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WORKFORCE DEVELOPMENT COUNCIL

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Date: June 5th, 2024

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	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	December 2023	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	March 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	June 2024 (projected)	Outlines Idaho's eligibility criteria and priority groups for service under its WIOA Adult, Dislocated Worker, and Youth programs. Combines the previous state policies: Youth Services Priority (2021); Idaho WIOA Youth Requiring Additional Assistance Definition (2016); Priority of Service for Veterans (2016); 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	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, and Change 1	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, Change 1	Policy on performance corrective action.
WIOA Integrated Program Incentive Policy and Options	01-22	Policy to expand Youth Program Incentives to not only comply with WIOA but expand to include Adult and DW program.
Statewide Service Policies for WIOA Service Provision	01-23 Pending	Provides insight into various state WIOA service policies, including policy, work-based learning activities, and more. Consolidates previous policy version with the OJT Policy (2016) and the Idaho Policy for WIOA Adult Program Service Provision (2016);