

Oklahoma Employment Security Commission



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Rev. Mike Wester, Commissioner
Susan Stoll, Commissioner

OKLAHOMA EMPLOYMENT AND TRAINING ISSUANCE # 18-2009

DATE: July 9, 2009

FROM: Richard J. Gilbertson, Director
Workforce Integrated Programs

TO: Chief Local Elected Officials
LWIB Staff
Local Office Managers

SUBJECT: Guidance for the Extension of Local Plans for Year Five of the Strategic Five-Year Local Plan (Program Year 2009).

PURPOSE: To provide guidance regarding the extension modification of Local One-Year Plan (Program Year 2009).

BACKGROUND: Local Plans for the second two years of the five-year planning cycle will expire June 30, 2009. In planning guidance issued on October 24, 2005, the Oklahoma Employment Security Commission (OESC) required Local Workforce Investment Boards (LWIBs) to submit a Local Plan for the first two years of the five-year planning cycle. On July 13, 2007 OESC issued guidance for LWIBs to submit a modification for the next two years of the five-year planning cycle. The five-year planning cycle began on July 1, 2005 and will end June 30, 2010. Local Boards must have approved Local Plans in place to receive formula allotments under the Act. OESC has determined that in order for LWIBs to complete the five-year planning cycle, they may meet this requirement by extending their current plans to cover year five of the five-year planning cycle and submit modifications to address funding under the Recovery Act.

Action Required: LWIBs, in partnership with appropriate Chief Local Elected Officials, are required to submit a request to extend the life of the existing plan for one additional year. They must submit modifications in the form of answers to the questions listed below to address how the LWIBs will utilize funding under the Recovery Act to meet the growing demand for workforce development services.

The Local Plan will also allow Local Areas to request an extension of their current Board Certification. LWIB's, in partnership with their Chief Local Elected Officials are required to submit a request to extend the life of their current Board Certification from October 1, 2009 thru June 30, 2010.

GENERAL INSTRUCTIONS

The modified One-Year Local Plan must be submitted with the specific content and in the format identified in this document.

PUBLICATION

The local board must make copies of the proposed Local Plan available for public comment through such means as public hearings, local news media or local websites. The general public must have access to the proposed plan and has 30 days from the date of publication to comment on the proposed plan. The Local Plan, with LWIB approval, may be submitted to the state for approval at the same time the Local Plan is made available for public comment. Any comments received in disagreement with the plan must be submitted to the state in the form of an amendment to the plan.

SUBMISSION

The modified comprehensive One-Year Local Plan (Local Plan) must be received by the Workforce Integrated Programs Division by **5:00 p.m. on October 1, 2009**. Boards must submit the original plan with original signatures and one additional copy. Mail proposed plans to:

Oklahoma Employment Security Commission
Workforce Integrated Programs Division
ATTN: Richard Gilbertson, Rm. 502-1
PO Box 52003
Oklahoma City, OK 73152-2003

Local plans should follow the outline proposed below to ensure completeness and ease of evaluation.

LOCAL PLAN FORMAT

- Section I: Request for extension of Local Plan from 7-1-2009 thru 6-30-2010
- Section II: Request for extension of Board Certification from
10-01-2009 thru 6-30-2010
- Section III: Context, Vision, and Strategy
- Section IV: Service Delivery
- Section V: Waivers
- Section VI: Required Certifications and Document

Section I. Request for extension of Local Plan from 7-1-2009 thru 6-30-2010

**Section II. Request for extension of Board Certification from
10-01-2009 thru 6-30-2010**

Section III. Context, Vision, and Strategy

Economic and Labor Market Context

Question 1. Provide a detailed analysis of the local economy, the labor pool, and the labor market context.

In responding to this question, the LWIB should update its analysis to indicate how the economic downturn has impacted the local economy and the labor market context. This analysis **must** include current and anticipated impacts on employment by sector; current and projected demographics of the available labor pool including income levels as appropriate; and, describe any skills gaps the local area faces - based on the skills held by the current labor pool and any skills expected to grow through economic recovery.

Question 2. The Governor's vision for ensuring a continuum of education and training opportunities that support a skilled workforce is to utilize ARRA to achieve greater numbers of appropriately skilled and credentialed Oklahomans in order to make Oklahoma more competitive in a global economy. How does the LWIB plan to support the Governor's vision?

In responding to this question, the LWIB should explain their strategy for achieving greater numbers of appropriately skilled and credentialed Oklahomans.

Question 3. How does the LWIB plan to support the Governor's vision for ensuring that every youth has the opportunity for developing and achieving career goals through education and workforce training - including the youth most in need of assistance, such as out-of-school youth, homeless youth, youth in foster care, youth aging out of foster care, youth offenders, children of incarcerated parents, migrant and seasonal farm worker youth, youth with disabilities, and other youth at risk?

When responding to the above, the LWIB should describe its strategy for serving youth with funds from the Recovery Act, as well as how its strategies will be adjusted to respond to the economic downturn. What activities will the local area focus on (i.e., summer employment opportunities, the full range of WIA youth services, or a combination)? Describe how plans for the Recovery Act youth activities will complement the state's overall vision for serving youth under WIA.

Question 4. Describe innovative service delivery strategies the LWIB has or is planning to undertake to maximize resources, increase service levels, improve service quality, achieve better integration or meet other key state goals.

In answering this question, the LWIB must describe innovative local strategies to accomplish the following:

- Increase services to workers in need
- Support the full range of One-Stop Career Center customers in acquiring the skills needed to attain jobs in high-wage industries and occupations, including such supports as needs-based payment, basic skills remediation, English as a second language and supportive services.
- Ensure education and training delivered through the workforce system results in education and workforce skills of demonstrated value, and focus assessments and certifications towards the next level of education and employment.
- Provide targeted work experiences in order to prepare individuals for job opportunities in new industries or occupations, particularly using registered apprenticeship and on-the-job training for all jobseekers, and summer work experience for youth.
- Align workforce activities with education strategies and economic and community development strategies to meet skill needs of jobs and industries

Section IV. Service Delivery

State Governance and Collaboration

Question 1. Describe how the agencies involved in the workforce investment system interrelate on workforce, economic development, and education issues and the respective lines of authority.

In responding to this question, the local area should describe how the LWIB is ensuring cross-agency collaboration so that workforce investments are fully tied to other investments funded by the Recovery Act outside of workforce development.

Question 2. Describe the steps the LWIB will take to improve operational collaboration of the workforce investment activities and other related activities and programs outlined in section 112(b)(8)(A) of WIA, local level (e.g., joint activities, memoranda of understanding, planned mergers, coordinated policies, etc.).

In responding to this question, LWIB should describe how collaboration will be supported and sustained between WIA, Wagner-Peyser Act, Unemployment Insurance, Trade Act services, and Registered Apprenticeship.

Adult and Dislocated Worker Services

Question 3. Describe LWIB's strategies and policies to ensure adults and dislocated workers have universal access to the minimum required core services as described in §134(d) (2).

In response, the LWIB should address core services for adults, dislocated workers, and target populations, especially those given preference in the WIA Adult program in the Recovery Act - recipients of public assistance and other low-income individuals.

Question 4. Describe how the LWIB will integrate resources provided under the Wagner-Peyser Act and WIA Title I for adults and dislocated workers, as well as resources provided by required One-Stop partner programs, to deliver core services.

In its response, the LWIB should address how it will integrate resources provided under the Recovery Act, and WIA Title I for adults and dislocated workers, as well as resources provided by required One-Stop partner programs. For example, how will the local area use these resources to provide significant funding for low-income and low-skilled workers that help them access the services and training needed to pursue family-supporting jobs?

Question 5. How will the LWIB support the Governor's vision for increasing training access and opportunities for individuals including the investment of WIA Title I funds and the leveraging of other funds and resources.

In its response, the LWIB should describe how the local area will increase training access and opportunities for individuals, including the investment of WIA Title I funds and Recovery Act funds, and the leveraging of other funds and resources. How will the state use contracts with institutions of higher education and other training providers to maximize funds to the greatest benefit?

Question 6. What models/templates/approaches does the LWIB plan for service delivery in the One-Stop Career Centers? For example, do all One-Stop Career Centers have a uniform method of organizing their service delivery to business customers? Is there a common individual assessment process utilized in every One-Stop Career Center? Are all One-Stop Career Centers required to have a resource center that is open to anyone?

In its response, the LWIB should describe its models/templates/approaches for service delivery in the One-Stop Career Centers, particularly whether the local area is adjusting its approach to deliver increased levels of services with funds received under the Recovery Act.

- Do the Workforce Centers in your local area have a uniform method of organizing their service delivery to business customers?

- Is there a common individual assessment process utilized in every Center?
- What approaches will be used to ensure funds are targeted to those most in need, including low-income, public assistance recipients, person with disabilities, etc.?
- How will the local area streamline the sequence of service to facilitate individual access to needed services and training?

Question 7. What policies and strategies does the LWIB have in place to ensure that, pursuant to the Jobs for Veterans Act (P.L.107-288) (38 USC 4215), priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the Department of Labor?

In answering this question, the LWIB should outline the changes to local policies and strategies that make them sufficient to meet the requirements of 20 CFR 1010.230, published at 73 Fed. Reg. 78132 on December 19, 2008, of the Jobs for Veterans Act regulations issued on December 19, 2008, implementing priority of service for veterans and eligible spouses in Department of Labor job training programs.

Section V: Waivers

Question 1. Describe your current waivers and the waivers you have requested an extension for. Please describe any future waivers you might request.

In responding to this question, the local area should describe the LWIB's waivers that are currently in effect - waivers granted by the Oklahoma Department of Commerce – wavier extensions granted by the Oklahoma Department of Commerce – any future waivers you plan to request. Include a brief description and beginning and ending date for each waiver.

Section VI: Required Certifications and Documents

Attachments that require original signature

Attachment A: Signature of Local Board Chair (Complete and attach)

Attachment B: Signature of Chief Local Elected Official (Complete and attach)

In addition, the following documents must be attached for the plan to be complete:

- A copy of the Local Elected Official's Consortium Agreement that defines a multi-jurisdictional area and describes their interaction in the administration of the Act (if applicable).
- One-Stop Operator Agreement(s)
- A copy of each (**signed**) Memorandum of Understanding

SIGNATURE OF LOCAL BOARD CHAIR

**WIA Comprehensive One-Year Local Plan Submittal
July 1, 2009 – June 30, 2010**

In compliance with the provisions of the Workforce Investment Act of 1998 and the Planning guidelines and instructions developed by the Governor, this WIA Comprehensive One-Year Local Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that this WIA Comprehensive One-Year Local Plan was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- agree to comply with § 661.310 by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One-Stop Operator, unless waiver of this provision is subsequently granted by the Governor.

Date:		Signature of Local Board Chair:	
Mr.	Typed Name of Local Board Chair:		
Ms.			
Other			
Name of Board:			
Address 1:			
Address 2:			
City:			
State:		Zip:	
Phone:		E-mail:	

Submittal directions: Complete this form as part of the Local Plan development process. Submit this form with original signatures.

SIGNATURE OF CHIEF ELECTED OFFICIAL

**WIA Comprehensive One-Year Local Plan Submittal
July 1, 2009 – June 30, 2010**

In compliance with the provisions of the Workforce Investment Act of 1998 and the Planning guidelines and instructions developed by the Governor, this WIA Comprehensive One-Year Local Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my **initials by the applicable sections** and my signature below, I:

- _____ agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- _____ affirm that the Grant recipient possesses the capacity to fulfill all responsibilities for funds received, as stipulated in **§667.705** of the rules and regulations
- _____ affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- _____ affirm that the Chair of the Local Board was duly elected by that Board
- _____ agree to comply with **§661.310** by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One-Stop Operator, unless waiver of this provision is subsequently granted by the Governor.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr.	Typed Name of Local CEO:		
Ms.			
Other			
Title of Local CEO:			
Address 1:			
Address 2:			
City:			
State:		Zip:	
Phone:		E-mail:	

Submittal directions: Complete this form as part of the Local Plan development process. Submit this form with original signatures.