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WORKFORCE DEVELOPMENT COUNCIL

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Date: September 9, 2025 *Approved September 10, 2025*

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.

Workforce Development Council Policy Name (Strategic & Governance - sometimes Fiscal)	Last Updated	Description
Designation of Local Workforce Development Areas	June 2022	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	September 2025	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 2025	Sets forth the criteria for training providers to be approved under WIOA.

American Job Center Certification Policy & Assessment Criteria	January 2024	Sets forth criteria for being approved as a comprehensive, affiliate, or network partner under WIOA.
American Job Center Infrastructure Cost Sharing Guidance	*September 2024*	*Partners in comprehensive centers must share the infrastructure costs and this policy provides guidance and instructions if consensus can't be reached.*
American Job Center Branding	December 2022	Provides guidance on how mandatory partners in the workforce system should incorporate the American Job Center branding into their efforts.
Integrated WIOA Eligibility and Priority of Service Policy	March 2025	Outlines Idaho's eligibility criteria and priority groups for service under its WIOA Adult, Dislocated Worker, and Youth programs. Combined the previous state policies: Youth Services Priority (2021), Idaho WIOA Youth Requiring Additional Assistance Definition (2016), Priority of Service for Veterans (2022), Idaho Policy for WIOA Adult Program Service Provision (2016), and portions of the Statewide Service Policies for WIOA Service Provision (2017).

Administrative Entity (IDOL) Policy Name (Operational & Fiscal within WDC approved budget)	**WIOAP Number**	**Description**
OJT Employer Reimbursements for Dual-Enrolled Participants	01-15	Policy on OJT reimbursement rate limits for TAA/WIOA dual-enrolled participants
Individual Service Strategy Policy and Change 1	01-19 Change 1	Sets forth requirements for ongoing Individual Service Strategy (ISS) updates and identifies ISS element requirements.
Financial Coordination	02-19	Determines the technique for coordinating financial resources when providing training assistance.
Rapid Response Policy for the Workforce Innovation and Opportunity Act (WIOA) Title I and Trade Adjustment Assistance (TAA) Programs	03-19	Outlines 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.
WIOA/TAA Common Exit Policy	02-20 Change 1	Identifies the six programs subject to Idaho's automatic process for exiting participants that have not received a qualifying service for 90 days.
Management Information System	01-21	Establishes records management requirements for certain programs.

Idaho Department of Labor Data Validation Policy	04-21	Outlines the required data validation process.
WIOA Corrective Action Policy Change 1	05-21 Change 1	Guides process for corrective actions related to program performance.
Comprehensive Participant Incentive Policy	01-22	Sets forth guidelines for progression or task completion incentives paid to participants in the Youth, Adult, and Dislocated Worker WIOA programs.
WIOA Statewide Service Polices for Service Providers	01-24	Defines Idaho WIOA service policies regarding residency, follow-up services, work-based learning activities, out-of-area job search and relocation, individual training accounts, needs payments, and self-sufficiency.
Measurable Skills Gain and Credential Services in *IdahoWorks*	02-24	Provides guidance on reporting and documenting MSGs with an updated MSG service chart.