. • An industry matrix that shows percentages for each area is included as Attachment C.
<p>The board must be chaired by a business representative</p>	<ul style="list-style-type: none"> • The local workforce development board must elect their chair from the business representatives.
<p>Nominations must be made by local business organizations and business trade organizations</p>	<ul style="list-style-type: none"> • Nominations must be actively sought from local business organizations and trade associations from the entire area. Only 1 nomination per board seat is needed.
<p>Nominees must be business owners, chief executives, or operating officers or employers with optimum policy-making or hiring authority</p>	<ul style="list-style-type: none"> • Efforts should be made to seek representatives who will have an interest and background in youth issues for possible appointment to the Youth Council.

<i>Two or more representatives from each of the following categories:</i>	
Local educational entities selected from nominations by regional or local educational agencies	<ul style="list-style-type: none"> Nominations must be sought from regional or local educational agencies. Efforts should be made to seek representatives who will have an interest and background in youth issues for possible appointment to the Youth Council.
Labor organizations nominated by local labor federations	<ul style="list-style-type: none"> Nominations must be sought from local labor federations (or, for a local area in which no employees are represented by such organization, other representatives of employees).
Community based organizations	<ul style="list-style-type: none"> WIA includes a wide variety of new programs. LEO's should actively approach agencies that serve those groups, i.e. HUD, veterans, older individuals.
Economic Development organizations	<ul style="list-style-type: none"> May also be private sector economic development organizations.
Others as deemed appropriate by the chief local elected official	<ul style="list-style-type: none"> LEOs have the option locally of appointing additional members, however keep in mind that this will increase the overall size and require additional private sector members to maintain majority.
Representative(s) from the mandatory One-Stop Service Delivery Partners: (These are minimum requirements with discretion at the local level for additional representatives.)	
WIA activities for Adults; Youth & Dislocated Workers Welfare-to-Work	One representative to serve for these programs.
Job Service- - Labor Exchange (Wagner-Peyser) Trade Adjustment Assistance (and NAFTA –TAA) Veterans E & T Services, & local veteran's outreach programs	One representative to serve for these programs. DWD will provide the names of representatives for each area.
Vocational Rehabilitation	One representative to serve for this program. DWD will provide the names of representatives for each area.
Unemployment Insurance	One representative to serve for this program. DWD will provide the names of representatives for each area.

WIA Wisconsin Attachments

TANF (W-2) Food Stamp Employment & Training	These program partners are required in the Wisconsin State Plan and so therefore are a required One-Stop partner in Wisconsin. Minimum requirements for representation of these programs is one for WDAs with four or fewer W-2 agencies and two for WDAs with five or more W-2 agencies. The process for selection is at the discretion of local elected officials but nominations from Tribal TANF agencies should be considered.
Adult Education and Family Literacy Postsecondary Vocational Education	One representative to serve for these programs. Contact local technical colleges for representatives.
Community Service Employment for Older Americans Community Services Block Grants (CSBG)	This could include agencies such as Green Thumb, County Commissions on Aging, etc. This could include a CAP agency.
Housing and Urban Development -Employment & Training Activities	This program might be represented by same agency that represents the CSBG program if that agency also operates a HUD E & T program.
Representatives from national programs - if present in area:	
Native American Programs	Under WIA, each of these national programs are required One-Stop partners and will require a separate representative where they are present in their local area . If they are local "One-Stop partners" then they must also be represented on the board. This should be reviewed every two years to see if they still have a presence in the area.
Migrant and Seasonal Farmworker Programs	
Job Corps	
Youth Opportunity Grants	
Veterans Workforce Investment Program	
Others LEOs may add additional members such as:	
National and Community Services	Additional members could be added based on their involvement and/or interest in the One-Stop delivery system.
Wisconsin Service Corps	
Conservation Corps	
Literacy Councils	
Child Care agencies	
Others	

Attachment I is provided to use as a membership form.

This should be completed and submitted to: Ron Hunt, DWD-DWE, 201 E. Washington Ave., PO Box 7972, Room 211X, Madison, WI 53707-7972

The DWE Program Managers are available for technical assistance if needed.

The DWE Program Managers are available for technical assistance if needed.

3. “Grandfathering” in the Workforce Development Boards

While “grandfathering” the current PIC is provided for in the WIA, Wisconsin, following the U.S. Department of Labor’s lead, strongly encourages the establishment of new boards to meet the spirit of the law.

In limited situations, “grandfathering” might be appropriate, but the entity must meet the following criteria per the WIA.

- Was established to serve the same local area.
- Was in existence on December 31, 1997.
- Is a PIC and is substantially similar to the board described in WIA.
- Includes at a minimum at least 2 or more business representatives and 2 or more labor representatives.
- Has not had any significant change to the structure since December 31, 1997. If any significant changes have occurred, a new board must be established. This would mean that the recently merged areas would not meet this requirement.

Please note that if you must establish a new Workforce Development Board, there is nothing that prohibits you from re-appointing any of the same individuals that may be currently serving on the PIC, plus additional representatives to satisfy WIA requirements.

If your area is interested in pursuing this grandfathering option, contact Ron Hunt at the Department of Workforce Development, phone 608-266-2687 or e-mail huntro@dwd.state.wi.us.

B. Certification of the Workforce Development Boards

1. The Governor will certify a local board for each local area by September 1, 1999 and then once every 2 years beginning July 1, 2000. This certification will be based on:
 - Criteria established by the Governor based on the membership requirements in WIA. (section II. A.2 on pages 7-9 of this guide)
2. If the local elected officials cannot agree on members for the board, the Governor may appoint the members of the board from individuals that have been nominated via the local process.
3. The Governor can also decertify a board under either of the following conditions:
 - fraud, abuse or failure to carry out functions.
 - failure to meet local performance measures for 2 consecutive years.

Attachment 4

WORKFORCE INVESTMENT ACT TITLE I-B LOCAL SERVICE PROVISION BY WORKFORCE DEVELOPMENT BOARDS POLICY AND PROCEDURES

I. VISION

Wisconsin's vision for Workforce Development Boards is to develop the vision, goals, strategies, policies, and outcome measures for their local workforce investment system. WDBs will also fund service providers and maintain effective oversight of the local workforce investment system. The WDB is to guide the development of a system-wide approach which achieves the purposes of the Workforce Investment Act (WIA) including: increasing employment, and retention and earnings of participants, increasing occupational skill attainment, improving the quality of the workforce, reducing welfare dependency and enhancing the productivity and competitiveness of the state's and nation's economy. It is the Wisconsin vision that WDBs will best achieve these objectives by not directly providing WIA Title I-B services.

II. BACKGROUND

The Workforce Investment Act of 1998 (WIA) establishes Local Workforce Investment Boards. In Wisconsin these boards are referred to as Workforce Development Boards (WDBs). The broad purpose of the WDB is to set policy for the workforce investment system within the local area. The specific functions of the WDB are to:

1. Develop and submit a comprehensive 5-year local plan.
2. Coordinate workforce investment activities with economic development strategies and develop other employer linkages.
3. Promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering, and coaching activities, through intermediaries such as the one-stop operator in the local area or through other organizations, to assist such employers in meeting hiring needs.
4. Select WIA Title I-B operators and providers.
5. Develop a budget to carry out these functions and direct the disbursement of WIA Title I-B funds.
6. Conduct oversight of WIA Title I-B youth, adult and dislocated worker programs and the one-stop system.
7. Negotiate local performance measures with the chief elected official and the Governor.
8. Assist the Governor in developing the statewide employment statistics system.

The general focus of the WDB is one of strategic planning, policy development and oversight of the local system.

The WIA limits provision of local WIA Title I-B services by the WDB. In order for a WDB to provide training services the Governor must approve a waiver request. To provide core or intensive services or be designated a one-stop operator there must be agreement between the Chief Local Elected Official (CLEO) and the Governor. The responsibilities of the Governor in reviewing and approving requests for training waivers or agreeing to allow WDBs to provide core, intensive, or youth services or be certified as a one-stop operator are delegated to the Department of Workforce Development (DWD).

The Local WIA Plan is to identify any known requests for training waivers. However, training waiver request packets are to be submitted separately from the Local WIA Plan. Additionally, requests for agreements to provide core, intensive or youth services or be designated or certified as a one-stop operator are to be detailed in the Local WIA Plan.

The ability of the WDB to effectively manage the overall board responsibilities as well as programmatic operations will be a strong determinant of whether WDBs will be allowed to provide direct WIA Title I-B services. Additionally, the DWD will consider a number of other factors when determining whether to allow WDBs to provide local services. The following policies and procedures outline those factors.

III. TRAINING WAIVERS

A. Training Waivers In General

Waivers submitted by the WDB must specify the program of training, e.g. welding, for which the waiver is requested. The waiver request must also describe the timeframe during which the training will be provided or available, including whether the training program will be offered multiple times. Blanket waivers to provide training services will not be granted, rather the waiver request must identify the specific program of training and the time frame during which the training will be available.

B. Training Waiver Requests

WDBs may provide training services only with approval of a written waiver request. The following sections describe the minimum criteria for approving a training waiver request.

1. Insufficient Providers

There are an insufficient number of eligible providers of such a program of training services to meet local demand in the local area. Evidence of insufficient numbers of eligible providers may include, but is not limited to, the following:

- a) There are no programs of training provided by another eligible provider of training within a reasonable commute.
- b) There is documentation that the WDB has contacted each eligible provider of training, located in the WDA, included on the state list of eligible providers and determined that none have the capacity to develop or expand the training available to meet the training need.
- c) The program of training services is not available via a certified distance learning program.
- d) There is other evidence to demonstrate that there are insufficient numbers of eligible training providers for the program of training.

2. Eligible Training Provider

The board meets the requirements for an eligible provider of training services. This is demonstrated by the WDB:

- a) Meeting the requirements outlined in the DWD procedure for initial and subsequent eligibility determinations for training providers,
- b) Submitting a complete waiver request packet, as described on pages 3 and 4, to provide training services,
- c) Describing the program of training and training timeline, and
- d) For a program of training provided in the past or currently provided,
 - i. Submitting performance information, and
 - ii. Submitting program cost information.

3. Demand Occupation

The program of training services prepares participants for an occupation that is in demand in the local area. Information that demonstrates occupations in demand may include:

- a) The methodology used to classify the occupation as "in demand".
- b) A projection of the number of local employers needing employees with this training to fill vacancies over the next 5 years.
- c) A projection of the number of potential employees interested in filling the vacancies described in 3b.
- d) A projection of the entry level wage rate and wage growth potential.
- e) A modification to the local plan to include this demand occupation if the occupation was not included in the 5-year workforce investment system plan.
- f) Other information that demonstrates the occupation is in demand in the local area.

4. Public Comment

The WDB has made the waiver request available for a public comment period of not less than 30 days. The WDB shall inform eligible providers and other interested members of the public of the opportunity to review and comment on the waiver request in the following ways:

- a) Publication of a notice in the local official newspaper of each county in the WDA.
- b) Written notification to all eligible providers of training services on the State's list of eligible providers for this WDA.
- c) Written notification to each Wisconsin WIA one-stop mandatory partner program in the WDA.
- d) Written notification to other parties who have requested such notice from the WDB.

5. Copies of Comments

A copy of each of the comments received during the public comment period is to be included in the waiver request packet.

C. Waiver Request Packets

A complete waiver request packet to provide a program of training must be submitted to DWD. The following summarizes the items to be included in the packet:

1. A completed Waiver Request Coversheet (Attachment A).
2. An application to provide training narrative which includes the following:
 - a) Evidence that the WDB meets the requirements to be an eligible provider of training services,
 - b) A description of the training program, including;
 - i. projected numbers to be served,
 - ii. duration of training,

WIA Wisconsin Attachments

- iii. period of time the training will be available,
 - iv. number of times the training will be offered (if there are multiple offerings),
 - v. expected outcomes,
 - vi. skills needed,
 - vii. skills developed,
 - viii. training curriculum, and
 - ix. target population.
- c) Documentation that there are insufficient numbers of eligible training providers and the process utilized to gather the documentation.
 - d) Demand occupation information, and
 - e) A description of the public comment process.
3. Modification to the local plan if needed.
 4. Copies of the written notifications and published notice used to notify of public comment opportunity.
 5. Copies of public comments.

Submit 5 copies of the waiver packet to:

Ramon Natera, Grants Specialist
Division of Workforce Excellence
P.O. Box 7972, Room 203
Madison, WI 53707

D. Action on Training Waiver Requests

1. Waiver Request Response

A waiver request may be granted or denied. The response to a waiver request to provide training services will be provided in writing within 30 calendar days, or as soon as is feasible thereafter, of the date the complete waiver request packet is received. The decision to approve or deny a waiver request is final and is not subject to review. However, waiver requests may be reconsidered if additional information is provided that addresses the reasons for the denial. Requests that are denied will include the specific reasons for the denial.

2. Waiver Approval Duration

Waiver approvals may be granted to individual waiver requests. No blanket waiver approvals will be given. Such approvals will be in effect for not more than one year from the date the training is initially available. During the waiver period WDBs are to work diligently to encourage other providers of training services to develop training programs that meet local labor market demands.

3. Waiver Extensions

A request to extend the period of the training waiver may be made by the CLEO to DWD. The request is to be made at least 30 days prior to the expiration date of the original waiver request. No more than one extension will be granted per program of training services. Extensions may not exceed one year. Extension requests may be made in a letter that outlines the need for the extension and the efforts of the WDB to encourage other providers of training services to develop a training program that meets the local demand. An updated WIA Training Services Waiver Request Coversheet is to be submitted with the letter as well as any information that updates the original training waiver request.

4. Revoking the Waiver

Waivers may be revoked at any time if it is determined that:

- a) There is a pattern of inappropriate referrals resulting in reduced customer choice to the training program that is operated by the WDB, or

- b) There are errors or inconsistencies in the waiver application that are discovered after a waiver request has been approved. Errors and inconsistencies include information that had it been submitted with the original waiver request would have resulted in the request being denied.

Notification of revocation of a training waiver will be sent in writing to the CLEO and the WDB chair. If the CLEO and the WDB Chair do not agree with the reasons for the revocation, they will have fifteen days to respond in writing to the revocation. The final determination will be made within 15 days of receiving the response letter and will be sent in writing to the CLEO and WDB chair.

E. Arranging vs. Providing Training

Provision of an actual training program by the WDB is subject to the waiver request provisions outlined above. Arranging for a WIA Title I-B participant to receive training is an intensive service. Examples of arranging training include, but are not limited to:

1. The development of an OJT contract and associated activities,
2. The activities associated with brokering customized training services and connecting employers with potential training providers, and
3. The process to refer participants for training following a comprehensive assessment or case management.

IV. CORE/INTENSIVE SERVICES AGREEMENTS

Core and intensive services represent the first two tiers of WIA Title I-B services to adults and dislocated workers. Provision of these services is integral to local service delivery and the local planning process. As such the WIA local planning process is the mechanism through which requests and responses will be made.

WDBs may provide one or more WIA Title I-B core or intensive services only with the agreement of the CLEO and the Governor. The responsibilities of the Governor have been delegated to DWD.

The decision making authority of whether WDBs provide core/intensive services rests with the joint agreement of the CLEO and the Governor. In making this decision the CLEO is to seek support of the local partners and is to consider the views expressed by local partners in the decision.

A. Criteria for Agreement

As stated earlier, the intent of WIA is that local WDBs do not provide direct services. Thus, the circumstances under which the Governor will agree to WDBs directly providing core or intensive services to adults or dislocated workers (including rapid response activities) are limited. The limitation is to situations where the WDB will be transitioning out of providing direct services or where there are exceptional circumstances such as the WDB being the provider of last resort.

Core and intensive services are to be provided throughout the workforce development area and may be provided through a variety of service delivery mechanisms including Job Center sites, technology and other methods determined to be appropriate.

No WDB will be approved at this time for direct service provision beyond June 30, 2002. A CLEO who determines a need to provide direct core or intensive services beyond June 30, 2002 is to resubmit the types of documentation listed in 2 below by December 31, 2001 to request a new agreement.

A CLEO may request agreement from the Governor to continue to provide core or intensive services for the two-year period ending June 30, 2002.

WIA Wisconsin Attachments

1. For a WDB which has been providing core or intensive services prior to March 31, 1999 the request for agreement is to include:
 - a. A statement from the CLEO indicating his/her decision to have the WDB provide core/intensive services.
 - b. The WDB's agreement.
 - c. The views expressed by the local Wisconsin WIA mandatory one-stop partner programs. Submit copies of any letters of support and other views received by the WDB.
 - d. A description of which core/intensive service(s) will be provided.
 - e. A description of similar services currently provided by the WDB.
 - f. Demonstrated programmatic effectiveness in providing these services.
 - g. Demonstrate the cost effectiveness of direct service provision.
 - h. A two year plan to transition away from providing direct WIA Title I-B services.
2. For a WDB which did not provide similar core or intensive services prior to March 31, 1999, in addition to submitting the documentation listed in 1 a-h above, the following are to be submitted.
 - a) A description of the exceptional circumstance(s) which requires the WDB to be the direct provider. This description must include documentation that there are no other appropriate eligible providers of core/intensive services in the local area.
 - b) Evidence of a separation of responsibility that demonstrates the WDB's ability to successfully provide WIA Title I-B services and provide leadership for the entire workforce investment and one-stop delivery systems.

B. Submission Requirements

Requests for agreement to allow WDBs to provide core/intensive services must be included in the Local WIA Plan.

C. Decisions on Requests for Agreement

DWD may approve WDB provision of some or all of the requested services. Decisions on requests for agreement to allow WDBs to provide WIA Title I-B core/intensive services will be issued in writing with the plan approval notice. The decision to agree or not to agree to allow WDBs to provide WIA Title I-B core/intensive services to adults and dislocated workers is final and is not subject to review. However, agreement requests may be reconsidered if additional information is provided that addresses the reasons for the denial.

The decision to allow WDBs to provide core/intensive services may be rescinded if it is determined that a conflict resulting in diminished effectiveness of the one-stop system has occurred because the WDB is providing core/intensive services.

V. ONE STOP OPERATOR DESIGNATION AGREEMENT

WDBs may be designated or certified as a WIA Title I-B one-stop operator only with the agreement of the CLEO and the Governor. The responsibilities of the Governor have been delegated to DWD.

The role of the one-stop operator may range from simply coordinating service providers within the center to providing WIA Title I-B services within the center. It should be noted however, that consistent with the policies contained in this document, the extent to which WDBs may function as providers of core/intensive and youth services is limited in duration, must meet the previously presented criteria and be approved by the state.

Provision of these services is integral to the local delivery system and the local planning process. As such the WIA local planning process is the mechanism through which requests and responses will be made.

WIA Wisconsin Attachments

The decision making authority of whether WDBs are designated or certified as a One-Stop operator rests with the joint agreement of the CLEO and the Governor. In making this decision the CLEO is to seek support of the local partners and is to consider the views expressed by local partners in the decision.

A. Criteria for Agreement

WDBs seeking designation or certification as a one-stop operator will need to include the following in the 5 Year Local WIA Plan for consideration in making this agreement:

1. A statement from the CLEO indicating his/her decision to designate or certify the WDB as a One-Stop operator.
2. Evidence that the request for designation or certification of the WDB as a one-stop operator was made available to the public for review in the CLEO's county clerk's office for 15 days.
3. The WDB's agreement.
4. The views expressed by the local Wisconsin WIA mandatory one-stop partner programs. Submit copies of any letters of support and other views received by the WDB.
5. Whether the WDB will be a member of a consortium and consortium members if applicable.
6. A description of which one-stop functions the WDB will perform.
7. Identification of other provider(s) requesting to be the one-stop operator and the rationale for not selecting that provider(s). Rationale must consider operational and cost effectiveness.
8. Demonstrated operational effectiveness in one-stop operation.
9. Demonstrate the cost effectiveness of the proposed one-stop operation.
10. Evidence of a separation of staff responsibility that demonstrates the WDBs ability to successfully operate the one-stop(s) and provide leadership for the entire workforce investment and one-stop delivery system.

B. Submission Requirements

Requests for agreement to allow WDBs to be designated or certified as a one-stop operator must be included in the Local WIA Plan.

C. Decisions on Requests for Agreement

Decisions on requests for agreement to allow WDBs to be designated or certified as a one-stop operator will be issued in the local plan approval letter. The decision to agree or not to agree to allow WDBs to be designated or certified as a one-stop operator is final and is not subject to review. However, agreement requests may be reconsidered if additional information is provided that addresses the reasons for the denial.

The designation of the WDBs as the one-stop operator may be rescinded if it is determined that a conflict resulting in diminished effectiveness of the one-stop system has occurred because the WDB is the designated one-stop operator.

VI. Youth Services

WDBs may provide WIA Title I-B youth services (other than summer employment opportunities) only with the agreement of the CLEO and the Governor. The responsibilities of the Governor have been delegated to DWD. Youth services are an important element of the workforce investment system and successful provision of these services impacts Wisconsin's future labor force. As such the WIA local planning process is the mechanism through which requests and responses will be made.

The decision making authority on whether WDBs provide youth services rests with the joint agreement of the CLEO and the Governor. In making this decision the CLEO is to seek support of the local partners and is to consider the views expressed by local partners in the decision.

A. Summer Youth Employment Opportunities

WDBs designated by the CLEO as the local fiscal agent for the WIA Title I-B funds may provide summer youth employment opportunities.

B. Criteria for Agreement

As stated earlier, the intent of WIA is that local WDBs do not provide direct services. Thus, the circumstances under which the Governor will agree to WDBs directly providing youth services are limited. The limitation is to situations where the WDB will be transitioning out of providing direct services or where there are exceptional circumstances such as the WDB being the provider of last resort.

Youth services are to be provided throughout the workforce development area and may be provided through a variety of service delivery mechanisms including Career Centers, Job Center sites, technology and other methods determined to be appropriate.

No WDB will be approved at this time for direct service provision beyond June 30, 2002. A CLEO who determines a need to provide youth services beyond June 30, 2002 is to resubmit the types of documentation listed in 2 below by December 31, 2001 to request a new agreement.

A CLEO may request agreement from the Governor to continue to provide youth services for the two-year period ending June 30, 2002.

1. For a WDB which has been providing youth services prior to March 31, 1999 the request for agreement is to include:
 - a. A statement from the CLEO indicating his/her decision to have the WDB provide youth services.
 - b. The WDB's agreement.
 - c. The views expressed by the Youth Council members. Submit copies of any letters of support and other views received by the WDB.
 - d. A description of which youth service(s) will be provided.
 - e. A description of similar services currently provided by the WDB.
 - f. Demonstrated programmatic effectiveness in providing these services.
 - g. Demonstrate the cost effectiveness of direct service provision.
 - h. A two year plan to transition away from providing direct WIA Title I-B services.
2. For a WDB which did not provide similar youth services prior to March 31, 1999, in addition to submitting the documentation listed in 1 a-h above, the following are to be submitted.
 - a. A description of the exceptional circumstance(s) which requires the WDB to be the direct provider. This description must include documentation that there are no other appropriate eligible providers of youth services in the local area.
 - b. Evidence of a separation of responsibility that demonstrates the WDBs ability to successfully provide WIA Title I-B services and provide leadership for the entire workforce investment and one-stop delivery systems.

C. Submission Requirements

Requests for agreement to allow WDBs to provide youth services must be included in the Local WIA Plan.

D. Decisions on Requests for Agreement

Provision of some or all of the requested services may be approved. Decisions on requests for agreement to allow WDBs to provide WIA Title I-B youth services will be issued in writing with the plan approval notice. The decision to agree or not to agree to allow WDBs to provide WIA Title I-B youth services is final and is not subject to review. However, agreement requests may be reconsidered if additional information is provided that addresses the reasons for the denial.

WIA Wisconsin Attachments

The decision to allow WDBs to provide youth services may be rescinded if it is determined that a conflict resulting in diminished effectiveness of the one-stop system has occurred because the WDB is providing youth services.

Attachment A

WIA Training Services Waiver Request Coversheet

1. DATE SUBMITTED:		2. DATE RECEIVED BY THE STATE:	
CONTACT INFORMATION			
3. NAME:	4. WORKFORCE DEVELOPMENT AREA:	5. ADDRESS:	
6. TITLE:	7. EMAIL:		
8. PHONE:	9. FAX:		
PROGRAM INFORMATION			
10. PROGRAM OF TRAINING SERVICES TO BE PROVIDED:		11. TYPE OF TRAINING:	
		12. LENGTH OF TRAINING:	
13. TRAINING OFFERINGS AND DATES:			
14. TRAINING CAPACITY:	15. EXPECTED ENTRY LEVEL WAGE:	16. COST PER PARTICIPANT:	
CERTIFICATION AND SIGNATURES			
I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION CONTAINED IN THIS REQUEST FOR A TRAINING WAIVER IS ACCURATE AND COMPLETE.			
17. TYPED NAME OF CHIEF LOCAL ELECTED OFFICIAL:			18. TELEPHONE NUMBER:
19. SIGNATURE OF CHIEF LOCAL ELECTED OFFICIAL:			20. DATE SIGNED:

Instructions for Completing WIA Training Services Coversheet

1. Date Submitted: Enter the date the training waiver request packet is mailed.
2. Date Received by the State: LEAVE BLANK, DO NOT ENTER ANYTHING.

Contact Information

3. Name: Enter the name of the individual who is responsible for the training waiver request.
4. Workforce Development Area: Enter the name and number of the WDA.
5. Address: Enter the address for the individual named in #3.
6. Title: Enter the title of the individual named in #3.
7. Email: Enter the email address of the individual named in #3.
8. Phone: Enter the phone number of the individual named in #3.
9. Fax: Enter the Fax number of the individual named in #3.

Program Information

10. Program of Training Services to be Provided: Provide a brief description of the training program.
11. Type of Training: Enter the type of training from the list in WIA Sec. 134(d)(4)(D).
12. Length of Training: Enter the length of time it takes to complete the training program.
13. Training Offerings and Dates: Enter the number of times the training will be offered and the dates for each session.
14. Training Capacity: Enter the number of individuals who can be trained.
15. Expected Entry Level Wage: Enter the wage the training participant can expect to earn upon completion of the training.
16. Cost Per Participant: Enter the amount expected to be expended per participant to deliver the training.

Certification and Signatures

17. Typed Name of Chief Local Elected Official: Type in the name of the CLEO.
18. Telephone Number: Enter the CLEO's telephone number.
19. Signature of Chief Local Elected Official: Original signature of the CLEO.
20. Date Signed: Enter the date the CLEO signed the Waiver Request Coversheet.

Submit 5 copies of the Waiver Request Packet to:

Ramon Natera, Grants Specialist
Division of Workforce Excellence
P.O. Box 7972, Room 203
Madison, WI 53711

The Training Waiver Request Packet must include:

1. A completed Waiver Request Coversheet (Attachment A).
2. An application to provide training narrative which includes the following:
 - a) Evidence that the WDB is an eligible provider of training services,
 - b) A description of the training program, including:
 - i. projected numbers to be served,
 - ii. duration of training,
 - iii. period of time the training will be available,
 - iv. number of times the training will be offered,
 - v. expected outcomes,
 - vi. skills needed,
 - vii. skills developed,
 - viii. training curriculum, and
 - ix. target population.)

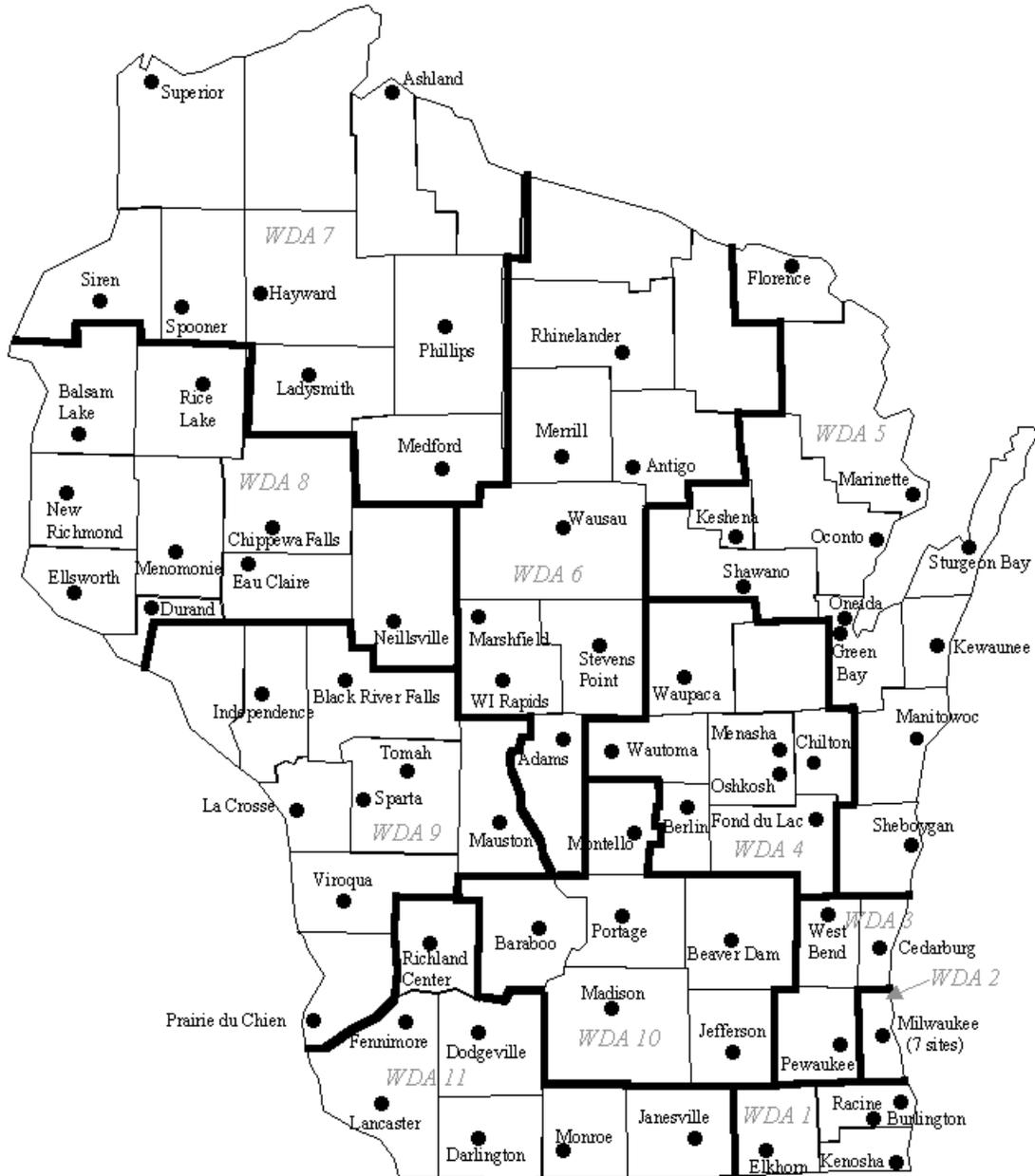
Wisconsin WIA State Plan Modification

- c) Documentation that there are insufficient numbers of eligible training providers and a description of the process utilized to gather the documentation.
 - d) Demand occupation information, and
 - e) A description of the public comment process.
3. Modification to the local plan, if needed.
 4. Copies of the letter and published notice used to notify of public comment opportunity.
 5. Copies of public comments.

Attachment 5

WORKFORCE DEVELOPMENT AREAS AND ONE-STOP JOB CENTERS

● Job Center Sites



j:\maps\wda_jc_map.ppt

12/1/99

Attachment 6

State List of Eligible Training Providers

Initial Year Policy



State of Wisconsin
Department of Workforce Development

State List of Eligible Training Providers
Initial Year Policy

I. Purpose

The purpose of this Initial Year policy is to identify requirements for establishing local Workforce Development Board (WDB) lists and the State List of Eligible Training Providers.

II. Background

The Workforce Investment Act (WIA) gives participants with Individual Training Accounts (ITAs) the opportunity to select their own training provider from a State List of Eligible Training Providers. After receiving core and intensive services and in consultation with case managers, WIA training participants with ITAs use the State List to make an informed choice. WIA section 122 establishes the requirements for creating and maintaining this list for the Initial Year of eligibility.

The State List is cooperatively developed and maintained by local Workforce Development Boards and the State Department of Workforce Development (DWD). It is based on the names and information contained in the 11 local WDB lists. These are submitted to the State according to the process described in this policy. In developing the policy, DWD attempted to minimize the number of barriers training providers would face to be on the list. This was done to encourage a broad participation on the State “shopping” List of Eligible Training Providers.

Eligibility to be on the list for the Initial Year differs from Subsequent Years. For the Initial Year, WIA identifies two groups of programs that are automatically eligible to be on the local and State List:

1. Postsecondary educational institutions that are eligible to receive Federal funds under Title IV of the Higher Education Act (HEA) of 1965, and also provide a program that leads to an associate degree, baccalaureate degree, or certificate; and
2. Entities that carry out programs under the National Apprenticeship Act and are registered under the Act.

For all “Other” eligible training providers, the State is required to develop the process for gaining eligibility to be on the local and State List. This “Other” group includes community-based organizations, private organizations, and postsecondary Title IV agencies that offer programs that do not lead to an associate degree, baccalaureate degree, certificate, or technical diploma.

The WIA eligibility process for training providers pertains only to Individual Training Accounts for adults and dislocated workers 18 years and older. Customized training, On-the-Job Training, and the other training exceptions identified in WIA Section 134(d)(4)(g) are not covered under this process.

Training providers may need to obtain approval or accreditation of their training programs for other reasons. The WIA process does not affect these existing approval and accreditation processes. While the approval or accreditation of a provider may be an important consideration for WIA training participants in deciding whether to use their ITA with that provider, the WIA process concentrates on providing participants with information on provider performance. This allows ITA customers to make informed choices on how to use their ITA.

The WIA Regulations 663.508 define programs of training services for ITAs as “(a) One or more courses or classes that, upon successful completion, leads to: (1) a certificate, an associate degree, or baccalaureate degree, or (2) competency or skill recognized by employers, or (b) a training regimen that provides individuals with additional skills or competencies generally recognized by employers.” DWD has further defined the policy to say training for a GED is not to be considered for ITA training unless it is a part of job readiness training. Stand-alone GED preparation is allowed as an Intensive Service. DWD based this policy on the suggestion of the WIA Training Workgroup and the Dislocated Worker Workgroup that met during the summer of 1999.

III. Process for Development of the Local Lists

A. Post Secondary Educational Institutions Receiving Title IV HEA Funds

1. Applications

WIA Section 122 allows each local WDB to decide the type of application they want interested training providers, qualifying under this category, to fill out. Because the Department desires to make the State List of Eligible Training Providers easily accessible to ITA customers and staff through an ITA web-site, it asks local WDBs to use the application required for “Others” and follow the procedures described in III.C. Interested training providers will contact the local WDB where they want to provide training for an application. A sample copy of the application is in Attachment A.

Wisconsin Technical Colleges, University of Wisconsin Campuses, and others that receive funding from Title IV are eligible under this category. [Click here](#) for a listing of Wisconsin agencies eligible to receive Title IV funding. For information on agencies approved by the Wisconsin Educational Approval Board (WEAB) click here <http://eab.state.wi.us/>. At this WEAB address you will find a listing of schools that are required by law to be approved by WEAB.

State statutes require the Wisconsin Educational Approval Board to grant approval to for-profit schools, in-state, non-profit schools incorporated after January 1, 1992, and out-of-state non-profit colleges.

Regulations 663.515(a) say in order to be considered eligible under this category, a training agency must submit an application to “local board(s) for the local area(s) in which the provider desires to provide training services.” In addition, this section of the Regulations say a description of each program of training services needs to be provided.

For the Initial Year, they can be submitted continuously beginning June 1, 2000.

2. Criteria for Local Selection

All training agencies eligible under this category are automatically included on the local list. There are no criteria for selection; however, the local WDB will need to verify that the training program funded with Title IV HEA funds leads to an associate degree, baccalaureate degree, certificate, or technical diploma. If it doesn't, the agency would fall under the requirements for "Other" described in III.C. of this document.

There are no minimum required performance levels.

3. WDB Creation of Local List

The WDB compiles the names of eligible training providers under this category and combines them with the names from Apprenticeship and "Other" categories. This composite list plus the application of each eligible provider are submitted to the Division of Workforce Excellence beginning June 1, 2000. The information is submitted electronically using the application template that will be forwarded to all WDBs. Up-dates or information on new applicants can be submitted continuously after June 1.

B. Apprenticeship Programs Registered Under the National Apprenticeship Act

1. Applications

WIA Section 122 gives WDBs the opportunity to decide the type of application they want interested training providers, qualifying under this category, to fill out. Because of different funding and management requirements, unique to Apprenticeship, the Division of Workforce Excellence and the Wisconsin Apprenticeship Council are studying what changes need to be made to the sample Application in Attachment A. This will occur over the next several months. The intent is to make the State List of Eligible Training Providers accessible to the 100 apprenticeship councils and the numerous private employers that offer apprenticeship opportunities in their place of work. This will give ITA customers a broader range of choices.

For the Initial Year, they can be submitted continuously beginning June 1, 2000.

2. Criteria for Local Selection

There are no criteria for selection of this group. They are automatically eligible to be on the local and State List. In addition, all apprenticeship programs in the State of Wisconsin are registered under the National Apprenticeship Act.

There are no minimum required performance levels.

3. WDB Creation of the Local List

The WDB compiles the names of eligible training providers under this category and combines them with the names from postsecondary Title IV and “Other” categories. This composite list plus the application of each eligible provider is submitted to the Division of Workforce Excellence beginning June 1, 2000. The information is submitted electronically using the application template that will be forwarded to all WDBs. Up-dates or information on new applicants can be submitted continuously after June 1, 2000.

C. “Other” Public or Private Agencies

1. Local Application Process

All training providers in this category are required to submit an application to local WDBs in order to be included on the local training provider list. Attachment A of this document contains a sample copy of the application form. All interested training providers will contact the local WDB where they want to provide training for an application. WDB contact information is in Attachment C.

Each Workforce Development Area is responsible for distributing the applications to providers and determining the time and manner in which they are to be submitted. The submittal information needs to be included with the distribution. DWD will notify the employment and training community of the availability of applications at each of the 11 Workforce Development Areas.

Training providers who desire to offer multiple training programs within a WDA will need a separate listing for each of the training programs to be offered. Training providers that offer multiple programs and want them identified on the State List can decide to fill out applications and identify them over a period of time. The intent for Subsequent Years is to not have training providers re-apply with the application in Attachment A for programs that are already on the State List.

For the Initial Year, they can be submitted continuously beginning June 1, 2000.

2. Criteria for Local Selection

Each local WDB will review their submitted applications. They will use the following criteria to determine if the applicant is eligible to be on the local list. A training vendor who meets all of the criteria must be included on the local list.

The application is complete.

The description of the program of training services is complete.

The performance information addresses: 1) program completion rates for individuals participating in the program; 2) percent of individuals who obtain unsubsidized employment; and 3) wages at placement in employment.

The performance information is for the most recent 12-month period.

The application contains the required cost information.

The training provider has not violated any conditions of WIA.

In addition, the local WDB will review performance information of training provider applicants in this category to determine if they have met minimum performance levels set by the State. The performance guide is in Attachment B.

3. WDB Creation of Local List

The WDB compiles the names of eligible training providers under this category and combines them with the names from postsecondary Title IV and Apprenticeship categories. This composite list plus the application of each eligible provider is submitted to the Division of Workforce Excellence beginning June 1, 2000. The information is submitted electronically using the application template that will be forwarded to all WDBs. Updates or information on new applicants can be submitted continuously after June 1, 2000.

IV. Process for Creation and Maintenance of State List

A. State Acceptance and Verification of Local Lists

Upon receipt of the local list of names and applications, the Department has thirty days to verify the accuracy of the information for the “Other” group of eligible providers. If the State does not verify this group within the thirty-day time period, they will automatically be on the State List.

If it is determined a training provider in the “Other” category has not met the minimum performance requirements, DWD has the responsibility to remove the provider from the list after it has consulted with the local WDB where the training is to be provided. The rejected training provider has the right to appeal. Training programs covered under Title IV of the HEA and Apprenticeship Act are not reviewed by the State, and they cannot be removed from the State List.

B. Removal and Appeal Process

Training providers have a right to appeal a local or State decision denying them eligibility or terminating them on the local and State List of Eligible Training Providers. The primary reasons for denial and termination, as cited in the WIA section 122 and Regulations 663.510, are a training provider: 1) has not met performance standards, 2) has provided inaccurate information, and 3) has “substantially” violated the Act. In all cases, consultation between the State and local WDB(s) must take place before action can be taken against the training provider.

When an eligible training provider is terminated from the list, the following procedures will be followed:

- The training provider will be notified in writing of the action to terminate, and the cause for the termination. Depending on the discussion between the local WDB(s) and the State, one of these entities will author the letter. It will be in a prescribed format agreed upon by both entities.

- The letter will say that in 60 calendar days from the date the letter was signed, the training provider will be removed from the State List of Eligible Training Providers.
- The letter will also inform them of the process they follow to appeal the action.

The appeal process is described in Chapter III (L) of the JTPA Policy and Procedures Manual. By 7/1/00 the manual will be updated to reflect WIA language. It is not anticipated there will be major changes in the way appeals are conducted under WIA.

C. Development of State List

After verifying eligible training providers in the “Other” category, the Department will organize all names and information, including postsecondary Title IV and Apprenticeship, in the State List of Eligible Training Providers. It is based on a format that ITA customers and job center staff can access through the Department’s ITA web-site. The information will be organized so that the user can identify training providers by training program or location. In using the web-site and “shopping” for a training provider, they will have a broad range of information available to them, including performance information. It will be fully accessible to persons with disabilities. For the Initial Year, the List will be available July 2000.

DWD will explore options for addressing the WIA requirement of creating a list of eligible providers of Nontraditional Occupations (NTO). It will be using the assistance of the Leadership Team on Nontraditional Employment for Women to do this.

D. Dissemination

DWE will notify all WDBs, training providers, One-Stop Operators, and others within the One-Stop Delivery system of its availability and how to access it. Local WDBs, in turn, will need to ensure this information is “widely available,” through its One-Stop Delivery system, to customers seeking information on training outcomes, as well as participants in employment and training activities funded under WIA and other programs. The list must also be available to customers whose training is supported by other One-Stop partners.

E. Maintenance of the List

DWD will maintain the State List of Eligible Training Providers. It will be updated continuously after July 2000.

V. Summary of State and WDB Responsibilities

A. State Responsibilities

1. Develops the application.
2. Notifies the employment and training community of the availability of applications at each local Workforce Development Board.
3. Establishes criteria for local WDBs to use in determining eligibility of “Other” training providers.

WIA Wisconsin Attachments

4. Establishes the minimum performance levels for training providers under the “Other” category.
5. Accepts local WDB lists and verifies the accuracy of the “Other” training provider information.
6. In consultation with local WDBs removes “Other” training providers who do not meet performance levels and takes appropriate enforcement action against providers that intentionally provide inaccurate information and or “substantially” violate the Act.
7. Compiles names and information from local lists and puts them in the format of the State List that is available through the Department’s web-site.
8. Facilitates and maintains the appeal process.
9. Updates the State List continuously after July 2000.

B. Local WDB Responsibilities

1. Determines the time and manner all applications are to be submitted and notifies interested training providers.
2. Distributes and accepts applications.
3. Determines if postsecondary Title IV training programs lead to an associate degree, baccalaureate degree, certificate, or technical diploma.
4. Reviews applications of “Other” providers and applies criteria for eligibility found in III. C., including review of minimum performance levels established by the State. (Attachment B)
5. Compiles a list of names of eligible providers, and submits it with the applications to DWD in the electronic format prescribed by the State.
6. Ensures the dissemination and appropriate use of the State List through the local One-Stop system.
7. Consults with DWD in cases where termination of an eligible provider is contemplated because inaccurate information has been provided.
8. Works with DWD in cases where the termination of an eligible provider is contemplated because of violations of the Act.
9. Establishes limitations on dollar amount and or duration of ITAs (optional).

ATTACHMENT A – Sample Application

**Workforce Investment Act
Individual Training Accounts**



TRAINING PROGRAM APPLICATION

Part 1: TRAINING PROGRAM DESCRIPTION

Training program name:

City (or sites) where training program will be provided:

1. Describe the training program. Identify at least five skills or competencies to be gained upon the completion of the training program.

2. Completion of this training program/course will lead to (Choose **Yes** or **No**, then click on the next field):

- No Baccalaureate degree
- No Associate degree
- No Technical diploma
- No Certificate
- No Other (if yes, please specify below)

3. Describe the minimum requirements (educational, physical, other prerequisites or qualifications) to get into this training program, if any:

4. State the average time period necessary to complete this program (Based on full-time enrollment, measured in hours, weeks or months. Enter the number value and choose hours, weeks or months from the drop down list):

5. How often does this training begin? (Choose the appropriate description from the drop down list

or, describe other start time(s)):

6. Give the typical schedule (Enter the number value and choose the appropriate descriptions from the drop down lists):

hours per week

7. Costs of training program services (per person, per session):

\$ Tuition costs

WIA Wisconsin Attachments

- \$ **\$books** Books costs
- \$ **\$fees** Other fees
- \$ **\$equipt** Supplies/Materials costs

- 8. Is student financial aid available for this training program?
- 9. (Choose **Yes** or **No**)

10. Contact person for information about this training program:

- Contact person**
- Contact person's title**
- Business phone**
- e-mail address**

Part 2: PERFORMANCE INFORMATION

Give performance information for all that have participated in this training program. Information should be for the most recent period available.

1. Program completion rates

- #grads** Total number of graduates
- #students** Total number of students
- %completed** Completion percentage for this training program

Provide methodology for arriving at the numbers above. Cite source information, if necessary.

Explain

2. **%employed** % of individuals who obtained training-related unsubsidized employment:

Provide methodology for arriving at the number above. Cite source information, if necessary.

Explain

3. Hourly wages at placement (enter dollar values):

- \$ **\$Average** Average, per hour
- \$ **\$High** High, per hour
- \$ **\$Low** Low, per hour

4. Time period the information is from:

From **Month/year** though **Month/year**

Part 3: TRAINING PROVIDER INFORMATION

A. Name of the education/training provider, entity or institution:

- Name of Training Provider, Entity or Institution**
- Street Address**

WIA Wisconsin Attachments

City, State Zip

List web page address, if available: - enter URL here, or type "none" -

B. Federal Tax Identification Number:

FEIN Number

C. Is the education/training provider, entity or institution approved or accredited?

(Choose **Yes** or **No**)

If yes, name the approving or accrediting agency (-ies)

- enter agency here, or type "none" -

ATTACHMENT B – Performance Guide

Table 1: Entered employment rate by program group and DOT category

DOT Category	Adults		Dislocated workers		Older Youth	
	N	Rate	N	Rate	N	Rate
Prof/tech/manager	107	88.8	386	86.8	11	81.8
Clerical	181	90.1	390	91.5	46	80.4
Sales	56	83.9	95	85.3	18	77.8
Service	421	84.6	142	91.5	95	89.5
Agriculture	8	50.0	14	85.7	2	50.0
Processing	25	92.0	66	87.9	11	90.9
Machine trades	99	85.9	186	94.1	16	87.5
Benchwork	96	88.5	116	94.8	21	81.0
Structural work	100	92.0	114	92.1	24	58.3
Mics	90	86.7	207	96.1	19	89.5
Total	1,183	86.9	1,716	91.0	263	82.9

Table 2: Retention rate by program group and DOT category

DOT Category	Adults		Dislocated workers		Older Youth	
	N	Rate	N	Rate	N	Rate
Prof/tech/manager	162	88.9	335	94.3	22	81.8
Clerical	229	90.8	357	95.0	58	84.5
Sales	55	78.2	81	97.5	17	76.5
Service	472	85.2	130	96.2	115	79.1
Agriculture	6	66.7	12	100.0	1	100.0
Processing	36	86.1	58	91.4	14	64.3
Machine trades	109	82.6	175	94.9	19	78.9
Benchwork	107	86.9	110	93.6	19	73.7
Structural work	103	70.9	105	93.3	19	94.7
Mics	101	85.1	199	90.5	21	90.5
Total	1,380	85.1	1,562	94.2	305	81.0

Table 3: Average earnings in quarter after entering employment by program group and DOT category

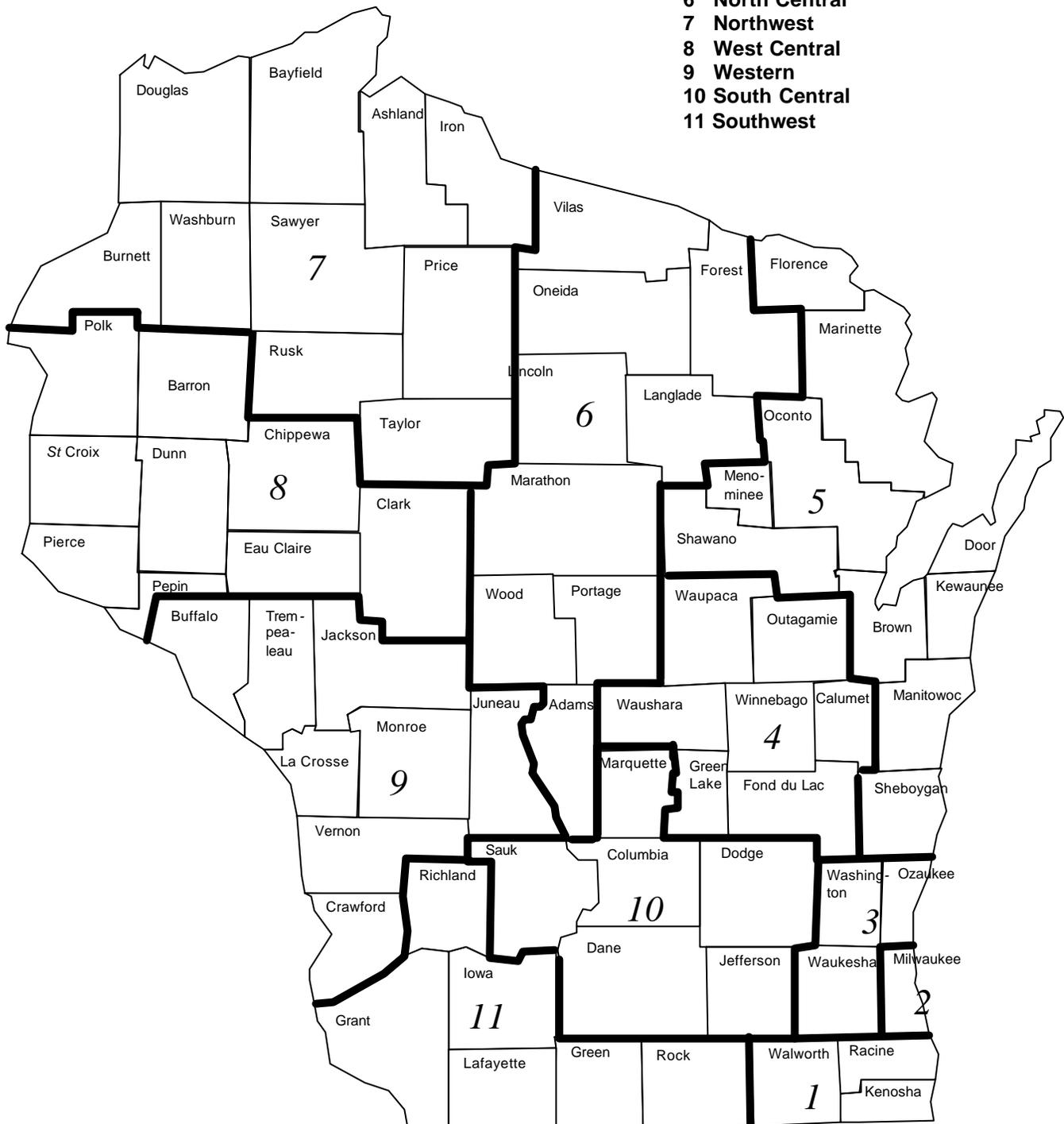
DOT Category	Adults		Dislocated workers		Older Youth	
	N	Earnings	N	Earnings	N	Earnings
Prof/tech/manager	162	\$ 5,363	335	\$ 8,336	22	\$ 4,720
Clerical	229	3,957	357	6,006	58	3,508
Sales	55	3,040	81	6,284	17	2,904
Service	472	3,379	130	4,317	115	2,986
Agriculture	6	3,152	12	6,189	1	4,488
Processing	36	4,148	58	8,126	14	3,535
Machine trades	109	4,343	175	8,812	19	4,233
Benchwork	107	4,990	110	6,699	19	3,700
Structural work	103	4,604	105	8,020	19	4,397
Mics	101	4,194	199	6,539	21	4,522
Total	1,380	4,065	1,562	7,026	305	3,551

ATTACHMENT C – WDB Contact Information

<p>WDA #1 SOUTHEASTERN WISCONSIN WDA Cheryl Zimmerman, Ph.D. Southeastern Wisconsin WDB, Inc. Racine County Workforce Development Ctr. 1717 Taylor Avenue Racine, WI 53403-2497 (262) 638-6622 FAX: (262) 638-6972 e-mail: czimm@racineco.com web site: www.racineco.com/hsd/wdc</p>	<p>WDA #7 NORTHWEST WISCONSIN WDA Fred Schnook, Director Northwest WI CEP, Inc. 100 W. Main Street P.O. Box 616 Ashland, WI 54806 (715) 682-9141 FAX: (715) 682-9181 e-mail: fschnook@nwcep.org web site: www.nwcep.org</p>
<p>WDA #2 MILWAUKEE COUNTY WDA Gerard Randall, CEO WDB of Milwaukee County, Inc 101 W. Pleasant St., Suite 201 Milwaukee, WI 53212 (414) 225-2360 FAX: (414) 225-2375 e-mail: mparker@milwjobs.com web site:</p>	<p>WDA #8 WEST CENTRAL WISCONSIN WDA Richard Best, Executive Director Dunn County Job Center - WCWDB, Inc. 401 Technology Drive East, Suite 100 Menomonie, WI 54751 (715) 232-1412 FAX: (715) 232-2240 e-mail: bestd@workforceresource.org web site: inquire@workforceresource.org</p>
<p>WDA #3 WAUKESHA-OZAUKEE-WASHINGTON (W-O-W) WDA Francisco Sanchez, President W-O-W WDB, Inc. Workforce Development Center for Waukesha County 892 Main St., Suite A Pewaukee, WI 53072-5809 (262) 695-7880 FAX: (262) 695-7890 e-mail: fsanchez@waukesha.tec.wi.us web site: www.wfdc.org</p>	<p>WDA #9 WESTERN WISCONSIN WDA Jerry Hanoski, Executive Director Western Wisconsin PIC, Inc. & WDB 402 North 8th Street, 3rd Floor P.O. Box 2908 La Crosse, WI 54602-2908 (608) 789-5620 FAX: (608) 785-9939 e-mail: Hanoskij@western.tec.wi.us web site: www.fpl.centuryinter.net/pic/ Note: WWPIC & WDB are located in the La Crosse County Job Center but use a P.O. Box as its mailing address instead of the street address.</p>
<p>WDA #4 FOX VALLEY WDA Cheryl Welch, Director Fox Valley WDB, Inc. 996 South Green Bay Road Neenah, WI 54956 (920) 720-5600 FAX: (920) 720-5606 e-mail: cwelch@athenet.net web site: www.foxvalley.org</p>	<p>WDA #10 SOUTH CENTRAL WISCONSIN WDA Patricia Schramm, Senior Associate WDB of South Central Wisconsin, Inc. Dane County Job Center 1819 Aberg Ave., Room 16 Madison, WI 53704 (608) 249-9001 FAX: (608) 249-9356 e-mail: scwpic@execpc.com web site:</p>
<p>WDA #5 BAY AREA WDA James Golembeski, Director Bay Area WDB, Inc. 3019 Holmgren Way, Suite 201 Green Bay, WI 54304 (920) 339-4202 FAX: (920) 339-4201 e-mail: golemjim@netnet.net web site:</p>	<p>WDA #11 SOUTHWEST WISCONSIN WDA Roberta Early, Director Iowa County Job Center – SWWDB, Inc. 319 Elaines Court Dodgeville, WI 53533 (608) 935-3116 FAX: (608) 935-5072 e-mail: r.early@jobcenter.org web site: www.swwdb.org/</p>
<p>WDA #6 NORTH CENTRAL WISCONSIN WDA Barb Weade, Director North Central Wisconsin WDA, Inc. 2800 - 9th St., South Wisconsin Rapids, WI 54494 (715)422-47-- FAX: (715)422-4715 e-mail: bweade@wctc.net web site:</p>	

Wisconsin's Workforce Development Areas

- 1 Southeast
- 2 Milwaukee County
- 3 Waukesha-Ozaukee-Washington
- 4 Fox Valley
- 5 Bay Area
- 6 North Central
- 7 Northwest
- 8 West Central
- 9 Western
- 10 South Central
- 11 Southwest



ATTACHMENT 7 Grants and Contract Process

- I. Any procurement over \$25,000 will be advertised, regardless of the procurement method, in the legal notices column of the official state newspaper. In addition, these legal notices may be placed in other media selected by the State Bureau of Procurement or authorized agencies.
- II. Procedures for placing legal notices in the official state newspaper are published in State Procurement Operational Bulletin No. 15-83340-(5L). The bulletin also contains the name of the newspaper, rates, schedules, examples, and other ordering information and instructions.
- III. Legal notices for official sealed bids or requests for proposals (RFPs) appear once each week for a minimum of two weeks in the official state newspaper after obtaining Request for Purchasing Approval/Authority (RPA) approval from the State Bureau of Procurement. There will be a minimum of seven days between publication of the first notice and the last notice and between the last notice and the date submissions are due.
- IV. Legal notices for noncompetitive negotiations (sole source) and general waivers may be placed in the official state newspaper prior to obtaining RPA approval from the State Bureau of Procurement. However, the contract may not be awarded or the purchase order issued until approval is obtained from the Bureau. If additional vendors indicate an interest in bidding or proposing as a result of the advertisement, the agency will notify the State Bureau of Procurement and submit a new RPA requesting to use a competitive process. See [III.](#) above.
 - A. For noncompetitive negotiations, there will be a minimum of seven days between publication of the first notice and the last notice and between the last notice and the date on which the contract will be awarded or the purchase order will be issued.
 - B. For general waivers, there will be a minimum of seven days between publication of the first notice and the last notice and between the last notice and the date on which the initial contract will be awarded or the purchase order will be issued.
- V. Legal notices may be combined according to their common date.
- VI. Documentation of publication:
 - A. Agencies will request and pay for affidavits of publication of legal notices as each agency deems appropriate to meet statutory and agency requirements. The fee for an affidavit of publication is one dollar (\$1.00).
 - B. If an affidavit is not requested, the agency will have on file tear sheets from the newspaper or actual notices as taken from the newspaper as documentation the legal notice requirements have been met.

The Department of Workforce Development, Division of Workforce Excellence will create a separate contract with each potential grantee. Within each contract there will be a provision for allocating funds for up to six individual grants. The possible grants follow: Local Administration, Adult, Youth, Dislocated Worker, Statewide Services, and Rapid Response. The WDBs, or other appropriate entities, will submit a comprehensive plan which follows specific elements of the Local Planning Guidelines. The plan will identify a customer focused delivery system targeting each potential grant. DWE does not limit contracting funds to WDBs. Other potential grant recipients include Wisconsin Counties Association, Wisconsin State AFL-CIO LETC, or other entities.

WIA Wisconsin Attachments

Upon receipt of each plan, a PY00 WIA Grant file will be created for each grantee. The grant file will house the original plan and budget. The DWE Local Program Liaisons (LPL), will review each plan and budget. Upon LPL approval, the grant will be routed internally culminating with Bureau Director approval. At this point a grant agreement will be initiated between DWE and the WDB or other appropriate entity for each individual grant. The grant agreements will go out under Deputy Division Administrator signature. The signed agreement will be sent to the respective entities a signature by their authorized officer along with instructions to return the completed agreement to DWE.

Once DWE has received a completed grant agreement, an entry will be made into an approved vendor payment system which will allow the grantee to submit an invoice to request reimbursement for expenses generated for program costs. Grantees will be responsible for maintaining accrued expenditure information and must submit a financial status report, on a monthly basis, no later than 30 calendar days of the following month.

ATTACHMENT 8 COMPLAINTS/GRIEVANCES AND APPEALS.

This section contains the procedures which DWE, DWE grantees, employees and applicants for or participants of DWE-funded programs shall use to resolve complaints, grievances and appeals regarding alleged grant violations, its related regulations, applicable Wisconsin statutes, other applicable federal or state requirements, the provisions of this document or the terms of a DWE grant.

1. General Requirements. The following are the general requirements of complaints/grievances and appeals.

a. Program and Grant Responsibilities. DWE grantees shall establish and maintain complaint/grievance and appeal procedures that conform to applicable federal and state requirements. In order to be valid, systems for resolving complaints/grievances must provide for due process.

- (1) The elements of due process are described as follows:
 - (a) Notice to the parties of the specific charges and the responses of those involved;
 - (b) Reasonable timing;
 - (c) An impartial decision-maker;
 - (d) The right of the parties to representation;
 - (e) The right of each party to present evidence both in writing and through witnesses;
 - (f) The right of each party to question others who present evidence; and
 - (g) A decision made strictly on the recorded evidence.
- (2) Describe their complaint/grievance and appeal procedures in their plans/grants.
 - (3) Assure that their subgrantees are informed of and maintain procedures consistent with the requirements of this section.
- (4) Require that every employer who hires participants under DWE-funded programs shall maintain complaint/grievance and appeal procedures that include the employer's terms and conditions of employment as described in 20 CFR s. 627.504, including collective bargaining agreements.
- (5) Follow their own written procedures in resolving any complaints/grievances at the local level.
- (6) Post complaint/grievance and appeal procedures in a prominent place(s) and ensure that participants are made aware of their rights regarding complaints/grievances, appeals and hearings.
- (7) Retain all records pertaining to complaints/grievances and appeals for a period of three years or beyond three years if the complaints/grievances and appeals are not resolved or are under audit, investigation or litigation.

b. Final Authority on Decisions. DWE administrator, on behalf of the Governor, has the final decision-making authority on complaints/grievances arising from the administration, implementation and operation under WIA.

c. Forms for Filing Complaints/Grievances. DWE WIA Complaint Information Form must be used for all formal complaints/grievances filed with DWE. Local agencies may modify the form for their own use as long as they comply with basic complaint/grievance filing requirements.

d. Technical Assistance. DWE shall provide technical assistance to grantees or other parties needing information on complaint/grievance procedures and related issues.

2. Complaint/Grievance Preparation. The following are the requirements for the preparation of complaint/grievances.

- a. Written and Within One Year.** The complainant shall file a written complaint/grievance within one year after the alleged violation took place.
- b. Addressed to Respondent.** Complaints/grievances should be addressed to the appropriate respondent agency.
- c. Accurate and Complete.** A complaint/grievance must be sufficiently accurate and complete to be evaluated on its own. It is suggested that formal complaints/grievances be notarized.
- d. Establishment of Filing Date.** The filing date of a complaint/grievance is established when a complainant submits a written complaint/grievance that provides the following:
 - (1) The full name, telephone number (if any) and address of the person(s) or organization(s) making the complaint/grievance;
 - (2) The full name and address of the respondent against whom the complaint/grievance is made;

WIA Wisconsin Attachments

- (3) A clear and concise statement of the facts, including pertinent dates constituting the alleged violation;
 - (4) The grant provisions, its regulations, the grant or other agreements believed to have been violated;
 - (5) A statement disclosing whether the complaint/grievance has been cross-filed with any other jurisdiction and whether these other proceedings have commenced or been concluded, including dates, authorities and other pertinent information.
- e. Response by recipient grantee.** The grantee shall acknowledge receipt of a complaint/grievance in writing within 5 working days. Where possible the file date should be included in the response.

3. Appeal

A complaint alleging WIA violations may be submitted to the Secretary of DOL by either party to the complaint after exhaustion of the state level grievance procedure.

State of Wisconsin Program Year 2002
Wagner-Peyser Act Agricultural Services Plan

I. Activities Planned For Providing Services to Agricultural Employers and Migrant and Seasonal Farmworkers (MSFWs).

As required by 20 CFR Subpart B, 653.107, the Department of Workforce Development (DWD) will provide Wagner-Peyser Act-funded services to migrant workers and to prospective and actual employers of these individuals. DWD will make every effort to strengthen its working relationships with MSFWs and employers so that each better understands how Public Labor Exchange and outreach services provided can improve availability and performance on the job. Efforts will continue to include inter/intra-state job order servicing and the full range of Job Service Public Labor Exchange services delivered via an Outreach Program designed to locate, contact, and inform migrant and seasonal farmworkers about the nature and availability of service.

As required by 20 CFR Subpart B, 653.101, DWD will ensure that MSFWs are offered the same range of employment services, benefits and protections, including counseling, testing and job training referral services, as is provided to non-MSFWs. To assure statewide compliance, DWD will make every effort to meet four out of five Equity Indicators of Compliance, as well as meet four out of seven Minimum Service Level Indicators. No problems or difficulties are anticipated in meeting equity indicators, minimum service levels, or planned levels of activity. As Wisconsin was designated a significant state for PY 2002, every effort will be made to conduct vigorous outreach activities in the Wisconsin designated significant MSFW local office service areas located in Wautoma and Beaver Dam.

II. Assessment of Need

Total MSFW applications in Wisconsin for PY 2001 were 1,237. Interstate and intrastate clearance order activity via the Agricultural Recruitment System (ARS) has decreased within the past several years. No interstate clearance orders were received or initiated. It is anticipated that very minimal ARS activity or employer usage of the system, if any, will occur during PY 2002. Based on PY 2001 data (July 1, 2001 through March 31, 2002) 840 agricultural job orders and 1,852 openings were received, with 764 (41.3%) openings filled. It is estimated that the same level of activity will occur during PY 2002.

Major crop activities in the state for PY 2001 occurred in the cucumber harvesting, Christmas Tree harvesting, and the food processing industry. Cucumber activities occur from June-September, and are concentrated mostly in the Central Wisconsin area, where approximately 1,600 MSFWs are employed. Christmas Tree harvesting activities occur from October-December, and are concentrated mostly in the Central Wisconsin area, where approximately 500 MSFWs are employed. Food Processing activities occur from June-December, and are concentrated mostly in the South Central and Eastern Wisconsin areas, where approximately 3,000-3,500 MSFWs are employed. Projections are that there will be approximately 5,723 MSFWs and an additional 1,050 uncommitted MSFWs traveling to Wisconsin in PY 2002. Crop activities/geographical areas, time frames, and projected numbers of MSFWs in each activity are projected to remain the same for PY 2002.

III. Outreach Services

Staff providing services will continue to be 10 bilingual permanent state employees. To help ensure equity of service, the efforts of these staff may be supplemented by temporary bilingual employees, hired to be part of the team in areas of the state where significant migrant outreach workloads warrant additional assistance.

All staff, whether permanent or temporary, are based at Job Centers or affiliated One Stop System sites and bring to the customer the full array of core, intensive, and training services, as well as One Stop service information relevant to the needs of the agricultural and food processing community to include, but not limited to WIA Title I, WIA 167 and other appropriate program services. This is accomplished in large part through conducting employer-coordinated visits to fields and canneries to meet with migrant workers and provide service information at minimum, at the beginning and close of the employment seasons. The same information will be shared with the WIA Boards. In-office services are continuously available, with evening hours at a number of locations.

WIA Wisconsin Attachments

The labor shortage in Wisconsin, and the competition for workers among employers, has led Wisconsin growers and food processors to become increasingly concerned about losing migrant workers to other industries before their own work season is over.

With labor shortage conditions expected to continue during and beyond PY 2002, migrant outreach staff will work diligently at maintaining the trust of both the employers of migrant workers and the workers themselves. Outreach staff training will focus on improved information brokering services to agricultural employers about worksite programs and conditions that can increase the likelihood of retaining migrant workers for the season. Additionally, training will emphasize ethics in the timing and provision of referral and placement services to migrants working under contract in the agricultural and food processing industries in Wisconsin.

It is DWD's goal to contact a sufficient number of MSFWs with the maximum utilization of resources available. Local offices, having migrant labor camps in their service areas, are designated to operate an Outreach Program to contact agricultural and food processing employers to offer labor recruitment assistance via the local order system or the ARS, and to obtain or update each employer's MSFW workforce projection.

This recruitment service occurs between the months of January and April. Outreach services are recorded by the outreach, or other appropriate staff, on the following two forms: the Migrant Camp Employer Supplement, and the Outreach Seasonal Planning Record. The information and projections recorded on these two forms allows staff to utilize the methods below, to achieve planned results.

1. Information Provided during On-Site Outreach Visit

Group Orientation Sessions are planned and arranged beforehand by the Outreach staff. The information, including handouts, presented at these sessions includes:

- Job Service/Job Center services available from local offices, including job information available via JobNet, Wisconsin's automated self-service workstation;
- Referrals to agricultural/non-agricultural employment, training, supportive services, testing, counseling, and other job development services;
- Farmworker Rights (Federal and State Law, employment related protections);
- Job Service complaint system;
- WIA information and potential eligibility; and,
- How to contact other organizations servicing MSFWs such as UMOS, DHFS, Legal Action, Migrant clinic, program services such as Food Stamps, Medical Assistance and others.

Sessions will include time for questions and answers. Outreach staff shall keep in mind that this activity can elicit complaints and/or the detection of apparent violations. In instances where group sessions may not be appropriate, the outreach staff shall contact MSFWs in the traditional individual manner.

2. Self-Registration

Self-service registration, available electronically via JobNet and ASSET current reporting system, will be the primary method of registration, in office or during outreach. The ASSET System is a new IT system which will provide web-based self service and staff managed intake and case management capabilities to support a virtual workforce center environment. Individual applications may be taken during outreach, when necessary or appropriate. Where necessary, an explanation of the purpose and completion of the process shall be given preceding the actual registration. Applicants who visit the On-Stop Centers for services can register/self-refer themselves, to job opportunities and other needed services in an electronic environment, directly via JobNet. The Outreach staff may also assist MSFWs who are unable to complete the process. A scripted application has been translated into Spanish, and efforts to include these changes into the self-registration system will be requested, as a system enhancement, in the future.

3. Assessment of MSFW Needs

After self-registration, the Outreach Worker may also assess the needs of the MSFWs and provide the identified necessary services.

4. Referrals to Supportive Services

WIA Wisconsin Attachments

When applicable, Outreach Staff will make appropriate referrals to the UMOS, as stipulated under the Job Service-UMOS Statewide Cooperative Agreement, as well as to other community based organizations or supportive services agencies.

5. Other Tools Used To Conduct Outreach

- Outreach planning documents, based on groups/employer estimates of the number of MSFWs needed during the projected session;
- Joint outreach planned visits with Bureau of Migrant Services and UMOS staff;
- Printed pamphlets in English/Spanish which will be distributed to MSFWs and/or posted in gathering areas; and
- A packet of informational materials, in English/Spanish, will be provided to MSFW households and individuals, that explain services such as supportive services available to them, community-based organizations that can assist them, filing/use of the complaint system, the Wisconsin Migrant Law, UI information, farmworker rights, and Federal Wage/Hour laws.

6. Outreach Records

Staff reports the provision of employer and migrant worker service on an ongoing basis. Results, including equity of service indicators, are routinely generated through Wisconsin's comprehensive Job Service Information System and the current new ASSET system.

With the implementation of the Workforce Investment Act, the development and implementation of new, integrated reporting systems will recognize the continued importance of Wagner-Peyser-funded service documentation to migrants and their employers in a manner that will enable equity to be tracked.

IV. Wagner-Peyser Act Services Provided to MSFWs through the One-Stop Delivery System

- Registration for Wagner-Peyser and Other Job Center Services via JobNet or other means.
- Explanation and use of JobNet computerized job listing including America's Job Bank.
- Counseling
- Referral to Job Openings
- Job Seeking Skills
- Testing
- Assessment
- Referrals to Other Agencies
- Information on Employment and Training Activities in Area
- Labor Market Information
- Tax Credit Programs
- English/Spanish Language Translation assistance, in state-designated significant offices, and in other offices with permanent bi-lingual staff
- Information on the Job Service complaint system, filing and processing complaints.
- Customer Satisfaction Surveys
- Complaint Taking
- Bonding program assistance

V. Wagner-Peyser Act Services Provided to Agricultural Employers through the One-Stop Delivery System.

- Retention services
- Agricultural Recruitment System (Local, Intrastate, Interstate)
- Access to JobNet and/or Referrals/Screenings
- Information and Referral to other agencies
- Tax Credit Programs
- Informational Meetings (UC, Wage/Hour, Migrant Law, Worker's Compensation)

WIA Wisconsin Attachments

- Customer Satisfaction Surveys/Monthly Informational Newsletter
- Labor Market Information and Labor Law clinics
- Complaint Taking
- Job Fairs, special/mass recruitments
- Command Spanish training

A Universal Menu of Service has been developed in the JobNet system to inform customers of all services available in the community. This menu includes information on the Job Service complaint system, and is currently available in English/Spanish in several Job Centers service locations, and integrates access to all Job Center partner agencies' complaint systems.

VI. Monitor Advocate Services

A permanent, full-time State Monitor Advocate is assigned by DWD to perform the following:

Monitoring Duties

- Conduct state level an on-going review of the delivery of services and protections afforded to MSFWs.
- Coordinate efforts to assure that significant MSFW offices are reviewed at least once a year.
- Consult with state and local offices to ensure accurate reporting of MSFW-related information.
- Review proposed state Job Service directives, manuals and operating instructions relating to MSFWs.
- Participate in Federal monitoring reviews.
- Review, on at least a quarterly basis, all statistical and other MSFW-related data reported by significant MSFW and other local offices.
- Prepare an annual summary report of Job Service statewide services to the Division Administrator.

Advocacy Duties

- Oversee the operation and performance of the Job Service complaint system.
- Review the state agency's MSFW Outreach plan and the daily and other reports of outreach workers.
- Serve as an advocate to improve services to MSFWs within Job Service.
- Participate in public meetings held by the DOL Regional Farm Labor Coordinated Enforcement Committee.

Field Duties

- Frequently meet with farmworker groups and employers to promote the use of Job Service services.

Additionally, the Monitor Advocate conducts frequent field visits to the working and living areas of MSFWs to offer and verify Job Service services, as well as, meet and work with CBO's and other employment-related agencies to coordinate other services to MSFWs. The State Monitor is a member of the Job Center Team, which is responsible for overall planning and implementation of One-Stop Job Centers statewide. The Monitor Advocate raises issues as appropriate to ensure that the development of new systems/strategies for service delivery include meeting the needs of MSFW customers, and is responsible for all MSFW program reporting to the Region, as required or requested.

The Monitor Advocate also serves as a liaison to the Department of Labor to raise issues related to the need to revise program regulations to more effectively relate to the integrated provision of service delivery for MSFWs and to keep pace with developing technologies.

The on-site reviews which are performed by the Monitor Advocate take place in the developing Job Centers and are further assurance that local systems are in compliance with the equity indicators and minimum service levels for MSFWs. The reviews also include personal contact with MSFW families, in their living areas, to ascertain their satisfaction with service provided by the Outreach workers. Information received as a result of these personal contacts, and on-line surveys available via JobNet, will be used as measures of customer service and satisfaction for MSFW customers.

The Monitors Advocate will also provide cross training for partner agency staff on the Monitor Advocate Program, MSFW Outreach, overall provision of services to MSFWs and the Job Service Complaint System.

WIA Wisconsin Attachments

1. Statement of Approval of the State Monitor Advocate

In accordance with 20 CFR Subpart B, 653.107 and as prescribed by Region V, the Monitor Advocate participated in the preparation of the agricultural plan and has been afforded the opportunity to approve and comment on the plan. Such review indicates that the plan has been prepared properly, omitting none of the prescribed requirements and properly describing the activities planned for providing services to both agricultural employers and migrant and seasonal farmworkers (MSFWs).

All recommendations were included as the State Monitor Advocate presented them in the annual MSFW summary developed under 20CFR 653.108(t) in the preparation of this plan. The Job Service Bureau has given consideration to the previous year's Annual Monitor Advocate Report, and offers the following for consideration. The Job Service Bureau will continue to look at, and to evaluate, the impact of information technology and new delivery systems, and will continue to work with the Regional Office to resolve these issues. In addition, Wisconsin recommends that the current federal regulations be reviewed for conformance with above technologies, thereby assuring equity.

2. Review and Comment By WIA Section 167 Grantee

In accordance with 20 CFR Subpart B, 653.107(d)(1), (2), and (3), DWS/Job Service has given the opportunity to UMOS WIA Section 167 grantee, other appropriate MSFW groups, public agencies, agricultural employer organizations and other interested employer organizations to comment on the State Agricultural Services Plan. Any comments received after the submission date will be forwarded to the region, under separate cover.

Attachment 10

Memorandum of Understanding
Between the
Wisconsin Department of Workforce Development
And
The United States Department of Labor
(Governing Services to Veterans under the Workforce Investment Act)

I. Preamble.

In accordance with the Workforce Investment Act of 1998, Section 322, this agreement between the Secretary of the Department of Labor (DOL), through the Veterans' Employment and Training Service (VETS), and the Secretary of the Department of Workforce Development specifies the provision of services to veterans. In addition, the Act outlines the roles and responsibilities of the Workforce Investment Act of 1998 (WIA) service providers, and the integration of Disabled Veteran Outreach Program (DVOP) specialists and Local Veteran Employment Representatives (LVERs) into one-stop delivery systems and other Service Delivery Points (SDPs) within the State of Wisconsin. The agreement has been developed to assure coordination and avoid duplication at the service delivery points, yet still ensure veterans' priority to employment service programs. In administering veterans' service programs under Chapter 41 and 42 of Title 38 United States Code, the Wisconsin Department of Workforce Development will undertake the functions described in this Agreement.

II. Scope.

The parties to this document agree and resolve to maximize services to veterans following the priority to veterans described in Title 38, U.S. Code Chapters 41, 42, and 43; Chapter IX, Code of Federal Regulations, codified at 20 CFR 1001.100 *et seq.*, and the Special Provisions of the DVOP/LVER Grants, through their cooperation in activities and staffing at one-stop delivery system sites.

III. Purpose of One-Stop Delivery Systems.

The Wisconsin Department of Workforce Development and VETS agree that the one-stop delivery systems will integrate fully the multiple career development services provided to veterans. One-stop delivery system veteran customers will be provided the full array of services available within the system empowered with customer choice and customized access to those services that satisfy their individual needs for career development. Access to the system will be provided universally to assure customers that there is no wrong door. In the provision of these services veterans' priority will be followed in accordance with Title 38, U.S. Code, Chapters 41 and Chapter IX, Code of Federal Regulations, codified at 20 CFR 1001.100 *et seq.*, and the provisions of the DVOP and LVER grants.

The LVER and DVOP program will also facilitate eligible veterans access to all WIA employment and training programs, as required by Section 112(b)(17)(B) of the Workforce Investment Act of 1998.

IV. Components and Activities.

The following outline reflects the elements of universality, customer choice, integration and performance which have been identified as key factors for the efficient functioning of one-stop delivery systems in the Workforce Investment system. These elements are applicable to all the program components and activities listed below and relative to priority services for veterans and other eligible persons.

INTAKE, ASSESSMENT and REGISTRATION

1. **Universality.** Veterans will be allowed to register at all locations at which registration is offered, using standardized data elements as prescribed by Federal guidelines. Individual needs of veterans will be assessed to access **core services**, **intensive services**, and **training services**, as needed, in all one-stop delivery systems, to determine the appropriate level of services to be provided. If veterans' needs cannot be met at the point of intake, veterans will be referred promptly to the appropriate

WIA Wisconsin Attachments

service provider. Access to LVER and DVOP staff must be provided through the one-stop delivery system.

2. **Customer Choice.** Veterans will be encouraged by one-stop delivery system staff to self-identify in order to establish their eligibility for priority services. All veterans will be provided priority to see a LVER/DVOP when registering for the first time, be assessed for triage needs/services; and be assessed for training services as appropriate to meet their needs. Veterans will be provided maximum access to America's Labor Market Information System (ALMIS) including both printed and electronic data.
3. **Integration.** Qualified veterans will be provided priority in all services provided under the Wagner-Peyser Act at the point of intake and in assessment for all services.
4. **Performance.** Measures of performance for veterans services will be negotiated between VETS and the Wisconsin Department of Workforce Development.

MEDIATED and NON-MEDIATED SERVICES IN PLACEMENT, DEVELOPMENT OF JOBS AND JOB TRAINING OPPORTUNITIES.

1. **Universality.** Veteran one-stop delivery system customers assessed as being "job ready" and self-service veterans will be provided with access to job information services, including job order referrals. In those instances where appropriate job listings are not available, veterans will be instructed in the use of self-directed job search techniques and technology. Veterans who are unsuccessful in accessing job opportunities will be identified, and to the maximum extent available, provided other services such as job development, counseling, case management or other appropriate employment and training services.
2. **Customer Choice.** Veterans will be provided with maximum access to labor market information. Veterans also will be provided with veterans priority on all job openings. Veterans will be trained in the use of available technology, Internet resources, and other career information delivery systems including ALMIS.
3. **Integration.** DVOP and LVER staff will provide technical assistance staff training to one-stop delivery system staff relative to programs, resources and the priority of services for veterans. LVER staff will make recommendations to one-stop delivery system operators for improvements in services to veterans. DVOP and LVER staff will, where feasible, provide direct services or assist one-stop delivery system staff in the provision of services for veterans under the Wagner-Peyser Act and WIA.
4. **Performance.** Measures of Performance for veterans services will be negotiated between VETS and the Wisconsin Department of Workforce Development.

C. OUTREACH/OUT-STATIONING OF LVER/DVOP STAFF.

1. **Universality.** LVER and DVOP staff will provide outreach services to veterans at Service Delivery Points. (SDPs) that have no LVER or DVOP assigned. DVOP staff assigned to one-stop delivery systems will be used to fulfill the mandated out-stationing requirement of 38 U.S.C. Chapter 41. Outstation sites also may include Transition Assistance Program (TAP) sites, Department of Veterans Affairs (DVA) facilities, County Veteran Service Officer sites, or other sites, as appropriate and agreed to. All out-stationing sites of LVER and DVOP staff will be coordinated between the State Veterans Coordinator and State VETS Director. DVOPs and LVERs are to conduct outreach to employers, community agencies, veterans' service organizations, etc. and share the information gained from these contacts to Service Delivery Point staff.
2. **Customer Choice.** Veteran customers will be provided assistance at out-station sites, during scheduled outreach visits, at full-service centers, or by electronic access from other access points. The

WIA Wisconsin Attachments

veterans' staff for appropriate referrals will screen all Federal Contractor/Subcontractor job orders deemed "veteran conducive".

3. **Integration.** Out-station/Out-reach sites will have formalized Memorandum of Understanding (MOU) agreements to define the range of services available to veteran customers and the responsibilities of DVOP and LVER staff providing such services. The agreement will assure that veterans are provided priority in the mandated services where mandated available in the center. Where no veteran staff are available, one-stop staff will provide service.
4. **Performance.** Measures of performance for veterans services will be negotiated between VETS and the Wisconsin Department of Workforce Development.

D. FEDERAL CONTRACTOR PROGRAM (FCP) AND VETERANS' PREFERENCE FOR FEDERAL JOBS.

1. **Universality.** Federal Contractor Program job information and listings of Federal jobs will be available at all one-stop delivery systems. LVER staff who are designated as monitors for the workforce investment area will provide training to one-stop delivery system staff relative to the Federal Contractor Job Listing Program and Complaints systems as well as the Federal employment opportunities for veterans.

Where feasible, the one-stop delivery system will establish an American's Job Bank (AJB) Access Zone using Internet technology to provide access to Federal Contractor and Federal Agencies job listings.

2. **Customer Choice.** Veterans will be provided both printed and electronic Federal Contractor Program and Federal job information, including information relative to filing complaints with the State VETS Director or the Office of Federal Contract Compliance Program (OFCCP). Federal Contractors and Federal Agencies will be provided with recruitment assistance in accordance with their obligation for Affirmative Action and veterans' preference requirements pursuant to 38 U.S.C., Chapter 42.
3. **Integration.** The FCP and Federal job opening listings will be integrated into all one-stop delivery systems to assure that veteran customers, Federal Contractors and Federal Agencies have full access to jobs listings, qualified applicants and program information. Veterans will be provided information in the filing of complaints as necessary. LVER and DVOP staff will provide technical assistance and staff training to one-stop delivery system staff relative to Federal Contractor Programs.
4. **Performance.** Measures of performance for veterans services will be negotiated between VETS and the Wisconsin Department of Workforce Development.

E. CASE MANAGEMENT SERVICES FOR TARGETED VETERANS.

1. **Universality.** Case management services will be provided by LVER staff, DVOP staff and where appropriate one-stop delivery system staff to the targeted veteran population. These case management services will parallel similar services provided for other customers within one-stop delivery systems.
2. **Customer Choice.** Case Management services for veterans will be "client focused" with priority to the targeted veteran population. Targeted veterans will be provided choices based upon need and the resources available to meet those needs. When necessary and appropriate, clients will be assisted in accessing resources outside the one-stop delivery systems.
3. **Integration.** LVER and DVOP staff will also contact other partner programs such as DVA, WIA, W-2/TANF, Vocational Rehabilitation, prisons, homeless facilities, etc., to provide case management services. Case Management services for veterans through the LVER and DVOP staff will include the resources of the one-stop delivery system and the Department of Veteran's Affairs Vocational Rehabilitation & Counseling (VR&C) system.

WIA Wisconsin Attachments

- 4. **Performance.** Measures of performance will be negotiated between VETS and the Wisconsin Department of Workforce Development.

F. ROLE AND RESPONSIBILITIES OF PUBLIC EMPLOYMENT SERVICE MANAGEMENT AND STAFF IN THE PROVISION OF SERVICES TO VETERANS.

- 1. **Universality.** All veterans' staff remain under the authority of the Department of Workforce Development. LVERs will monitor and provide Quarterly Reports to the State Veteran Coordinator with copies to the VETS Director.
- 2. **Customer Choice.** To assist customers to make an informed choice, LVERs and DVOPs or one-stop delivery staff when veteran staff are not available will provide information during the intake process. Information will consist of the advantages of registration to access special programs and services for veterans and the availability of special staff to discuss employment issues.
- 3. **Integration.** The Wisconsin Department of Workforce Development will encourage one-stop delivery system operators of all programs participating in the Workforce Investment system to provide the maximum of employment and training opportunities for veterans.
- 4. **Performance.** The Wisconsin Department of Workforce Development, through its one-stop delivery system, will ensure priority for veterans services at all Centers fully or partially funded by Wagner Peyser, LVER, DVOP, or public employment service resources. Measures of Performance for veterans services will be negotiated between VETS and the Wisconsin Department of Workforce Development. Program activity and program costs will be reported in accordance with the DVOP/LVER grant agreement.

V. Effective Date.

This agreement shall be fully executed and effective as of the July 1, 2000. The Agreement shall be automatically renewed on October 1st of each subsequent year, absent an expressed written notice of intent not to renew received by all signatories at least 30 days prior to the October 1 renewal date. This agreement may be amended if agreed to by all parties.

VI. Principal Signatures.

Secretary, WI Dept. of Workforce
Development

(Date)

Director for Veterans' Employment
and Training, U.S. Dept. of Labor

(Date)

WIA Wisconsin Attachments

Attachment 11 - Performance

WIA REQUIREMENT AT SECTION 136(B)	Federal 7-State Benchmark	WI PY97 Base Line	Performance Goals out years		
			1	2	3
Adults:					
Entry into Unsubsidized Employment	71%	73.50%	71%	72.30%	73.50%
6-Months Retention in Unsubsidized Employment	78%	82.40%	78%	80.20%	82.40%
6-Months Earnings received in Unsubsidized Employment	\$3,700	\$ 3,871.00	\$3,700	\$ 3,786.00	\$ 3,871.00
Attainment of Educational or Occupational Skills Credential	60%	n/a	60%	60.50%	61.00%
Dislocated Worker					
Entry into Unsubsidized Employment	77%	84.40%	77%	80.70%	84.40%
6-Months Retention in Unsubsidized Employment	85%	93.20%	85%	89.10%	93.20%
6-Months Earnings Replacement Rate	92%	101.30%	92%	93.00%	94.00%
Attainment of Educational or Occupational Skills Credential	60%	n/a	60%	60.50%	61.00%
Youth Aged 19-21:					
Entry into Unsubsidized Employment	63%	73.30%	63%	68.20%	73.30%
6-Months Retention in Unsubsidized Employment	77%	79.10%	77%	78.00%	79.10%
6-Months Earnings received in Unsubsidized Employment	\$3,150	\$ 3,383.00	\$3,150	\$ 3,266.00	\$ 3,383.00
Attainment of Educational or Occupational Skills Credential	50%	n/a	50%	51.00%	52.00%
Youth Aged 14-18:					
Attainment of Basic, Work Readiness, &/or Occupational Skills Credential	72%	n/a	72%	72.50%	73.00%
Attainment of Secondary School Diplomas/Equivalents	55%	n/a	55%	56.00%	57.00%
Placement and Retention in Post-Secondary Education/Training, or Placement in Military, Employment, Apprenticeships	54%	n/a	54%	54.50%	55.00%
Participant Customer Satisfaction	68%	n/a	68%	69.00%	70.00%
Employer Customer Satisfaction	66%	n/a	66%	67.50%	69.00%

6/13/00 Agreement w/Region V.

Attachment 12

State List of Eligible Training Providers Subsequent Year Policy Draft

I. Purpose

The purpose of this policy is to present the process for updating the local and State List of Eligible Training Providers for Subsequent Year eligibility.

II. Background

WIA Section 134 gives WIA participants with Individual Training Accounts (ITAs) the opportunity to select their own training provider from a statewide list of eligible training providers. WIA section 122 establishes the requirements for creating and maintaining this list for subsequent years of eligibility.

Local lists and the State List are updated and maintained in partnership with local Workforce Development Boards and the State Department of Workforce Development (DWD). Training provider names and information on the 11 local lists are updated based on intent to continue providing training and on previous year performance. This updated information is submitted to DWD for the required 30-day review. For the Subsequent Year of eligibility post-secondary Title IV agencies and registered Apprenticeship programs are not automatically eligible to be on the State List. Their performance must also be reviewed for meeting performance standards. They are required to follow the process that all training providers follow, and that is identified in this Subsequent Year policy.

III. Process for Updating Local Lists for All Training Providers

A. Intent to Continue

All training providers identified on the local and State List for Initial Year eligibility must fill out an Intent to Continue form if they wish to provide training in a Subsequent Year. The form and instructions for filling it out is located in the Attachment (to be developed).

B. Criteria for Continuing on Local List for Subsequent Year

The following criteria is to be used by local WDBs to determine if a training provider remains on the local list that is submitted to the State:

- The Intent to Continue form is submitted and completed correctly.
- The performance and cost information is submitted.

In addition, performance information in each Intent to Continue form needs to be reviewed to determine if training provider performance information meets the State's minimum performance standards. If local WDBs have set higher standards, that information must also be reviewed. In order to use these higher standards, the WDB must have notified the Division of Workforce Excellence by April 1, 2001 of the higher standards.

- The performance meets the minimum standards established by the State.
- The performance meets the higher standards established by the local WDB. When a local WDB establishes higher standards, it is their responsibility to review for their higher standards.

C. Update and Submittal of the Local List

The update and submittal of names and accompanying information will be submitted electronically. The process will be similar to the Initial Year process.

IV. Process for Updating and Maintaining the State List of Eligible Training Providers

A. State Acceptance and Verification of Local Lists

Upon receipt of the local list, DWD/DWE has thirty days to review and verify the accuracy of the information contained in each local list. If the State does not verify the local list within 30 days, training providers automatically remain on the statewide list.

In addition, the State will review performance information to determine if each provider on the local list has met the minimum level of performance established by the State. DWD will not review for higher performance levels required by an individual WDB. This review is conducted by the local WDB.

If it is determined a local provider has not met the minimum performance requirements, DWD has the right to remove the provider from the list after it has consulted with the local WDB where the training is to be provided. The rejected training provider has the right to appeal.

B. Removal and Appeal Process

The removal and appeal process is the same as it is for the Initial Year policy. Training providers have a right to appeal a local or State decision denying them eligibility or terminating them on the local and State List of Eligible Training Providers. The primary reasons for denial and termination, as cited in the WIA section 122 and Regulations 663.510, are a training provider: 1) has not met performance standards, 2) has provided inaccurate information, and 3) has “substantially” violated the Act. In all cases, consultation between the State and local WDB (s) must take place before action can be taken against the training provider.

When an eligible provider is terminated from the list, the following procedures will be followed:

- The training provider will be notified in writing of the action to terminate and the cause for the termination. Depending on the discussion between the local WDB (s) and the State, one of these entities will author the letter. It will be in a prescribed format agreed upon by both entities.

- The letter will say that in 60 calendar days from the date the letter was signed, the training provider will be removed from the list.
- The letter will also inform them of the process they follow to appeal the action.

The appeal process is described in Chapter III (L) of the JTPA Policy and Procedures Manual. By 7/1/00, the manual will be updated to reflect WIA language. It is not anticipated there will be any major changes in the way appeals are conducted under WIA.

C. Update of State List of Eligible Training Providers

Using the updated training provider information from each of the local WDBs, the State will review and make appropriate changes to the State List of Eligible Training Providers. In cases where an eligible provider has been removed from the local list, the state will also remove them from the State List.

The state will review performance of all eligible providers from the previous year. For those agencies not meeting the state's minimum standards, they will be removed from the State List, except for post secondary Title IV agencies and registered apprenticeship programs.

D. Dissemination

DWD will distribute the State List to all WDBs, One Stop Operators, and others within the One Stop Delivery system. Local WDBs need to insure the list is "widely available," through the One Stop Delivery system, to customers seeking information on training outcomes, as well as participants in employment and training activities funded under WIA and other programs. The list must also be available to customers whose training is supported by other One-Stop partners.

E. Maintenance of the List

The State List is maintained by the Department of Workforce Development. In addition to adding providers, there may be a need to delete providers or change provider information. Examples include providers going out of business or making significant changes in how they deliver training. Each local WDB is responsible for notifying the state when changes occur on their eligible provider lists. It is updated every six months.

V. Summary of State and WDB Responsibilities

1. Develops the statewide Intent to Continue form.
2. Notifies the employment and training community of the availability of Intent to Continue forms with each local Workforce Development Board.
3. Establishes criteria for local WDBs to use in determining continued eligibility of training providers.
4. Establishes minimum performance levels for training providers to remain eligible.
5. Accepts local WDB lists and verifies accuracy of training provider information.
6. In consultation with local WDBs removes training providers who do not meet performance levels and takes appropriate enforcement action against providers that intentionally provide inaccurate information and or "substantially" violates the Act.

WIA Wisconsin Attachments

7. Compiles names and information from local lists and organizes them in the format of the State List.
8. Facilitates and maintains the appeal process.
9. Disseminates the State List.
10. Updates the State List every six months.

B. Local WDB Responsibilities

1. Distributes and accepts Intent to Continue forms.
2. Notifies the Division of Workforce Excellence by April 1, 2001 if the local WDB intends to establish higher standards. They also describe what the higher standards are.
3. Reviews Intent to Continue forms and applies the criteria for eligibility, including review of minimum performance levels. If the local WDB has established higher performance standards, they would be reviewed at this time.
4. Compiles a local list of eligible providers, collects the performance and cost information from the applications, submits local list to DWD in the required format.
5. Ensures the dissemination and appropriate use of the State List through the local One-Stop system.
6. Consults with DWD in cases where termination of an eligible provider is contemplated because inaccurate information has been provided.
7. Works with DWD in cases where the termination of an eligible provider is contemplated because of violations of the Act.
8. Can establish limitations on dollar amount and or duration of ITAs, and
9. Ensures WIA compliance requirements are followed with ITAs and eligible training providers.

VI. Attachments (being developed)

Attachment 13 **PENDING FURTHER DISCUSSION AND APPROVAL**
Council on Workforce Investment

DRAFT Vision/Mission/Goal Statements March 27, 2000

The following was developed from both the Governor's charge to the CWI and the committee discussions at the February meeting in Janesville.

It is intended to provide a starting point for discussion on March 27.

Any and all changes or additions are welcome.

Vision

A broad visionary statement embraced by the CWI, for the workforce development system of the State of Wisconsin.

By 2005, the Wisconsin workplace will embrace life-long learning, reflect the diversity of its citizens in age, gender, physical and cognitive abilities, racial and ethnic background, and support a globally competitive economy.

- Businesses will be able to access a plentiful and technologically prepared workforce that will allow them to grow and prosper in the present and future economy.
- Future workers will be able to access high quality, integrated education and workforce services that they need to become productive adults and to prosper as citizens of the state.
- All Wisconsin workers will receive wages and benefits that will allow them to prosper and raise their families in Wisconsin.

Mission

A clear understanding of the role that the council will play in achieving the broad vision articulated above.

The CWI will serve as the state's workforce investment council, fulfilling the following mission as assigned by the Governor and the Workforce Investment Act.

- ✓ Pursue and foster public/private strategies to prepare, expand, upgrade and sustain Wisconsin's workforce.
- ✓ Encourage and develop effective partnerships among and with state and local boards with common missions.
- ✓ Serve as a clearinghouse to identify, collect and disseminate innovative workforce investment strategies.
- ✓ Evaluate the quality and success of workforce investment programs and recommend policies to enhance that success.
- ✓ Recommend strategies leading towards a truly unified workforce investment system.
- ✓ Develop and regularly refine a five-year plan for Wisconsin's workforce.

Goals & Objectives

Specific goals and objectives that the council, through its committees, will work towards to fulfil the mission identified above.

Note: All *Activities* listed below should be considered only as suggestions based on council discussion to date. All need further discussion, prioritizing and development by committees. It is expected that additional *Goals and Activities* may also be added.

Goal 1 - Obtain a foundation of knowledge of what workforce investment solutions are needed by using methods such as regional assessments, inventories of the existing workforce system, and further research on the characteristics of the population and Wisconsin's labor force needs.

Activity 1.1 Develop regional industry assessment for each area of the state to identify their industry clusters and then identify needs of that industry. (suggested committee: ***Sustaining***)

Activity 1.2 Obtain more in-depth briefings on characteristics of the labor force, specifically more study on the implications for the future. (***Full Council***)

Activity 1.3 Obtain more information on what exists in the workforce investment system and what efforts are being made to address the issues that have been identified. (***Full Council***)

Goal 2 - Broaden the labor pool with specific objectives of: encouraging male and female workers to stay in, return to, or move to Wisconsin; getting discouraged workers to return to the workforce; making the workplace welcoming to our diverse population that may not have participated fully if at all; and attracting older workers to remain employed, even if part-time.

Activity 2.1 Develop project to prevent "brain drain" and attract "brain power" to Wisconsin. (suggested committee: ***Expanding***)

Activity 2.2 Explore strategies for reintegrating offenders into the workforce. (suggested committee: ***Expanding***)

Activity 2.3 Develop and support programs and services to assist persons with disabilities to enter and remain in the workforce. (suggested committee: ***Expanding***)

Activity 2.4 Explore telecommuting options. (suggested committee: ***Expanding***)

Activity 2.5 Explore cross training strategies between businesses and/or industries to fully use seasonal and/or part-time workforces. (suggested committee: ***Expanding***)

Activity 2.6 Promote public/private partnerships to prepare new and returning workers for success in the modern workplace. (suggested committee: ***Preparing and Expanding***)

Activity 2.7 Develop and support programs ensuring that Wisconsin's workplaces embrace the diversity of its population and that prepare workers to participate in the workforce. (suggested committee: ***Preparing and Expanding***)

Goal 3 - Impact Wisconsin's education and training institutions to: develop a seamless transition between the secondary and post-secondary systems; increase career exploration, development and preparation activity in the elementary and secondary school level; and ensure that education and training services meet employer needs in the workplace.

Activity 3.1 Develop strategies to ensure comprehensive career development within

the K-12 system. (suggested committee: **Preparing**)

Activity 3.2 Develop strategies to link the Job Centers, Career Centers and schools to reach a wider range of students. (suggested committee: **Preparing**)

Activity 3.3. Recommend expansion of the availability of training to workers through increased use of distance learning, other technologies, methods, and providers. (suggested committee. **Upgrading**)

Activity 3.4 Recommend strategies to redesign infrastructures to enable immediate responsiveness for short-term training that leads to the skills and certificates recognized by employers. (suggested committee: **Upgrading**)

Activity 3.5 Recommend ways to increase access to build new skills that employers need by transplanting education to companies for on-site, hands-on skill training and cross-short-term training to meet industry's needs. (suggested committee: **Upgrading**)

Activity 3.6 Develop strategies to assist the Governor's Work Based Learning Board in providing the youth apprenticeship program and other work based learning programs. (suggested committee: **Preparing**)

Goal 4 - Impact the success of the workforce development service delivery system; promoting further integration of WIA programs and services, raising awareness of the system for job seekers and employers, maintaining an effective labor exchange system and ensuring a high quality and continuously improving system.

Activity 4.1 Establish processes for the CWI to evaluate the effectiveness and efficiency of the workforce development system. (suggested committee: **Sustaining**)

Activity 4.2 Recommend changes and waiver requests if needed to improve the alignment of WIA resources to ensure coordination and non-duplication. (suggested committee: **Executive**)

Activity 4.3 Develop strategies for a more seamless transition to training and/or job placement for dislocated workers. (suggested committee: **Upgrading**)

Activity 4.4 Develop and support innovative approaches for support services such as transportation, childcare, and affordable housing. (suggested committee: **Sustaining**)

Activity 4.5 Solicit best practices on how employers can gain better access to workers and training for their workers, and develop strategies to improve services for employers within the delivery system. (suggested committee: **Upgrading**)

Activity 4.6 Provide the leadership to establish skill standards to ensure workforce preparedness for technical and skilled jobs. (suggested committee: **Preparing and Upgrading**)

Goal 5 - Develop linkages with local Workforce Development Boards and with other state and local level boards and councils with common interests.

Activity 5.1 CWI Chair to meet with local WDB chairs and establish dialogue.

(CWI Chair)

Activity 5.2 Convene CWI meetings in different areas of the state and invite WDB Chairs to attend CWI meetings. **(Full Council)**

Activity 5.3 Develop processes for the CWI to provide guidance to WDBs on statewide policy, standards and accountability issues. **(Full Council)**

Activity 5.4 Complete an inventory of other related councils/boards and advisory groups currently addressing workforce issues. (suggested committee: **All**)

Attachment 14

**APPEAL PROCEDURES FAILURE TO DESIGNATE
A LOCAL WORKFORCE DEVELOPMENT AREA (DRAFT)**

Any unit of local government through its Chief Elected Official (CEO) or Chief Elected Officials (CLEO) may appeal a failure by the Governor and/or his/her designee to grant designation as a local Workforce Development Area as defined under Section 116 of the Workforce Investment Act (WIA, hereafter the Act) of 1998 by:

PROCEDURE

Within thirty (30) days of notification that the request for designation was not approved, the CEO or CLEOs must file an Appeal with the Governor and/or his/her designee, the Chair of the Council on Workforce Investment.

The Appeal shall provide the basis for challenging the failure by the Governor or the CWI to approve the designation request.

The Appeal must cite a failure by the Governor or his/her designee to properly consider the criteria enumerated clauses (i)-(v) of Section 116(a) (1)(B) of the Act.

The Governor or his/her designee, the Chair of the CWI, may refer the Appeal to an appropriate Committee of the WIC for review and a determination whether or not the criteria were or were not appropriately applied to the request for designation.

The Governor or his/her designee, the Chair of the CWI shall issue a final decision of the designation request within fifteen days. The final decision, if unsatisfactory to the appealing parties, shall provide information on further appeal to the Secretary of the Department of Labor as provided in the Act, Section 116(a)(5).