

DEPARTMENT OF WORKFORCE DEVELOPMENT  
 DIVISION OF EMPLOYMENT AND TRAINING  
 ADMINISTRATOR'S MEMO SERIES

\_\_\_ ACTION  
 XX NOTICE 12-07

ISSUE DATE: 12/14/2012  
 DISPOSAL DATE: On-Going

\*PROGRAM CATEGORIES: WIA

**To:** Workforce Development Board Directors  
 Chief Local Elected Officials  
 Workforce Development Board Chairs

**From:** Lisa Boyd, Division Administrator *Lisa Boyd*

**RE:** Performance Awards for WIA Performance in Program Year 2011 (PY11)

**PURPOSE:** The Department will reward WDB performance for exceeding previously agreed to performance standards for PY11, for the first time since PY05.

**BACKGROUND:** Each program year, WDBs are expected to meet or exceed performance goals negotiated with DWD. Performance standards were negotiated in PY09 and updated in PY11. In accordance with WIA requirements for statewide activities funding, Secretary Newson is using \$300,000 to reward those WDBs that exceeded performance standards. Administrator's Memo 06-20 (<http://dwd.wisconsin.gov/det/adminmemos/06020.htm>) was used as the starting point to determine award amounts.

To be eligible for an award, the WDB must have attained at least 80% of the negotiated standard for each of the nine common performance measures. If a WDB fails any measure, it is ineligible for an award.

Additionally, a board must attain an average standard attainment of 100 for the measures in the Adult, Dislocated Worker and Youth programs. To determine the average standard attainment, add the adult enter employment rate plus the adult retention rate plus the adult average earnings attainment and divide by three. This provides the average standard attainment. If a WDB has 99.99 or less for the Adult, Dislocated Worker or Youth measure, it is ineligible for an award.

**POLICY:** The Department is making \$300,000 available to reward Program Year 2011 performance by the Workforce Development Boards. The \$300,000 is allocated to performance measures as follows:

Entered Employment Rate**	\$50,000	Certificate Attainment Rate	\$10,000
Employment Retention Rate**	\$75,000	Literacy/Numeracy Gain	\$10,000
Average Earnings**	\$10,000	Placement in Education/Employment	\$10,000

\*PROGRAM CATEGORIES:

AS--Apprenticeship Standards  
 CR--Civil Rights  
 FM--Financial Management Requirements  
 FL--Foreign Labor Certification

IT--IT Systems  
 JC--Job Center  
 LM--Labor Market Information  
 ML--Migrant Labor  
 RA--Refugee Assistance

TC--Tax Credit Programs  
 TA--Trade Assistance  
 TR--Transportation  
 WIA--Workforce Investment Act  
 YA--Youth Apprenticeship

\*\* Amount applies to each the Adult and Dislocated Workers program.

Based on PY11 performance, the following WDBs are eligible for the stated incentive awards:

WDA	Adult	Dislocated	Youth	Total
	Award	Award	Award	
1 Southeast	\$ 2,000	\$ 1,667	\$ 5,333	\$ 9,000
3 WOW	\$ 37,500	\$ 1,667	\$ 5,333	\$ 44,500
4 Fox Valley	\$ 27,000	\$ 1,667	\$ 5,333	\$ 34,000
9 Western	\$ 14,500	\$ 55,833	\$ 3,333	\$ 73,667
10 South Central	\$ 14,500	\$ 18,333	\$ 5,333	\$ 38,167
11 Southwest	\$ 39,500	\$ 55,833	\$ 5,333	\$ 100,666
<b>Total</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>	<b>\$ 30,000</b>	<b>\$ 300,000</b>

**ACTION SUMMARY STATEMENT:** By January 11, 2013, Workforce Development Boards that earned a performance award must inform DWD-DET into which program they would like the award deposited. In the absence of an indication by any WDB, the award will be placed in the WDB admin grant.

The addition of funds will be a unilateral modification by DWD-DET. No local plan revisions are required.

Funds for this disbursement are from the WIA 10% statewide activities fund and expire on June 30, 2013. All funds from this award must be spent by June 30, 2013. No extensions are possible.

DWD-DET requires that as a condition of accepting the performance award, each WDB will submit a narrative report on how the funds were used and the results/impact derived from them.

**CONTACT:** Nancy Eilks  
 Bureau of Program Management and Special Populations  
 DWD-DET  
 Telephone: (608) 267-2985  
 Email: [Nancy.eilks@dwd.wi.gov](mailto:Nancy.eilks@dwd.wi.gov)

You may also contact your local program liaison.

**Attachment(s):** Attachment A, Common Measures at a Glance

## ATTACHMENT A: COMMON MEASURES AT-A-GLANCE

### ADULT MEASURES

---

#### Entered Employment

*Of those who are not employed  
at the date of participation:*

# of adult participants who are employed  
in the first quarter after the exit quarter

---

# of adult participants who exit during the  
quarter

#### Employment Retention

*Of those who are employed in the  
first quarter after the exit quarter:*

# of adult participants who are employed in  
both the second and third quarters  
after the exit quarter

---

# of adult participants who exit during the  
quarter

#### Average Earnings

*Of those adult participants who are employed in  
the first, second, and third quarters after the exit  
quarter:*

Total earnings in the second plus the total  
earnings in the third quarters after the exit  
quarter

---

# of adult participants who exit during the  
quarter

### YOUTH MEASURES

---

#### Placement in Employment or Education

*Of those who are not in post-secondary education  
or employment (including the military) at the date  
of participation:*

# of youth participants who are in  
employment (including the military) or  
enrolled in post-secondary education and/or  
advanced training/occupational skills  
training in the first quarter after the exit  
quarter

---

# of youth participants who exit during the  
quarter

#### Attainment of a Degree or Certificate

*Of those enrolled in education (at the date of  
participation or at any point during the program):*

# of youth participants who attain a diploma,  
GED, or certificate by the end of the third  
quarter after the exit quarter

---

# of youth participants who exit during the  
quarter

#### Literacy and Numeracy Gains

*Of those out-of-school youth who are basic skills  
deficient:*

# of youth participants who increase one or  
more educational functioning levels

---

# of youth participants who have completed a  
year in the program (i.e., one year from the  
date of first youth program service) plus the #  
of youth participants who exit before  
completing a year in the youth program