



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
WORKFORCE SERVICES DIVISION
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-1031

**Workforce Services Policy - PY 2016 Transitional Regional Plans
TN-WIOA (16-4)**

Purpose

To provide guidance to the local areas/regions regarding the development and submission of regional plans in compliance with the requirements of Workforce Innovation Opportunity Act (WIOA) and the WIOA Proposed Rules.

Scope

Office of the Governor, **Title I** – Adult, Dislocated Worker, and Youth Programs; **Title II** – Adult Education and Family Literacy Act Program(AE); **Title III** – Wagner-Peyser Act Program (WP); **Title IV** – Vocational Rehabilitation Program (VR); Tennessee Department of Labor and Workforce Development (TDLWD); Workforce Services Division (WFS); Tennessee Department of Economic and Community Development (ECD); Tennessee Department of Education (TNED); Tennessee Department of Human Services (DHS); Tennessee Department of State (TDS); State Workforce Development Board (SWDB); Regional Planning Council (RPC); American Job Center (AJC); One-Stop Operator (Operator); Workforce Innovation and Opportunity Act (WIOA); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); other Workforce System SubRecipients (SubRecipients); Workforce System Partners (Partners); Tennessee Training Providers (TP); Training and Employment Guidance Letter (TEGL).

References

Public Law 113-128 WIOA of 2014, as amended (29 U.S.C. 3101 et seq.), Section 121(g), Notice of Proposed Rule Making (NPRM) WIOA Regulations, 20 CFR 601, 651, 652 et al., Office of Management and Budget (OMB) cost principles codified in 2 CFR Part 220, CFR 225 and CFR 230; TEGL 4-15, 678.800, 678.305(d); Workforce Services Policy #19: One-Stop Certification.

Background

WIOA requires regional planning - a broad strategic approach to planning focused on the overarching vision, goals, alignment and shared responsibilities within the region. Tennessee shall implement a dual approach to meeting this requirement by allowing a one-year transitional plan. This approach provides flexibility for regions that may not yet be able to fully address all of the outlined criteria required in a four-year regional plan.

Each Local Workforce Development Board and its 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 template has been developed for use in preparing the transitional plan.

1. A transitional regional plan template, which takes into account the transition from WIA to WIOA, has been developed and is included as **Attachment A: PY 2016 Transitional Regional Plan Template**. This guidance provides instructions for transitional regional planning and instructions to address each required criterion, as well as the documents and information that must be included. 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 at a later date.

Regional Planning Council

The composition and roles and responsibilities of the Regional Planning Council are:

- Comprised of members who represent the core WIOA partners (Title I, Title II, Title III, and Title IV)
- Meet monthly during strategic plan development
- Meet quarterly to advise and recommend action plans for the local areas
- Ensure the WIOA regional plan action steps intended to streamline regional workforce systems using the following, but not exhaustive, list of objectives
 - Foster a Culture of Achievement within the Region
 - Set WIOA Implementation Schedules and Meetings with Stakeholders
 - Leverage Regional Planning Councils and Local Boards without Duplication
 - Align the Local Workforce Development Areas with the ECD Regions
- Set WIOA implementation schedules

Public Comment Period

The transitional PY 2016 regional/local plan(s) must be posted as one cohesive document for a 30-day period of public comment. Notification of the posting of the regional plan(s) must be made simultaneously to the general public and all relevant regional/local stakeholders, as well as to the State. Any comments received in relation to the content of the draft transitional PY 2016 regional plan must be addressed within the plan prior to submission to the Department.

Plan Submission and Decision

Submission

The transitional PY 2016 regional plan package must be submitted electronically no later than March 1, 2017, to Workforce.Board@tn.gov.

The transitional PY 2016 regional plan, must be emailed by a regionally designated single point of contact. Plan submission emails must copy all Local Workforce Development Board directors and chief elected officials within the Regional Planning area and contain the subject line "{Region Name} PY 2016 Transitional Regional Plan"

Decision

Regional plans submitted to the Department are considered approved if the Department provides the regional contact with a notification of approval. If the Department does not send the regional contact notification within 90 days of submission, the draft plan is considered approved.

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 Tennessee's Combined State Plan.

Future Planning Requirements:

Following the Department's approval of a region's PY 2016 transitional regional plan (to include local plans), each planning region must begin the development and completion of a transitional local plan to be followed by the 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.

Attachments

Attachment A: PY 2016 Transitional Regional Plan Template

Attachment B: Dynamic Economies Report

Attachment C: Roles & Responsibilities

Contact: For questions regarding this policy please contact Deniece Thomas at 615-741-1031, or at deniece.thomas@tn.gov.

Effective Date: October 18, 2016

Duration: June 30, 2018



Sterling van der Spuy, Workforce Services Division Administrator



In addressing the criteria outlined below, if the planning region is not fully prepared to provide a complete response to the specified criteria at time of plan submission, the region must provide an indication of how the region shall address the respective criteria requirement during the transition period and in the forthcoming regional plan. Please address the following criteria in a narrative of 10 pages or less.

- A reference name for the planning region;
- Identification of the local workforce development areas that comprise the planning region;
- Identification of the county/counties each local workforce development area serves;
- Identification of the key planning region council members charged with drafting the regional plan;
- Indication of the local workforce development area each council member is associated with; and
- A list of key planning region committee meeting dates. [WIOA Sec. 106(a) and (c)]
- A description of the planning process undertaken to produce the transitional regional plan, including
- A description of the planning process undertaken to produce the transitional regional plan, including a description of how all local areas were afforded the opportunity to participate in the transitional regional planning process.

Please provide a labor market and economic analysis of the workforce development planning region. This shall include an analysis of existing and emerging in-demand industry sectors and occupations, and shall include the employment needs of employers in those existing and emerging in-demand industry sectors and occupations. All core partners (WIOA Titles I-IV) should be involved in both providing and analyzing the data. This regional analysis shall include:

- The knowledge and skills necessary to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
- An analysis of the current workforce in the region, including employment/unemployment data, labor market trends, and the educational and skill levels of the workforce, including individuals with barriers to employment.
- An analysis of workforce development activities in the region, including available education and training opportunities. This analysis must include the strengths and weaknesses of workforce development activities in the region and the region's capacity to provide the workforce development activities necessary to address the



education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers in the region.

The analysis may also include:

- An assessment of what sectors/industries are considered mature but still important to the regional economy, current and in-demand, and which are considered emerging in the regional economy.
- A discussion of geographic factors (inherent geographic advantages or disadvantages) that may impact the regional economy and the distribution of employers, population, and service providers within the region.
- Information regarding the employment needs of employers, including how education and training align with targeted industries and occupations.
- The demographic characteristics of the current workforce and how the region's demographics are changing in terms of population, labor supply, and occupational demand.

Based upon the regional labor market and economic condition analysis as described in Attachment A, Attachment B (Dynamic Economies Report), and [Tennessee's WIOA Combined State Plan \(PY 2016 – PY 2020\)](#) as each describe the planning region's economic and workforce development oriented vision and strategic goals [WIOA Sec. 106(c) and Sec. 107(d)], please do the following

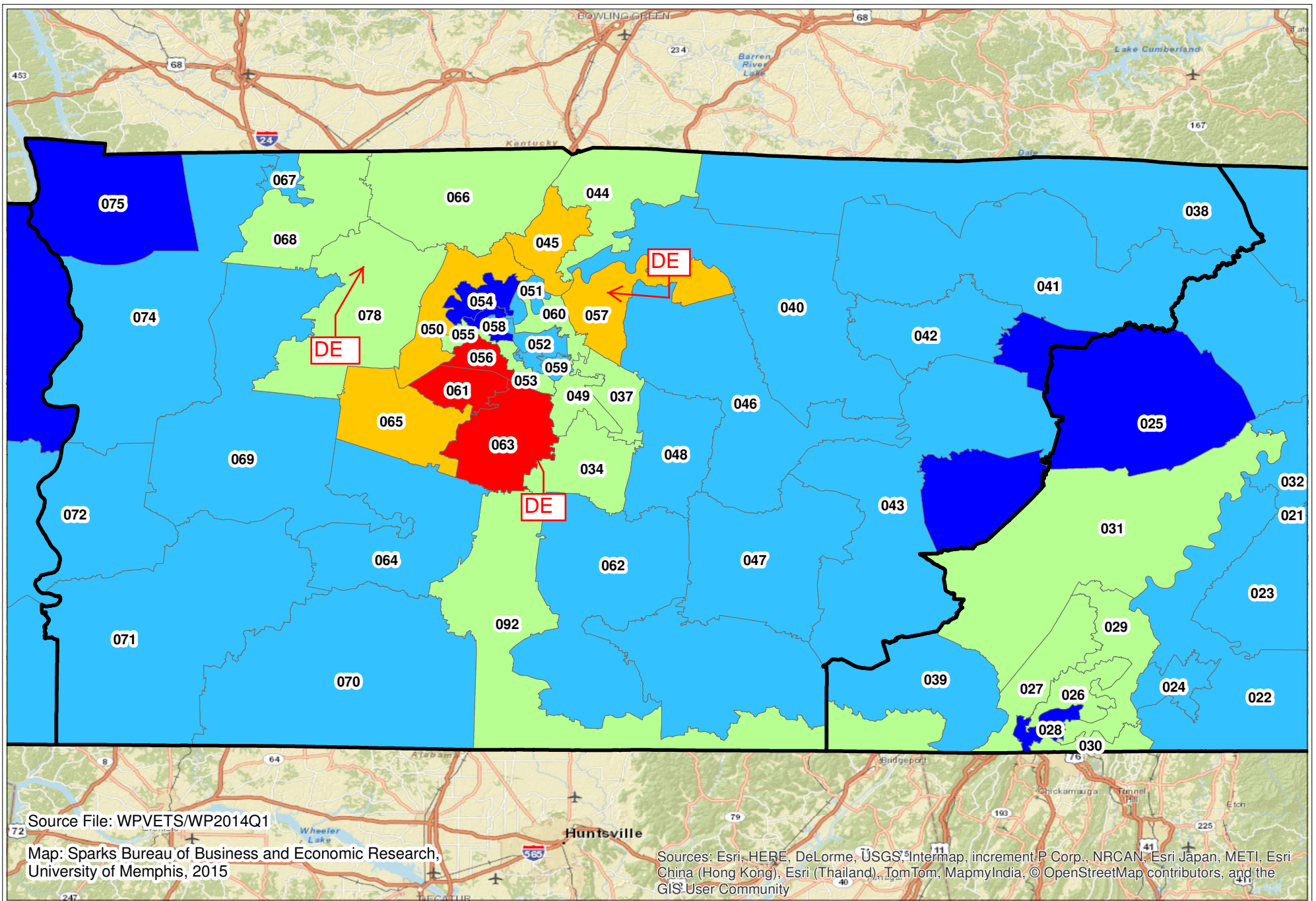
- Describe regional strategies used to facilitate engagement of businesses and other employers, including small businesses and in-demand industry sector occupations. Describe methods and services to support the regional workforce system in meeting employer needs. [WIOA Sec. 106(c)]
- Describe how the 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)] Regions may consider:
 - Existing service delivery strategies that will be expanded, streamlined, or eliminated.
 - New service strategies necessary to address regional education and training needs.
 - Strategies to address geographic advantages.
 - Strategies to connect the unemployed with work-based learning opportunities.
 - Strategies to integrate existing regional planning efforts among core partners.



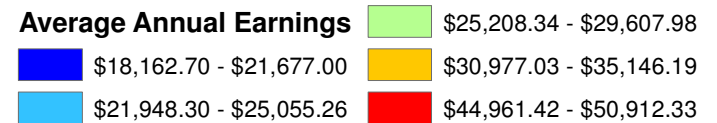
- Describe how the planning region will define and establish administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region. [WIOA Sec. 106(c)] Regions may consider:
 - Current or proposed resource leveraging agreements.
 - Establishing a process to evaluate cost sharing arrangements.
- Describe how the planning region will determine and coordinate supportive services for the region. [WIOA Sec. 106(c)] Regions may consider:
 - Whether the provision of supportive services could be enhanced, and if so, how.
 - What organizations currently provide or could provide supportive services.
 - Establishing a process to promote coordination of supportive services delivery.
- Outline regional transportation issues related to workforce development and ways the region will address identified needs. Include a description and/or map of the regional commuting patterns. [WIOA Sec. 106(c)] Regions may consider:
 - Whether the provision of transportation services could be enhanced, and if so, how.
 - What organizations currently provide or could provide transportation services.
 - Establishing a process to promote coordination of transportation supportive services delivery.
- 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)] Regions may consider:
 - Current economic development organizations engaged in regional planning.
 - Education and training providers involved with economic development.
 - Current businesses involved with economic development organizations.
 - Targeted businesses from emerging sectors/industries.

- Describe how the planning region will establish an agreement concerning how the planning region will collectively achieve and report on the established performance accountability measures described in WIOA Section 116(c), for local areas and the planning region. [WIOA Sec. 106(c)]* Regions may consider:
 - The process to be used for determining regional performance goals.
- 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. [20 CFR 679.540(b)]
- Describe how the planning region will address workforce development issues specifically related to its: cities and/or towns, suburban areas, and rural areas. [20 CFR 679.540(b)]
- Describe how the planning region will connect any regional targeted populations to occupational demands including individuals with barriers to employment. [20 CFR 679.540(b)] This should include but is not limited to at-risk youth, TANF recipients, SNAP E&T participants, Vocational Rehabilitation participants, and ex-offenders.

*** Note:** The Department, the local board and the CEO reach an 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. [20 CFR 677.210(b) and (c)] and [20 CFR 679.510(a)(2)]



Average Annual Earnings for Jobseekers in Middle TN House Districts, July 2012 - June 2013



One-Stop Operator

- Oversee management of One-Stop Centers and service delivery
- Evaluate performance (as indicated in the Incentives and Sanctions Policy) and implement required actions to meet performance standards
- Evaluate various customer experiences (including but not limited to employers, job seekers, and partner staff)
- Ensure coordination of partner programs
- Act as liaison with the LWDB and One-Stop Center
- Define and provide means to meet common operational needs (e.g., training, technical assistance, additional resources, etc.)
- Oversee full implementation and usage of all State systems by all local areas
- Design the integration of systems and coordination of services for the site and partners
- Manage fiscal responsibility for the system or site
- Plan and report responsibilities
- Write and maintain business plan
- Market One-Stop Career Center services
- Facilitate the sharing and maintenance of data; primarily the site, with emphasis on the state system
- Integration of available services and coordination of programs for the site with all partners

Regional Planning Council

- Comprised of members who represent the core WIOA partners and operator(s) (Title I, Title II, Title III, and Title IV)
- Meet monthly during strategic plan development
- Meet quarterly to advise and recommend action plans for the local areas
- Ensure the WIOA regional plan action steps intended to streamline regional workforce systems using the following, but not exhaustive, list of objectives:
 - Foster a Culture of Achievement within the Region
 - Set WIOA Implementation Schedules and Meetings with Stakeholders
 - Oversee Regional Competitive Procurement
 - Negotiate Performance Goals with Operator
 - Leverage Region and Local Boards w/o Duplication
 - Align the Local Workforce Development Areas with the ECD Regions
- Set WIOA implementation schedules

- Oversee subsequent Regional Competitive Procurement (following first Transitional Year)
- Negotiate performance goals with One-Stop Operators

Local Workforce Development Board

- Oversee all program and funding decisions to include program activities
- Ensure governance, negotiation and quality control
- Negotiate performance accountability measures
- Budget and administration
- Oversee selection of Certification Review Team following transitional activities
- Develop Memorandum Of Understanding agreement with Chief Local Elected Official
- Monitor adherence to the provisions of the Memorandum of Understanding

Chief Local Elected Official

- Develop Memorandum Of Understanding agreement with Local Workforce Development Board
- Responsible for selection of the fiscal agent
- Appointment of members of the Local Workforce Development Board
- Local grant recipient for funds allocated to the local area
- Submission of the regional and local plans
- Approval of the designation and certification of one-stop operators
- Oversight of the one-stop delivery system
- Approval and oversight of the Local Workforce Development Board Budget

Local Fiscal Agent

- Receive funds
- Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies
- Respond to audit financial findings
- Maintain proper accounting records and adequate documentation
- Prepare financial reports
- Provide technical assistance to subrecipients regarding fiscal issues



Certification Review Team

- Comprised of core program representatives
- Conduct desk review of application package
- Conduct on-site visit and debrief/exit interview
- Request additional information or ask follow-up questions, if necessary, following onsite visit
- Generate Certification Recommendation Report and submit to State Workforce Development Board for approval

State Workforce Development Board

- Appoint members of Certification Review Team
- Receive and review Intent to Apply and Self-Assessment
- Notify Certification Review Team of number of applicants
- Oversee certification of One-Stop Workforce System during transitional activities
- Review Certification Review Team recommendations and make final decision for certification status

Workforce Services Division Staff

- Provide funding, along with core partners, for the administration of the One-Stop Centers including for career services, training services and support services
- Provide oversight responsibilities to ensure there is a business function staff that connects employers to the One-Stop career centers.
- Responsible for re-certification of One-Stop centers that have met the criteria developed in Certification Policy along with the State Workforce Development Board and Governor