INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Investment System

FROM: Dennis Wimer DW
Deputy Commissioner, Field Operations

DATE: April 21, 2014

SUBJECT: **DWD Policy 2014-03**
PY 2014 Local Plan Instructions for Local Workforce Investment Boards

PURPOSE
To provide requirements to Indiana's local workforce investment boards for Program Year (PY) 2014 local plans.

RESCISSION
DWD Policy 2012-08: Program Year 2013 Local Plan Instructions for Local Workforce Investment Boards

BACKGROUND
The Workforce Investment Act of 1998 (WIA) requires local Workforce Investment Boards (WIBs) to have approved local workforce investment plans to receive annual WIA Title I allocations. Each year, local plans and/or local plan updates or modifications are submitted for approval by the State Workforce Innovation Council (SWIC).

The Indiana Department of Workforce Development (DWD) issued DWD Policy 2011-15, entitled "Local Plan Instructions for Workforce Investment Boards and Regional Workforce Boards" on April 10, 2012. DWD Policy 2011-15 provided the elements that were required in all workforce investment local plans throughout the State of Indiana. On April 3, 2013, DWD then issued DWD Policy 2012-08, entitled "Program Year 2013 Local Plan Instructions for Local Workforce Investment Boards," which listed additional requirements that local WIBs and transitioning Regional Workforce Boards were required to include within their plans.

CONTENT
For PY2014, the SWIC has provided options for local WIBs regarding the development and submission of local workforce investment plans. This Policy, although rescinding DWD Policy 2012-08, maintains the two previously required updates/modifications from 2012-08 but

further includes additional requirements under Mandatory Update/Modification #1 (see below). DWD Policy 2011-15 remains in full force and effect, and shall be followed in conjunction with the updates and modifications outlined below.

Requirements

The SWIC has authorized DWD to provide two options to local WIBs with currently-approved local plans:

1) **Extend PY2013 local plan with mandatory updates/modifications (included below);** In this option, existing WIBs may respond to the mandatory updates/modifications identified later in this Policy, and attach those updates/modifications as an addendum to the PY2014 local workforce investment plan; or

2) **Modify any part of local plan desired, but must also include mandatory updates/modifications (included below).** In this option, existing WIBs may modify any part of the PY2013 local workforce investment plan that they deem appropriate, but must also respond to the mandatory updates/modifications. If utilizing this option, local WIBs must clearly identify what sections of the PY2013 local plan have been modified, and include the PY2014 required updates/modifications as an addendum.

Mandatory Updates/Modifications

All local WIBs must respond to the following items, and include the responses as an addendum to local plan:

1) **Describe how the WIB focuses its strategies and/or services to "targeted" business sectors (i.e. advanced manufacturing, health care, business services, information technology).**
   Response should include the following details:
   - Explain the process and information utilized by the WIB to identify the targeted sector(s);
   - Explain the history (or the foreseen future) of the sector(s) in the local area, and why it is targeted;
   - Does the WIB oversee any special initiatives or grant programs, such as career pathways development, aimed at providing services to, or partnering with, targeted business sectors?
   - Does the WIB allocate any specific resources to serving this sector?
   - Explain how, and if, the WIB provides any priority of training or services to be delivered to the sector(s)
   - Describe any partnership efforts surrounding the sector(s) in which the WIB participates.
   - ***NEW* Explain how the WIB ensures employer engagement within the targeted sectors.**

- ***NEW* Describe how the WIB will align with IC 22-4.1-4-6 (effective July 1, 2014) regarding performance based funding training leading to industry recognized credentials or associate degrees for high demand, high wage occupations.**

(Answer should be no more than 6 pages)

2) **Describe how the WIB partners with economic development entities or other business or industry-focused groups (i.e. BioCrossroads, Conexus, Project Lead the Way) within the local area.**

Response should include the following details:

- What role does the WIB play in the partnership?
- Describe how the WIB partners with any regional economic development entities or partnerships within the local area;
- Describe any areas of focus, sector strategies, or outcomes that the WIB and local or regional economic development entities share.

(Answer should be no more than 3 pages)

Submission and Review Process

Plans must be submitted to the State Workforce Innovation Council, c/o Indiana Department of Workforce Development, no later than 5 p.m. Eastern time on **Friday, May 23, 2014**. The workforce investment board must submit the plan electronically Connie Berry, Director of Policy, at the following email address: CEBerry@dwd.IN.gov

The plan and/or modifications/updates must be attached to the email as an editable Microsoft Word or Excel document, as appropriate. Adobe Acrobat documents are only allowable for signature pages.

Staff from the Department of Workforce Development, working on behalf of the State Workforce Innovation Council and the Governor, will review the submitted plans for content and completion, and will request additional information as needed from WIBs. The SWIC will review and vote on approval of the submitted plans at its June 2014 meeting. Following approval or denial by the SWIC, WIBs and their respective chief elected officials will be notified of the final decisions and of any required "next steps" prior to July 1, 2014.

NOTE: WIBs must allow for public review and comments as part of the PY2014 local plan process. Details of this requirement may be found in DWD Policy 2011-15.

OWNERSHIP

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Indiana Department of Workforce Development

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EFFECTIVE DATE
Immediately

ACTION
Local workforce investment boards in the State of Indiana must develop and submit local workforce investment plans for PY2014 in accordance with the guidance set forth in this policy.