

**WORKFORCE SYSTEM GUIDANCE (WSG) No. 05-2015, December 23, 2015**

**TO:** PENNSYLVANIA WORKFORCE DEVELOPMENT BOARD  
BUREAU OF WORKFORCE DEVELOPMENT ADMINISTRATION  
BUREAU OF WORKFORCE PARTNERSHIP AND OPERATIONS  
CENTER FOR WORKFORCE INFORMATION AND ANALYSIS  
LOCAL ELECTED OFFICIALS  
LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRS AND EXECUTIVE DIRECTORS

**FROM:** Diane Bosak  
Deputy Secretary for Workforce Development

**SUBJECT:** Regional and Local Planning – Initial Implementation of the Workforce Innovation and Opportunity Act

- I. **Purpose.** The purpose of this workforce system guidance is to provide instructions to local workforce development boards regarding the coordinated submission of transitional regional and local plans for program year (PY) 2016.
- II. **References and Resources.** Provided as **Appendix C: Transitional Planning References and Resources** is information for local workforce development boards to utilize in the development of the PY 2016 transitional regional and local plans.
- III. **Definitions.**
  - **The Center for Workforce Information and Analysis (CWIA)** is the PA Department of Labor & Industry's home to a wealth of Pennsylvania's workforce and economic data, including industry and occupational data, income statistics, and career information.
  - **Department** is the Pennsylvania Department of Labor & Industry, which has been designated by the governor to serve as the state administrative entity/state workforce agency.
  - **JobGateway®** is the registered trademark for Pennsylvania's online job matching system for jobseekers and employers.
  - **PA CareerLink®** is the registered trademark for Pennsylvania's one-stop centers.
  - **Planning Region** is a geographic area identified by the Department for the purposes of workforce planning. The Department has designated the 10 Partnerships for Regional Economic Performance (PREP) regions established by the Pennsylvania Department of Community and Economic Development (DCED) to be planning regions.
  - **Partnerships for Regional Economic Performance (PREP)** regions were created by DCED to develop long-term strategic plans for economic growth throughout the commonwealth. Local workforce development boards support the commonwealth's efforts through regional workforce planning. For the purpose of regional planning, Pennsylvania has adopted DCED PREP regions as the transitional regional workforce planning areas for PY 2016.

- IV. Background.** The Workforce Innovation and Opportunity Act (WIOA) requires local workforce development boards and chief elected officials within each of Pennsylvania's 10 established PREP regions to engage in an integrated regional and local workforce planning process to prepare, submit, and obtain approval of a single collaborative regional plan that incorporates local plans for each of the local areas within a given workforce planning region. This is a new requirement for local workforce boards. Regional and local plans must comply with the requirements outlined in WIOA and this guidance document, support the strategies described in the State Plan, and be otherwise consistent with the State Plan. **This integrated plan must be submitted to the Department by Monday, May 2, 2016.**

In consideration of the transition from the Workforce Investment Act of 1998 (WIA) to WIOA, local boards will *not* be required to submit regional or local plans during PY 2015. However, the Department will require the submission of transitional regional/local plans for PY 2016. *Note:* Though a plan will not be required for the current program year, the Department reserves the right to request information related to PY 2015 local workforce planning, if it is deemed necessary.

**V. Actions.**

- A. PY 2016 Transitional Regional Plan.** Each local workforce development board and their respective chief elected official(s) must collaborate with the other local workforce boards and chief elected officials within their respective planning region to prepare and submit a transitional one-year regional plan for PY 2016. A transitional regional plan template, which takes into account the transition from WIA to WIOA, has been developed and is included as **Appendix A: PY 2016 Transitional Regional Plan Template**. This appendix provides guidelines for transitional regional planning and instructions to address each required element, as well as the documents and information that must be included.
- B. PY 2016 Transitional Local Plan.** A transitional one-year PY 2016 local plan for each local workforce development board within a workforce planning region must be developed by the local boards and their respective chief elected official(s), in alignment with the transitional regional plan, and submitted as a component of that regional plan. A transitional local plan template, which takes into account the transition from WIA to WIOA, has been developed and is included as **Appendix B: PY 2016 Transitional Local Plan Template**. This appendix provides guidelines for transitional local planning and instructions to address each required element, as well as the documents and information that must be included.
- C. Public Comment Period.** The transitional PY 2016 regional/local plan(s) may be posted as one cohesive document for a 30-day period of public comment. Notification of the posting of the regional/local plan(s) must be made simultaneously to all relevant regional/local stakeholders, as well as to the commonwealth.

Any comments received in relation to the content of the draft transitional PY 2016 regional plan (and/or its associated local plan(s)) must be addressed within the plan prior to submission to the Department.

**D. Plan Submission and Approval.**

- 1. Submission.** All transitional PY 2016 regional/local plan packages must be submitted electronically to the following BWDA Policy Coordination resource account by close of business on Monday, May 2, 2016: [RA-LI-BWDA-Policy@pa.gov](mailto:RA-LI-BWDA-Policy@pa.gov)

*Note:* PY 2016 transitional regional plans, along with all associated local plans, must be emailed by a regionally designated single point of contact (POC). Plan submission emails must copy all local workforce development board directors and chief elected officials within the region/local workforce development areas and contain the subject line “{Region Name} PY 2016 Transitional Regional Plan.”

2. **Approval.** Region/Local plan(s) submitted to the Department are considered approved if:
  - a. the Department provides the regional POC with a notification of approval; or
  - b. at least 90 days has passed, since the submission of the draft plan, without the regional POC receiving any communication from the Department.

The Department may choose not to approve a draft plan submission for any of the following reasons:

- Deficiencies exist in activities carried out in WIOA subtitles A and B;
- The plan does not comply with the applicable provisions of WIOA;
- The plan does not align with the State Plan;
- The plan does not include local plan submissions from each of the local workforce development board within the workforce planning region; or
- Other reasons as the Department may determine.

**E. Future Planning Requirements.** Following the Department’s approval of a region’s PY 2016 transitional plan (to include local plans), the workforce planning region must begin to make preparations for the development and completion of WIOA (four-year) planning requirements. Such planning requirements are satisfied through an expansion of the one (1) year transitional plan into a more comprehensive multi-year regional plan and local plan. Guidance regarding comprehensive multi-year regional and local planning requirements will be provided at a future date.

**VI. Technical Assistance/Inquiries.** To ensure a successful process in the development of the transitional PY 2016 regional/local plans, the Department is prepared to partner with regions and their local boards in providing any necessary assistance, or in hearing recommendations that may prove helpful to other regions/local areas.

Any and all questions or concerns are welcome and may be submitted to the following resource account:  
[RA-LI-BWDA-Policy@pa.gov](mailto:RA-LI-BWDA-Policy@pa.gov)

**VII. Rescissions.** None

**VIII. Attachments.**

**Appendix A: PY 2016 Transitional Regional Plan Template**

**Appendix B: PY 2016 Transitional Local Plan Template**

**Appendix C: Transitional Planning References and Resources**

## Appendix A: PY 2016 Transitional Regional Plan Template

WIOA requires regional planning— a broad strategic approach to planning focused on the overarching vision, goals, alignment and shared responsibilities within the region. Pennsylvania intends to implement a two-tiered regional approach to meeting this requirement by allowing a 1-year transitional plan. This approach provides latitude for regions that may not yet be able to fully address all of the outlined elements required in a four-year regional plan.

In addressing the elements outlined below, if the planning region is not fully prepared to provide a complete response to the specified element at time of plan submission, the region must provide an indication of how the region plans to address the respective element requirement in the forthcoming regional plan. Please address the following elements in a narrative of 15 pages or less.

1.1 Provide the following:

- A. A reference name for the planning region;
- B. Identification of the local workforce development areas that comprise the planning region;
- C. Identification of the county(s) each local workforce development area serves;
- D. Identification of the key planning region committee members charged with drafting the regional plan;
- E. Indication of the local workforce development area each committee member is associated with; and
- F. A list of key planning region committee meeting date(s). [WIOA Sec. 106(a) and (c)]

[Click here to enter text.](#)

1.2 Provide a labor market and economic analysis of the workforce development planning region. This regional analysis must include:

- A. The economic conditions;
- B. Labor force employment and unemployment data;
- C. Information on labor market trends;
- D. Workforce development activities;
- E. The educational and skill levels of the workforce, including individuals with barriers; and
- F. The development and implementation of sector initiatives for existing and emerging in-demand industry sectors or occupations for the region.

Indicate the sources of regional labor market and economic data. [WIOA Sec. 106(c)]

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1.3 Based upon the regional labor market and economic condition analysis as described in Appendix A's element 1.3 and *Pennsylvania's Workforce Development Plan (PY 2016 –PY 2019)* describe the planning region's economic and workforce development oriented vision and strategic goals.  
[WIOA Sec. 106(c) and Sec. 107(d)]

[Click here to enter text.](#)

1.4 Describe regional strategies used to facilitate engagement of businesses and other employers, including small employers and in-demand industry sector occupations. Describe methods and services to support the regional workforce system in meeting employer needs. [WIOA Sec. 106(c)]

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1.5 Describe how the planning region will define and establish regional workforce development service strategies. Describe how the planning region will develop and use cooperative workforce development service delivery agreements. [WIOA Sec. 106(c)]

[Click here to enter text.](#)

1.6 Describe how the planning region will define and establish administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region. [WIOA Sec. 106(c)]

[Click here to enter text.](#)

1.7 Describe how the planning region will determine and coordinate supportive services for the region.  
[WIOA Sec. 106(c)]

[Click here to enter text.](#)

1.8 Outline regional transportation issues related to workforce development and ways the region will address needs identified. Include a description and/or map of the regional commuting patterns. [WIOA Sec. 106(c)]

[Click here to enter text.](#)

1.9 Describe strategies and services the planning region will employ to coordinate workforce development programs/services with regional economic development services and providers. [WIOA Sec. 106(c)]

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1.10 Describe how the planning region will establish an agreement concerning how the planning region will collectively negotiate and reach agreement with the Department on local levels of performance for, and report on, the performance accountability measures described in WIOA Section 116(c), for local areas and the planning region. [WIOA Sec. 106(c)]

*Note:* The Department, the local board and the CEO reach agreement on local targets and levels based on the negotiation process before the start of each program year. While the CEO remains ultimately responsible for ensuring the local area meets or exceeds such local targets and levels, performance negotiations must be coordinated regionally, requiring each planning region to establish an agreement describing how the region will collectively negotiate performance goals with the Department.

[proposed 20 CFR 677.210(b) and (c)] and [proposed 20 CFR 679.510(a)(2)]

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1.11 Describe how the planning region will coordinate with area secondary education, community colleges and universities to align strategies, enhance services and avoid duplication of services.

[proposed 20 CFR 679.540(b)]

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1.12 Describe how the planning region will address workforce development issues specifically related to its: cities and/or towns, suburban areas, and rural areas. [proposed 20 CFR 679.540(b)]

[Click here to enter text.](#)

1.13 Describe how the planning region will connect any regional targeted populations to occupational demands including individuals with barriers to employment. [proposed 20 CFR 679.540(b)]

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## Appendix B: PY 2016 Transitional Local Plan Template

Local planning requires an operational approach. The narratives framed in the local plan will include more detailed, actionable plans and objectives, consistent with the local plan’s respective regional plan strategic visions and goals.

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## Section 1: Workforce and Economic Analysis

Please address the elements in Section 1 in a narrative of 15 pages or less.

1.1 Provide an analysis of the economic conditions including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations.

[WIOA Sec. 108(b)(1)(A)] and [proposed 20 CFR 679.560(a)]

*Note:* Per WIOA Sec. 108(c), existing economic regional and/or local area analyses may be used if sourced data and/or derived analyses are economically relevant and current (i.e., within two years of the issuance of this guidance).

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1.2 Provide an analysis of the knowledge and skills required to meet the employment needs of the employers in the local area, including employment requirements for in-demand industry sectors and occupations.

[WIOA Sec. 108(b)(1)(B)] and [proposed 20 CFR 679.560(a)]

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1.3 Provide an analysis of the local workforce, including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment.

[WIOA Sec. 108(b)(1)(C)] and [proposed 20 CFR 679.560(a)]

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1.4 Provide an analysis and description of workforce development activities, including type and availability of education, training and employment activities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services, in order to address the education and skill needs of the workforce and the employment needs of employers in the region.

[WIOA Sec. 108(b)(1)(D)] and [proposed 20 CFR 679.560(a)]

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## Section 2: Strategic Vision and Goals

Please address the elements in Section 2 in a narrative of 15 pages or less. Section 2 responses will require input from members of the local workforce development board and other local stakeholders.

2.1 Describe local board's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment). Including goals relating to the performance accountability measures based on primary indicators of performance described in section 116(b)(2)(A) in order to support regional economic growth and economic self-sufficiency. [WIOA Sec. 108(b)(1)(E)]

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2.2 Describe how the local board's vision and goals align with and/or supports the Governor's vision of commonwealth's workforce development system. [WIOA Sec. 108(b)(1)(E)]  
(See Appendix C: *Transitional Planning References and Resources*)

[Click here to enter text.](#)

2.3 Describe how the local board's vision and goals contributes to each of the Governor's goals. [WIOA Sec. 108(b)(1)(E)] (See Appendix C: *Transitional Planning References and Resources*)

*Note:* The State Plan includes a number of strategies under each goal.

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2.4 Describe how the local board's goals relate to the achievement of federal performance accountability measures. [WIOA Sec. 108(b)(1)(E)]

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### Section 3: Local Area Partnerships and Investment Strategies

Please address the elements in Section 3 in 15 pages or less. Many of the responses below, such as targeted sector strategies, should be based on strategic discussions with the local board and partners.

3.1 Taking into account the analysis described in Appendix B - Section 1, describe the local board's strategy to work with the entities that carry out the core programs to align resources available to the local area, to achieve the strategic vision and goals described in element 2.1. This analysis should include:

- A. A descriptive overview of the local workforce development system; include key stakeholders and entities associated with administrative and programmatic/service delivery functions. Examples include elected officials, advocacy groups, local workforce development board and committee structure, fiscal agent, operator(s), required program partners, and major contractors providing Adult/Dislocated Worker/Youth program elements. Describe respective roles and functional relationships to one another;
- B. A list of all local area PA CareerLink® centers; include address, phone numbers, and hours of operation; and
- C. An attached organization chart that depicts a clear separation of duties between the local board and programmatic/service delivery entities. [WIOA Sec. 108(b)(1)(F)]

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3.2 Describe the workforce development system in the local area that identifies the programs that are included in that system and how the local board will work with the entities carrying out core and other workforce development programs to support alignment to provide services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006, that support the strategy identified in the State plan under section 102(b)(1)(E). [WIOA Sec. 108(b)(2)]

*Note:* The six (6) core programs identified by WIOA are: Adult, Dislocated Worker, Youth, Adult Education and Literacy, Wagner-Peyser Programs, and Vocational Rehabilitation.

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3.3 Describe how the local board, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable). [WIOA Sec. 108(b)(3)]

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3.4 Identify and describe (for each category below) the strategies and services that are and/or will be used to:

- A. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs in addition to targeted sector strategies;
- B. Support a local workforce development system described in element 3.2 that meets the needs of businesses;
- C. Better coordinate workforce development programs with economic development partners and programs; and
- D. Strengthen linkages between the one-stop delivery system and unemployment insurance programs.

This must include the implementation of incumbent worker training programs, on-the-job training programs, work-based learning programs, apprenticeship models, customized training programs, industry and sector strategies, career pathways initiatives or utilization of effective business intermediaries and other business services and strategies that support the local board's strategy in element 3.1. [WIOA Sec. 108(b)(4)(A) and (B)].

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3.5 Describe local and regional efforts to support and/or promote entrepreneurial skills training and microenterprise services, in coordination with economic development and other partners.

[WIOA Sec. 108(b)(5)]

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3.6 Describe the workforce activities, including activities for youth with disabilities. Identify successful models and best practices for youth workforce activities relevant to the local area. [WIOA Sec. 108(b)(9)]

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3.7 Describe how the local board coordinates education and workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. [WIOA Sec. 108(b)(10)]

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3.8 Describe efforts to coordinate supportive services provided through workforce investment activities in the local area, including facilitating transportation for customers. [WIOA Sec. 108(b)(11)]

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3.9 Describe strategies to implement the operational goals of the local one-stop system, maximizing coordination of services provided by the Department's merit staff, and the local board's contracted service providers in order to improve services and avoid duplication. [WIOA Sec. 108(b)(12)]

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3.10 Describe how the local board will carry out a review of local applications submitted under WIOA Title II Adult Education and Literacy, consistent with the local plan (as described in WIOA Sec. 107(d)(11) and WIOA Sec. 232). [WIOA Sec. 108(b)(13)]

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3.11 Based on the analysis described in Appendix B - Section 1, identify the targeted populations that the local board plans to focus additional effort and resources towards. In terms of the targeted populations, briefly describe the local board's objectives, goals, strategies, operational tactics and resources it will deploy.

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3.12 Based on the analysis described Appendix B - Section 1, identify one (1) to three (3) industries where a sector partnership(s) is currently being convened in the local area or where there will be an attempt to convene a sector partnership and the timeframe.

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3.13 Based on the analysis described Appendix B - Section 1, briefly describe the local investment strategy toward targeted sectors strategies identified in element 3.9 and targeted populations identified in element 3.8.

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3.14 Does the local board currently leverage or have oversight of funding outside of WIOA title I funding and state general funds to support the local workforce development system? Briefly describe the additional funding and how it will impact the local system. If the local board does not currently have oversight of additional funding, describe any future plans to pursue them.

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## Section 4: Program Design and Evaluation

Please address the elements in Section 4 in 15 pages or less. Many of the responses below, such as career pathways and individual training accounts, should be based on strategic discussions with the local board and partners.

4.1 Describe the one-stop delivery system in the local area including:

- A. The local board's efforts to ensure the continuous improvement of eligible providers of services, including contracted services providers and providers on the eligible training provider list, through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers. [WIOA Sec. 108(b)(6)(A)]
- B. How the local board will facilitate access to services provided through the one-stop delivery system in remote areas, through the use of technology, and through other means. [WIOA Sec. 108(b)(6)(B)]
- C. How entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. [WIOA Sec. 108(b)(6)(C)] (See Appendix C: *Transitional Planning References and Resources*)
- D. List all required and optional program partners; indicate the program(s) each partner provides and the physical location the program(s) can be accessed. Describe the roles and resource contributions of the partners. [WIOA Sec. 108(b)(6)(D)]
- E. Describe how one-stop centers (PA CareerLink® sites) are implementing and transitioning to an integrated technology-enabled intake and case management information system for core programs and programs carried out by one-stop partners [WIOA Sec. 108(b)(21)]

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4.2 Describe the local board's assessment of the type and availability of adult and dislocated worker employment and training activities in the local area. [WIOA Sec. 108(b)(7)]

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4.3 Describe how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities. [WIOA Sec. 108(b)(8)]

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4.4 Provide an analysis and description of youth workforce activities, including activities for youth with disabilities. Identify successful models and best practices, for youth workforce activities relevant to the local area. [WIOA Sec. 108(b)(9)]

*Note:* This section must include a description of the program design elements as well as how the local area will implement the 14 program elements.

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4.5 Describe local board actions to become and/or remain a high-performing local board, consistent with the factors developed by the Pennsylvania Workforce Development Board. **These factors have not been determined but will include effectiveness and continuous improvement criteria for local boards to assess one-stop centers, guidance on one-stop (PA CareerLink®) center infrastructure funds, and roles and contributions of one-stop partners.** [WIOA Sec. 108(b)(18)]

(See Appendix C: *Transitional Planning References and Resources*)

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4.6 Describe how training services will be provided in accordance with WIOA Sec. 134(c)(3)(G), the process and criteria for issuing individual training accounts. [WIOA Sec. 108(b)(19)]

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4.7 If contracts for training services are used, describe processes utilized by the local board to ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided. [WIOA Sec. 108(b)(19)]

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4.8 Describe the process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate. [WIOA Sec. 108(b)(22)] and [WIOA Sec. 134(c)(3)(G)(iii)]

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4.9 Describe the process and criteria the local board will use to include a wide range of providers and opportunities through the LTPL. [Workforce System Policy 04-2015, *Eligible Training Providers*]

*Note:* Such criteria must include the factors listed in the WSP 04-2014 in addition to any criteria established by the local board. Eligibility of a provider and/or program must be based solely on measurable factors.

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## Section 5: Compliance

Please address the elements in Section in 15 pages or less. Responses are focused on the local area's compliance with federal or state requirements. If an element indicates the need to a document, include with the required attachment the element's respective moniker (i.e., element number) within the attached document header.

5.1 Describe the replicated cooperative agreements, as defined by WIOA 107(d)(11), in place between the local board and the Department of Labor & Industry's Office of Vocational Rehabilitation (OVR) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. [WIOA Sec. 108(b)(14)]

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5.2 Identify the entity responsible for the disbursement of grant funds. [WIOA Sec. 108(b)(15)]

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5.3 Describe the competitive and non-competitive processes, as well as the process for sole-sourcing, used for procuring goods and services within the local area. This includes, but is not limited to, the process used to award funds to a one-stop operator and other sub-recipients/contractors of WIOA title I adult, dislocated worker, and youth services. [WIOA Sec. 108(b)(16)]

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5.4 With the public in mind, describe the local area's negotiated local levels of performance for the federal measures and their implications upon the local workforce system, to include attaching the completed Performance Targets Template. [WIOA Sec. 108(b)(17)] A

*Note:* See Appendix C: Transitional Planning References and Resources "Performance Targets Template".

[Click here to enter text.](#)

5.5 Describe the indicators used by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), eligible providers and the one-stop delivery system, in the local area. [WIOA Sec. 108(b)(17)]

*Note:* This description may include how and by whom the indicators are being employed; and if the measured performance and effectiveness are used in the continuous improvement process.

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5.6 Describe the process used by the local board for the receipt and consideration of input into the development of the local plan in compliance with WIOA section 108(d). Describe the process to provide an opportunity for public comment prior to submission of the local plan. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plans. [WIOA Sec. 108 (b)(20)]

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5.7 Prior to the date on which the local board submits a proposed local plan (i.e., no later than Monday, May 2, 2016), the proposed local plan must be made available to members of the public through electronic and other means.

- A. Describe how the local board made the proposed local plan available for public comment. [WIOA Sec. 108(d)(1)];
- B. Describe how the local board collected and considered public comments for inclusion in the proposed local plan. [WIOA Sec. 108(d)(2)]; and
- C. If any comments were received that represent disagreement with the proposed local plan, include such comments within the local plan's attachments. [WIOA Sec. 108(d)(3)]

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5.8 List the name, organization, and contact information of the designated equal opportunity officer for each PA CareerLink® center within the local area.

[Click here to enter text.](#)

5.9 By checking the box adjacent to each line item below the local board attests to ensuring the compliance components/documents listed are in place and effective prior to July 1, 2016.

Copies of the listed compliance components/documents are not required at this time, but may be requested during monitoring and/or auditing.

- Agreement between all counties and other local governments, if applicable, establishing the consortium of local elected officials
- Agreement between the chief elected official(s) and the fiscal agent, if a fiscal agent is designated
- Agreement between the local elected official(s) and the local workforce development board
- One-Stop Partner Agreement(s)
- Resource Sharing Agreement(s)
- Resource Sharing Agreement Budget(s)
- Local workforce development board policy and process that provides for nomination, appointment and removal of board members; resolutions; bylaws; code of conduct; and conflict of interest
- Financial management policy and process including cost allocation plan; internal controls; cash management; receipts of goods; cost reimbursement; inventory and equipment; program income; travel reimbursement; audit requirements and resolution; annual report; property management; debt collection; and allowable costs
- Local procurement policy
- Program management policy and process including equal opportunity for customers; supportive services; needs related payments; file management; eligibility; self-sufficiency criteria; individual training accounts; layoff assistance; priority of services; grievance for eligible training providers list; transitional jobs; stipends; and training verification/refunds
- Risk management policy and process including records retention and public access; public records requests; monitoring, grievance; incident; and disaster recovery plan
- Human resources policy and process including employee classification; benefits; holidays and PTO; recruitment and selection; employee development; discipline; layoffs, terminations and severance; sexual harassment; and equal opportunity/non-discrimination
- Professional services contract(s) for administrative services such as staffing and payroll, if applicable

## Appendix C: Transitional Planning References and Resources

### I. Commonwealth of Pennsylvania's Combined Workforce Development Strategic Plan (*State Plan*)

#### *Governor Wolf's Strategic Vision for Workforce Development in the Commonwealth of Pennsylvania*

On July 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA) providing a framework for Governors and states to make changes to their workforce systems. The federal law sets the parameters for the workforce system which is an integral part of the commonwealth's ability to serve jobseekers and employers. WIOA will enable the commonwealth to align workforce priorities across multiple partners, training providers, employers and others to ensure we are creating a skilled workforce for today and the future.

An effective workforce development system will be built on a foundation of alignment, innovation, employer engagement, accountability structures and improved data. Pennsylvania will look beyond WIOA to set broad goals for a comprehensive workforce development system that ensures access for all to "jobs that pay, schools that teach, and government that works." We will do this by providing the highest quality of service to jobseekers and employers through well-coordinated approaches at the state and local levels. System access will be enhanced through the use of technology and creative partnerships with community organizations and other service providers. While access will be improved for all jobseekers, the provision of services and training will be focused on those most in need and hardest to serve.

Our five broad goals for the commonwealth's workforce development system are:

- Establish career pathways as the primary model for skill, credential and degree attainment and provide all Pennsylvanians, with an emphasis on Pennsylvanians with barriers to employment, an opportunity to a job that pays.
- Expand the state's pipeline of workers for targeted industry sectors from entry level skills to middle skills through Industry Partnerships, WEDnetPA, and other innovative strategies.
- Increase opportunities for all youth to participate in work based learning through summer employment, pre-apprenticeship, apprenticeship and other similar experiences.
- Engage employers directly to ensure we are closing the skills gap and able to more quickly upskill or reskill the workforce to meet the current and future needs.
- Strengthen data sharing across state agencies and workforce development partners to understand education and employment outcomes and more effectively evaluate our efforts."

A. PY 2016 Combined State Plan to be found at [PA Workforce Development-Policy Documents](#)

B. [PA State Workforce Development Board](#) information

## II. Department Policy and Guidance.

- A. Methods of Administration (MOA) will be accessible on a public site being established.
- B. Department Policy and Guidance (includes new and revised policies designed for initial implementation of WIOA) will be posted on the Labor & Industry website.

## III. Center for Workforce Information and Analysis (CWIA).

The Department's Center for Workforce Information and Analysis (CWIA) will provide required labor market information and other economic data to assist in the development of regional and local plan economic analysis.

CWIA presents a wide range of data and information on their website: [CWIA Home Page](#)

CWIA staff will provide technical assistance regarding planning elements that necessitate an economic analysis.

## IV. PY 2016 Performance Targets Template. *(Attached)*

## V. Other Resources.

- [TEN 1-15; Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide; July 6, 2015](#)
- [TEGL 37-14; Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System; May 29, 2015](#)
- [Americans with Disabilities Act \(ADA\)](#)

**Transitional PY16 Local Plan**  
**Appendix C: Local Area WIOA Negotiated Performance Goals**

Name of local workforce development area:

WIOA Performance Measures	Local Area PY15 Performance Goals
<b>Employment (Second Quarter after Exit)</b>	<b>Negotiated Goals</b>
Adult	%
Dislocated Worker	%
Youth	%
<b>Employment (Fourth Quarter after Exit)</b>	<b>Negotiated Goals</b>
Adult	%
Dislocated Worker	%
Youth	%
<b>Median Earnings (Second Quarter after Exit)</b>	<b>Negotiated Goals</b>
Adult	%
Dislocated Worker	%
Youth	%
<b>Credential Attainment Rate</b>	<b>Negotiated Goals</b>
Adult	%
Dislocated Worker	%
Youth	%
<b>Measurable Skill Gains</b>	<b>Negotiated Goals</b>
Adult	%
Dislocated Worker	%
Youth	%
<b>Effectiveness in Serving Employers</b>	<b>Negotiated Goals</b>
Adult	%
Dislocated Worker	%
Youth	%