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| 1. [Workforce Investment Act (WIA) of 1998](http://www.doleta.gov/usworkforce/wia/wialaw.txt) and [20 CFR](http://www.access.gpo.gov/nara/cfr/waisidx_11/20cfrv3_11.html#601)
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| 1. WIA **section** **121(c) Memorandum of Understanding--**
2. Development.--The local board, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners), consistent with paragraph (2), concerning the operation of the one-stop delivery system in the local area.
3. Contents.--Each memorandum of understanding shall contain-- (A) provisions describing-- (i) the services to be provided through the one-stop delivery system; (ii) how the costs of such services and the operating costs of the system will be funded; (iii) methods for referral of individuals between the one-stop operator and the one-stop partners, for the appropriate services and activities; and (iv) the duration of the memorandum and the procedures for amending the memorandum during the term of the memorandum; and (B) such other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate.
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| 1. WIA **section 134(d)(4)(E)--** In the event that funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133(b) are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive services and training services. The appropriate local board and the Governor shall direct the one-stop operators in the local area with regard to making determinations related to such priority.
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| 1. WIA **section 134(2) ONE-STOP DELIVERY**--At a minimum, the one-stop delivery system (A) shall make each of the programs, services, and activities described in paragraph (1) accessible at not less than one physical center in each local area of the State; and (B) may also make programs, services, and activities described in paragraph (1) available— (i) through a network of affiliated sites that can provide one or more of the programs, services, and activities to individuals; and (ii) through a network of eligible one-stop partners— (I) in which each partner provides one or more of the programs, services, and activities to such individuals and is accessible at an affiliated site that consists of a physical location or an electronically or technologically linked access point; and (II) that assures individuals that information on the availability of the core services will be available regardless of where the individuals initially enter the statewide workforce investment system, including information made available through an access point described in sub-clause (I).

(3) SPECIALIZED CENTERS. The centers and sites described in paragraph (2) may have a specialization in addressing special needs, such as the needs of dislocated workers.  |
| 1. [**20 CFR §662.100(d**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/20cfr662.100.htm)**)**--While each local area must have at least one comprehensive center (and may have additional comprehensive centers), WIA section 134(c) allows for arrangements to supplement the center. These arrangements may include: (1) A network of affiliated sites that can provide one or more partners’ programs, services and activities at each site; (2) A network of One-Stop partners through which each partner provides services that are linked, physically or technologically, to an affiliated site that assures individuals are provided information on the availability of core services in the local area; and (3) Specialized centers that address specific needs, such as those of dislocated workers. (e) The design of the local area’s One- Stop delivery system, including the number of comprehensive centers and the supplementary arrangements, must be described in the local plan and be consistent with the Memorandum of Understanding executed with the One-Stop partners.
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| 1. [**20 CFR §661.305(a)**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/20cfr661.305.htm)**; WIA section 117(d)--** specifies that the Local Board is responsible for:
2. Developing the five-year local workforce investment plan (Local Plan) and conducting oversight of the One-Stop system, youth activities and employment and training activities under title I of WIA, in partnership with the chief elected official;
3. Selecting One-Stop operators with the agreement of the chief elected official;
4. Selecting eligible youth service providers based on the recommendations of the youth council, and identifying eligible providers of adult and dislocated worker intensive services and training services, and maintaining a list of eligible providers with performance and cost information, as required in 20 CFR part 663**,** subpart E;
5. Developing a budget for the purpose of carrying out the duties of the Local Board, subject to the approval of the chief elected official;
6. Negotiating and reaching agreement on local performance measures with the chief elected official and the Governor;
7. Assisting the Governor in developing the Statewide employment statistics system under the Wagner-Peyser Act;
8. Coordinating workforce investment activities with economic development strategies and developing employer linkages; and
9. Promoting private sector involvement in the State-wide workforce investment system through effective connecting, brokering, and coaching activities through intermediaries such as the

One-Stop operator in the local area or through other organizations, to assist employers in meeting hiring needs. |
| 1. [**20 CFR §661.345**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/20cfr661.345.htm) What are the requirements for the submission of the local workforce investment plan?
2. **WIA section 118** requires that each Local Board, in partnership with the appropriate chief elected officials, develops and submits a comprehensive five-year plan to the Governor which identifies and describes certain policies, procedures and local activities that are carried out in the local area, and that is consistent with the State Plan.
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| 1. [**20 CFR §661.350**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/20cfr661.350.htm) What are the contents of the local workforce investment plan?

(a) The local workforce investment plan must meet the requirements of **WIA section 118(b).** The plan must include:1. An identification of the workforce investment needs of businesses, job-seekers, and workers in the local area;
2. An identification of current and projected employment opportunities and job skills necessary to obtain such opportunities;
3. A description of the One-Stop delivery system to be established or designated in the local area, including:
	* 1. How the Local Board will ensure continuous improvement of eligible providers of services and ensure that such providers meet the employment needs of local employers and participants; and
		2. A copy of the local Memorandum(s) of Understanding between the Local Board and each of the One-Stop partners concerning the operation of the local One-Stop delivery system;
4. A description of the local levels of performance negotiated with the Governor and the chief elected official(s) to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the local One-Stop delivery system;
5. A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area, including a description of the local ITA system and the procedures for ensuring that exceptions to the use of ITA's, if any, are justified under **WIA section 134(d)(4)(G)(ii) and 20 CFR 663.430;**
6. A description of how the Local Board will coordinate local activities with Statewide rapid response activities;
7. A description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;
8. A description of the process used by the Local Board to provide opportunity for public comment, including comment by representatives of business and labor organizations, and input into the development of the local plan, prior to the submission of the plan;
9. An identification of the fiscal agent, or entity responsible for the disbursal of grant funds;
10. A description of the competitive process to be used to award grants and contracts for activities carried out under this subtitle I of WIA, including the process to be used to procure training services that are made as exceptions to the Individual Training Account **process (WIA section 134(d)(4)(G)),**
11. A description of the criteria to be used by the Governor and the Local Board, under 20 CFR 663.600, to determine whether funds allocated to a local area for adult employment and training activities under WIA sections 133(b)(2)(A) or (3) are limited, and the process by which any priority will be applied by the One-Stop operator;
12. In cases where an alternate entity functions as the Local Board, the information required at Sec. 661.330(b), and
13. Such other information as the Governor may require.

(b) The Governor must review completed plans and must approve all such plans within ninety days of their submission, unless the Governor determines in writing that:(1) There are deficiencies identified in local workforce investment activities carried out under this subtitle that have not been sufficiently addressed; or (2) The plan does not comply with title I of WIA and the WIA regulations, including the required consultations, the public comment provisions, and the nondiscrimination requirements of **29 CFR Part 37.** (c) In cases where the State is a single local area:(1) The Secretary performs the roles assigned to the Governor as they relate to local planning activities.(2) The Secretary issues planning guidance for such States.(3) The requirements found in WIA and in the WIA regulations for consultation with chief elected officials apply to the development of State and local plans and to the development and operation of the One-Stop delivery system.  |
| 1. [**20 CFR §661.355**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/20cfr661.355.htm)  When must a local plan be modified?

The Governor must establish procedures governing the modification of local plans. Situations in which modifications may be required by the Governor include significant changes in local economic conditions, changes in the financing available to support WIA title I and partner-provided WIA services, changes to the Local Board structure, or a need to revise strategies to meet performance goals. |
| 1. [**CCWD Policy 589-20.1**](http://www.oregon.gov/CCWD/pdf/WIA1B/589-20.1.pdf)-- Local Workforce Plan Review, Approval and Modification
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| 1. [**20 CFR PART §662**](http://www.access.gpo.gov/nara/cfr/waisidx_11/20cfr662_11.html)--DESCRIPTION OF THE ONE-STOP SYSTEM UNDER TITLE I OF THE WORKFORCE INVESTMENT ACT

**Subpart A--General Description of the One-Stop Delivery System** 20 CFR §662.100 What is the One-Stop delivery system?**Subpart B--One-Stop Partners and the Responsibilities of Partners**20 CFR §662.200 Who are the required One-Stop partners?20 CFR §662.210 What other entities may serve as One-Stop partners?20 CFR §662.220 What entity serves as the One-Stop partner for a particular program in the local area?20 CFR §662.230 What are the responsibilities of the required One-Stop partners?20 CFR §662.240 What are a program's applicable core services?20 CFR §662.250 Where and to what extent must required One-Stop partners make core services available?20 CFR §662.260 What services, in addition to the applicable core services, are to be provided by One-Stop partners through the One-Stop delivery system?20 CFR §662.270 How are the costs of providing services through the One-Stop delivery system and the operating costs of the system to be funded?20 CFR §662.280 Does title I require One-Stop partners to use their funds for individuals who are not eligible for the partner's program or for services that are not authorized under the partner's program?1. **Subpart C--Memorandum of Understanding for the One-Stop Delivery System**

 [**20 CFR §662.300**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/20cfr662.300.htm) What is the Memorandum of Understanding (MOU)?(a) The Memorandum of Understanding (MOU) is an agreement developed and executed between the Local Board, with the agreement of the chief elected official, and the One-Stop partners relating to the operation of the One-Stop delivery system in the local area.(b) The MOU must contain the provisions required by WIA section 121(c)(2). These provisions cover services to be provided through the One-Stop delivery system; the funding of the services and operating costs of the system; and methods for referring individuals between the One-Stop operators and partners. The MOU's provisions also must determine the duration and procedures for amending the MOU, and may contain any other provisions that are consistent with WIA title I and the WIA regulations agreed to by the parties. (WIA sec. 121(c).)1. [**20 CFR §662.310**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/20cfr662.310.htm) Is there a single MOU for the local area or are there to be separate MOU's between the Local Board and each partner?

 [**Subpart D--One-Stop Operators**](http://www.access.gpo.gov/nara/cfr/waisidx_11/20cfr662_11.html)20 CFR §662.400 Who is the One-Stop operator?20 CFR §662.410 How is the One-Stop operator selected?20 CFR §662.420 Under what conditions may the Local Board be designated or certified as the One-Stop operator?20 CFR §662.430 Under what conditions may One-Stop operators designated to operate in a One-Stop delivery system established prior to the enactment of WIA be designated to continue to act as a One-Stop operator under WIA without meeting the requirements of Sec. 662.410(b)? |
| 1. [**20 CFR §663.600**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/20cfr663.600.htm), **Subpart F--Priority and Special Populations**

What priority must be given to low-income adults and public assistance recipients served with adult funds under title I?(a) WIA states, in section 134(d)(4)(E), that in the event that funds allocated to a local area for adult employment and training activities are limited, priority for intensive and training services funded with Title I adult funds must be given to recipients of public assistance and other low-income individuals in the local area. (b) Since funding is generally limited, States and local areas must establish criteria by which local areas can determine the availability of funds and the process by which any priority will be applied under WIA section 134(d)(2)(E). Such criteria may include the availability of other funds for providing employment and training-related services in the local area, the needs of the specific groups within the local area, and other appropriate factors.(c) States and local areas must give priority for adult intensive and training services to recipients of public assistance and other low-income individuals, unless the local area has determined that funds are not limited under the criteria established under paragraph (b) of this section.(d) The process for determining whether to apply the priority established under paragraph (b) of this section does not necessarily mean that only the recipients of public assistance and other low income individuals may receive WIA adult funded intensive and training services when funds are determined to be limited in a local area. The Local Board and the Governor may establish a process that gives priority for services to the recipients of public assistance and other low-income individuals and that also serves other individuals meeting eligibility requirements.1. [**20 CFR §663.610**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/pdf/20cfr663.610.pdf) Does the statutory priority for use of adult funds also apply to dislocated worker funds?

No, the statutory priority applies to adult funds for intensive and training services only. Funds allocated for dislocated workers are not subject to this requirement.1. [**20 CFR §663.620**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/20cfr663.620.htm) How do the Welfare-to-Work program and the TANF program relate to the One-Stop delivery system?

 (b) The local TANF agency is specifically suggested under WIA as an additional partner in the One-Stop system. TANF recipients will have access to more information about employment opportunities and services when the TANF agency participates in the One-Stop delivery system. The Governor and Local Board should encourage the TANF agency to become a One-Stop partner to improve the quality of services to the WtW and TANF-eligible populations. In addition, becoming a One-Stop partner will ensure that the TANF agency is represented on the Local Board and participates in developing workforce investment strategies that help cash assistance recipients secure lasting employment.1. [**20 CFR §663.630**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/20cfr663.630.htm) How does a displaced homemaker qualify for services under title I?

Displaced homemakers may be eligible to receive assistance under Title I in a variety of ways, including: * 1. Core services provided by the One-Stop partners through the One-Stop delivery system;
	2. Intensive or training services for which an individual qualifies as a dislocated worker/displaced homemaker if the requirements of this part are met;
	3. Intensive or training services for which an individual is eligible if the requirements of this part are met;
	4. Statewide employment and training projects conducted with reserve funds for innovative programs for displaced homemakers, as described in 20 CFR 665.210(f).
1. [**20 CFR §663.640**](http://edocket.access.gpo.gov/cfr_2011/aprqtr/20cfr663.640.htm) May an individual with a disability whose family does not meet income eligibility criteria under the Act be eligible for priority as a low- income adult?

Yes, even if the family of an individual with a disability does not meet the income eligibility criteria, the individual with a disability is to be considered a low-income individual if the individual's own income:(a) Meets the income criteria established in WIA section 101(25)(B); or(b) Meets the income eligibility criteria for cash payments under any Federal, State or local public assistance program. (WIA sec. 101(25)(F)) |
| 1. [**20 CFR Part 1010**](http://www.access.gpo.gov/nara/cfr/waisidx_11/20cfr1010_11.html) **--**Priority of Service for Covered Persons; Final Rule Recipients (and sub-recipients) of DOL funds for qualified job training programs are subject to the priority of service regulations, and are required by law to provide priority of service to veterans and eligible spouses.
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| 1. RSA Agreements;
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| 1. [**USDOL TEGL 10-09**](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816) --Establishing Veterans Priority of Service; Recipients (and sub-recipients) of DOL funds for qualified job training programs are subject to the priority of service regulations, and are required by law to provide priority of service to veterans and eligible spouses.
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| 1. [**USDOL TEGL 15-10**](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2967) --Increasing Credential, Degree and Certificate Attainment by Participants of the Public Workforce System; “By June 2012, increase by 10 percent (to 220,000) the number of people who receive training and attain a degree or certificate through the following programs: Workforce Investment Act (WIA) adult, dislocated worker, and youth, National Emergency Grants (NEG), Trade Adjustment Assistance (TAA), and Career Pathways,” including Community-Based Job Training grants.
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| 1. **USDOL TEN 15-10** --Providing guidance and clarifying Veterans priority of service.

It is the responsibility of the public workforce system to provide priority of service to all veterans and eligible spouses who receive services under any qualified job training program funded in whole or in part by the U.S. Department of Labor (DOL). |
| 1. Oregon Workforce Investment Board Strategic Vision, Strategies and Goals;

**(**[**updating-winning-in-the-global-market**](http://www.worksourceoregon.org/index.php/documents-aampamp-publications-mainmenu-50/cat_view/168-workforce-strategies/177-strategic-planning/291-updating-winning-in-the-global-market)**)** |
| 1. **OWIB** [**WSO One-Stop Certification**](http://www.worksourceoregon.org/index.php/component/docman/cat_view/125-oregon-workforce-investment-board/96-owib-rulespoliciesbylaws) **Policy**:
* Embeds and incorporates WSO Joint Policies and foundational Integration Leadership Alliance documents for service integration;
* Provides for the evolution of certification through change to WSO Joint Polices and foundational documents as service integration progresses;
* Requires LWIBs to utilize a certification process to assure that all WSO Centers comply not only with federal requirements, but also with the customer flows, product minimums and integrated service design elements which are incorporated by reference;
* Establishes the criteria in the policy as a floor, not a ceiling;
* Allows LWIB to add requirements for certification as appropriate based on their community needs and resources;
* Prevents LWIBs from certifying and branding WSO Centers that are unable to meet minimum criteria within LWIB defined timelines;
* Allows LWIBs to select from a variety of approaches to measure the success of its WSO Center(s); and,
* Requires LWIBs to strive to assure the greatest quality of services within WSO Centers through locally designed recertification processes.
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| 1. WorkSource Oregon[**Joint Policy 02-10 Compass Policy**](http://www.worksourceoregon.org/index.php/documents-aampamp-publications-mainmenu-50/cat_view/213-workforce-integration/214-policies-and-procedures)for Alignment and Integration of the WorkSource Oregon System;
2. This policy guidance applies at this time to LWIBs, OED, CCWD and WIA 1B Providers;
3. Moves beyond partnership to multi-disciplinary service integration;
4. Requires that LWIB s convene the partners and are accountable for the development of an integrated service delivery system with OED and the LWIB;
5. Provides for a multi-disciplinary service integration for all customers:
6. Increase the quality of services being delivered;
7. Focus on skill and talent development of job seekers and current workers;
8. Increase wages, retention and advancement of Oregonians;
9. Positively impact the economic well-being of the State;
10. Enhance the quality of the workforce, productivity and global competitiveness or Oregon;
11. In order to increase the quality of services the following will be implemented:
12. Adopt, implement and continuously improve the local demand-driven, skill-based integrated services system;
13. Embed elements of WSO Joint Policy 02-10 Compass Policy in all related workforce documents including the MOU and One-Stop agreements and service contracts;
14. Establish a common intake process and an integrated customer pool;
15. Co-Enroll customers of the WSO system in Wagner-Peyser, WIA 1B and TAA and count towards common performance;
16. Assign staff by function rather than funding or program creating an integrated staffing chart;
17. Establish an integrated customer flow that clearly defines a service delivery process with a sequence of demand-driven, universal services that does not emphasize program eligibility and program participation;
18. Determine locally by mutual agreement of the OED and WIA 1B Provider, functional supervision and staff resource allocation;
19. Provide LWIB oversight of the local integrated system providing for success as defined in the state approved local unified service integration plan;
20. Focus on skill and talent development of job seekers and current workers, including:
21. Promotion of an electronic initial standardized assessment to all customers at physical WSO locations;
22. Establishment of an electronic comprehensive menu of demand-driven skill enhancement products including but not limited to occupational skills training;
23. Matching of job seekers and current workers with occupational skills training opportunities;
24. Increase wages, retention and advancement of Oregonians by:
25. Establishing a locally designed employer services team with responsibility for connecting local employers to the WSO One-Stop system;
26. Using tools to match job seeker skills, interests and abilities with high wage, high demand jobs; and,
27. Developing a demand-driven, skill-based integrated service delivery system through the use of state-wide performance metrics;
28. Establish a shared customer data base supporting the integrated service delivery system, meeting federal requirements and providing sufficient management information;
29. Provide for a re-aligned and integrated service delivery model that:
30. Operates and depends upon state and local policies which are aligned;
31. Is a progressive system not stymied by federal legislation, action or inaction; and,
32. Is driven by policy based on achievement of performance metrics that go beyond USDOL Common Measures;
33. Integration will:
34. Enhance the use of limited and declining funding through more efficient use of resources and elimination of program duplication and requirements;
35. Systematically improve the coordination of WIA and Wagner-Peyser Act funded services to achieve improved customer outcomes and more efficient and effective customer service.
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