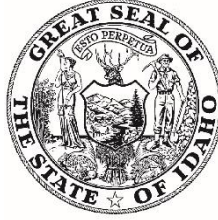


**BRAD LITTLE**  
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**Wendi Secrist**  
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Vice Chair

## WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

Date: December 8, 2022 – Adopted December 16, 2022

To: Workforce Development Council

From: Wendi Secrist, Executive Director

Subject: WIOA Policies – Distinction between Council and Administrative Entity Responsibilities

Under the Workforce Innovation and Opportunity Act, there are numerous policies and procedures that need to be in place to operate the Title IB programs (Adult, Dislocated Worker, and Youth). Some policies require adoption by the State or Local Workforce Development Board (Workforce Development Council), others are managed by the Administrative Entity (Idaho Department of Labor). Staff from both organizations reviewed existing policies and procedures and recommend that the Council formally acknowledge the separation of responsibilities as follows. The overarching goal is to keep the Council focused on strategic and governance issues, while the Administrative Entity focuses on operational and fiscal (within Council approved budgets) activities.

<b>Workforce Development Council Policy Name (Strategic &amp; Governance - sometimes Fiscal)</b>	<b>Last Updated</b>	<b>Description</b>
Designation of Local Workforce Development Areas	April 2020	Governs how the WDC recommends the designation of local areas to the Governor.
Appointment/Certification of Local Workforce Development Boards	April 2020	Describes how local boards must be appointed and their responsibilities.
Distribution of WIOA Title IB Formula Funds, Recapture, and Reallocation	October 2021	Determines how formula funds will be distributed to local areas and under what circumstances they are recaptured and/or redistributed.
WIOA Service Provider Selection	April 2019	Defines how the local board will procure service providers for Title IB programs.
WIOA Eligible Training Provider Policy	April 2020	Sets forth the criteria for training providers to be approved under WIOA.

American Job Center Certification Policy & Assessment Criteria	June 2022	Sets forth criteria for being approved as a comprehensive, affiliate, or network partner under WIOA.
American Job Center Infrastructure Cost Sharing Guidance	<i>To be developed</i>	<i>Partners in comprehensive centers must share the infrastructure costs and this policy provides guidance and instructions if consensus can't be reached.</i>
American Job Center Branding	October 2017	Provides guidance on how mandatory partners in the workforce system should incorporate the American Job Center branding into their efforts.
*Youth Services Priorities	October 2021	Directs efforts to prioritize certain disadvantaged youth over other populations in the youth program.
*Priority of Service for Veterans (integrated into WIOA State Plan)	March 2022	Directs efforts to prioritize veterans over other populations for all WIOA Title IB programs.

*\*Recommend that these are combined into a single priority of service policy that includes adults and allows incentive payments for these populations, as appropriate.*

<b>Administrative Entity (IDOL) Policy Name (Operational &amp; Fiscal within WDC approved budget)</b>	<b>WIOAP Number</b>	<b>Description</b>
OJT Employer Reimbursements for Dual-Enrolled Participants	01-15	Policy on OJT reimbursement rate limits for TAA/WIOA dual-enrolled participants
WIOA Adult Program Policy	01-16	Policy on monitoring and implementing priority for providing individualized career and training services to public assistance recipients, other low-income individuals, and individuals who are basic skills deficient in accordance with the requirements of WIOA Adult Formula program.
Workforce Innovation and Opportunity Act Governor's Reserve Funds for Youth in Need	02-16	Policy on WDC setting aside \$120,000.00 to be allocated equally among the state's six delivery areas to bolster outreach and recruitment of hard to serve out-of-school youth.
WIOA Youth Program Incentive Policy and Options	01-17	Policy to revise Youth Program Incentives to comply with WIOA.
Trade Adjustment Assistance and Workforce Innovation and Opportunity Act Co-Enrollment Policy	02-17	Policy requiring co-enrollment of TAA participants into NEG, Dislocated Worker, or other WIOA program (with few exceptions).

Individual Service Strategy Policy	01-19	Policy requiring ongoing update of Individual Service Strategy (ISS) and requirements for elements that must be identified in the ISS.
Financial Coordination	02-19	Policy requiring coordination of financial resources when providing assistance with training.
Rapid Response Policy for the Workforce Innovation and Opportunity Act (WIOA) Title I and Trade Adjustment Assistance (TAA) Programs	03-19	Policy outlining roles, responsibilities, and required rapid response activities to assist employers and impacted workers following the announcement of a permanent closure, layoff, natural or other disaster resulting in a mass job dislocation, or filing of a TAA petition.
Measurable Skills Gains	01-20 Change 1	Policy to provide guidance on reporting and documenting MSGs and updated MSG service Chart.
WIOA/TAA Common Exit Policy	02-20	Policy that identifies the six programs subject to Idaho's automatic process for exiting participants that have not received a qualifying service for 90 days.
National Dislocated Worker Policy	03-20	Policy on Selective Service and other eligibility required for COVID-19 NDWG and other programs.
Management Information System	01-21	Policy establishes records management requirements for certain programs.
Co-Enrollment Policy	03-21	Policy requiring co-enrollment of TAA participants into the Dislocated Worker program.
Idaho Department of Labor Data Validation Policy	04-21	Policy on conducting required data validation.
WIOA Corrective Action Policy	05-21	Policy on performance corrective action.