



Missouri Division of Workforce Development  
DWD Issuance 34-2017

Issued: June 29, 2018  
Effective: June 29, 2018

**Subject: Rescinded and Active Policy Issuances Checklist**

1. Purpose: This Issuance lists Division of Workforce Development (DWD) policies that have been rescinded by subsequent Issuances or administratively rescinded (without the action of a superseding or replacement Issuance) since October 2016. A list of *current* Issuances, as of the date of this Issuance, also is provided.
2. Background: Since the previous listing<sup>1</sup> of cancelled and active Issuances, 60 Issuances have been cancelled either by superseding guidance or for administrative reasons (13 of the 60). These reasons may include:
- Program changes (changes in documentation, procedures, or eligibility; initiation of new programs; and termination of programs).
  - Changes in the requirements of the Workforce Innovation and Opportunity Act (WIOA)<sup>2</sup> or the regulations to implement the law.
  - Budget and financial changes.
  - Other federal or State regulatory changes.
  - Conclusion of special emergencies (temporary work-relief programs).

When Issuance are administratively rescinded, they are removed from the public web-based table of active Issuances.<sup>3</sup> Because these rescissions were made by superseding policies, the fact that these Issuances are no longer in force might not be widely understood. Therefore, this Issuance brings them to the workforce system's attention.

DWD Issuances follow the U.S. Department of Labor's (DOL) numbering convention for notices and guidance letters. The first two digits of the Issuance number indicate the number in that year's sequence, followed by the Program Year (not the calendar year or fiscal year). Due to occasional delays in review of policies, DWD may release Issuances out of numerical order. Missing numbers also may occur when Issuances are withdrawn from publication or incorporated into other Issuances instead of being released as a separate topic.

3. Substance: Following the practice of the U.S. Department of Labor (DOL),<sup>4</sup> the removed Issuances list below refers only to rescissions made since publication of the previous list.<sup>5</sup> The following Issuances were rescinded as shown and are no longer in effect:

---

<sup>1</sup> [DWD Issuance 05-2016](#), "Rescinded and Active Policy Issuances," October 26, 2016.

<sup>2</sup> Pub. Law 113-128 [[29 U.S.C. 3101 et seq.](#)].

<sup>3</sup> Active issuances are currently available online at <https://jobs.mo.gov/dwdissuances>. Inactive issuances are no longer available online, but electronic copies may be requested from DWD Quality Assurance at [dwdpolicy@ded.mo.gov](mailto:dwdpolicy@ded.mo.gov).

<sup>4</sup> For example: U.S. Department of Labor, Employment and Training Administration, Training and Employment Notice ([TEN](#)) 7-16, "Employment and Training Administration (ETA) Advisory Checklists Update," August 17, 2016 (lists advisories rescinded since December 30, 2013).

<sup>5</sup> [DWD Issuance 05-2016](#), "Rescinded and Active Policy Issuances," October 26, 2016.

<b>CANCELLED ISSUANCE NUMBER AND TITLE</b>	<b>RESCINDED BY</b>	<b>DATE RESCINDED</b>
DWD Issuance 12-1999: Coordination of all Workforce Investment Act Title I-B programs with programs under Title IV of the Higher Education Act including the Pell Grant Program	2016-18	6/2/2017
DWD Issuance 01-2001: Use of Supplemental Data for WIA Performance Reporting	2017-11	11/9/2017
DWD Issuance 10-2001: Customer Satisfaction Performance Measures	Administrative rescission	7/5/2017
DWD Issuance 02-2004: Disposition of Surplus Assets from Expired Programs	Administrative rescission	4/10/2017
DWD Issuance 03-2006: Change in Participant Outcome Reporting	2017-28	6/5/2018
DWD Issuance 04-2006, Change 1: Implementation of the Literacy and Numeracy Gains Common Measure for Workforce Investment Act Youth Participants	2017-19	2/2/2018
DWD Issuance 01-2008, Change 2: Workforce Development System Confidentiality and Information Security Plan, Breach of Toolbox Data Confidentiality Update	2016-13	3/13/2017
DWD Issuance 07-2008: Collection and Use of Social Security Numbers	2017-10	11/9/2017
DWD Issuance 09-2008: Priority of Service to Veterans	2016-10	2/1/2017
DWD Issuance 19-2008: Performance Measures and Other Provisions Waived for Youth Participating in the Work Experience Component through the American Recovery and Reinvestment Act of 2009	Administrative rescission	6/30/2017
DWD Issuance 01-2009: Wages of the Participants in the Next Generation Jobs Team Program Employed by Governmental Entities or by Entities with 501(c)(3) Not-for-Profit Status	2016-06	11/10/2016
DWD Issuance 03-2010: Workforce Investment Act De-obligation/ Re-obligation Policy	Administrative rescission	4/10/2017
DWD Issuance 12-2010: Statewide Supportive Services Policy	2017-13	11/30/2017
DWD Issuance 01-2011: Audit Tracking Forms Policy	Administrative rescission	4/10/2017
DWD Issuance 07-2011, Change 2: PY11/FY12 Workforce Investment Act Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local Workforce Investment Boards	Administrative rescission	4/10/2017
DWD Issuance 11-2011: PY12/FY13 Workforce Investment Act Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local Workforce Investment Boards	Administrative rescission	4/10/2017
DWD Issuance 15-2011: Transparency and Integrity in Local Workforce Investment Board Decisions	2016-19	6/7/2017
DWD Issuance 07-2012, Labor Exchange Policy Manual	2017-32	6/27/2018
DWD Issuance 10-2012: Harassment and Discrimination Policy and Accommodation Policy	2016-17	6/2/2017
DWD Issuance 13-2012: Point of Exit for Common Measures Reporting	2017-17	1/16/2018
DWD Issuance 14-2012: Local Area Incentives and Sanctions Policy for the Workforce Investment Act and Wagoner-Peyser Act Programs	Administrative rescission	3/31/2017
DWD Issuance 16-2012: Required Job Services for Unemployment Insurance Claimants	2016-16	3/29/2017
DWD Issuance 21-2012, Workforce Investment Act Follow-Up Services	2017-31	6/25/2018
DWD Issuance 23-2012: PY13/FY14 Workforce Investment Act Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local Workforce Investment Boards	Administrative rescission	4/10/2017
DWD Issuance 04-2013, Change 1: Media and Legislative Contact Policy	2017-27	6/4/2017
DWD Issuance 01-2014, Change 1: Equal Opportunity and Complaint & Grievance, Notice and Dissemination	2017-16	12/15/2017
DWD Issuance 02-2014: PY14/FY15 Workforce Investment Act Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local Workforce Investment Boards	Administrative rescission	4/10/2017
DWD Issuance 08-2014, Change 1: Funding Limits and Reporting for Workforce Innovation and Opportunity Act Transitional Activities	Administrative rescission	6/30/2017

DWD Issuance 13-2014, Change 2: PY15/FY16 WIOA Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local Workforce Development Areas	2017-26	5/31/2018
DWD Issuance 14-2014: Policy for LWDB Membership Requirements and Certification/Decertification Procedures under WIOA	2016-12	2/16/2017
DWD Issuance 01-2015: WIOA Adult and Dislocated Worker Programs Eligibility and Documentation Technical Assistance Guidance Policy	2016-21	6/30/2017
DWD Issuance 02-2015: WIOA Youth Program Eligibility and Documentation Technical Assistance Guidance Policy	2016-22	6/30/2017
DWD Issuance 05-2015: Statewide Individual Employment Plan Development Policy	2017-18	1/16/2018
DWD Issuance 06-2015: Indirect Cost Rate Proposals Guidance and Policy	Administrative rescission	4/10/2017
DWD Issuance 08-2015: Transfer Amount Allowable between WIOA Adult and Dislocated Worker Programs' Funding Streams	2017-24	5/14/2018
DWD Issuance 09-2015, Change 1: Statewide Service Notes Policy	2017-02	8/11/2017
DWD Issuance 10-2015: WIOA Participant Activity Codes and Definitions	2016-15	3/29/2017
DWD Issuance 13-2015: Reasonable Cost of Training for Trade Adjustment Assistance Participants	2017-29	6/5/2018
DWD Issuance 15-2015, Change 1: Updated 70 Percent Lower Living Standard Income Level (and Health and Human Services Poverty Guidelines)	2016-11	2/6/2017
DWD Issuance 16-2015: Statewide Sub-State Monitoring Policy	2017-15	12/14/2017
DWD Issuance 17-2015: Statewide On-the-Job Training Policy and Guidelines	2017-21	3/1/2018
DWD Issuance 19-2015: Local Plan and Regional Plan Modification Procedures	2017-25	5/30/2018
DWD Issuance 25-2015: Incumbent Worker Training Policy	2017-23	4/27/2018
DWD Issuance 01-2016: Functional Leadership for Missouri Job Centers Guidance and Policy	2017-14	12/8/2017
DWD Issuance 02-2016: Missouri One-Stop Job Center Certification Evaluation and Criteria	2017-03	9/19/2017
DWD Issuance 03-2016: Financial Reporting and Cash Draw Request Deadlines Policy	Administrative rescission	4/10/2017
DWD Issuance 04-2016: Selection or Designation of Service Providers, including Selection of One-Stop Operators, by the Local Workforce Development Board	2016-04, Change 1	3/20/2017
DWD Issuance 04-2016, Change 1: Selection or Designation of Service Providers, including Selection of One-Stop Operators, by the Local Workforce Development Board	2017-14	12/8/2017
DWD Issuance 07-2016: Statewide Transitional Jobs Policy	2016-07, Change 1	3/23/2017
DWD Issuance 11-2016: Updated Health and Human Services Poverty Guidelines	2016-11, Change 1	5/25/2017
DWD Issuance 11-2016, Change 1: Updated 70 Percent Lower Living Standard Income Level	2017-20	2/14/2018
DWD Issuance 12-2016: Local Workforce Development Board Membership Requirements and Certification/Recertification Procedures under the Workforce Innovation and Opportunity Act	2016-12, Change 1	2/24/2017
DWD Issuance 15-2016: WIOA Participant Activity Codes and Definitions	2017-08	10/25/2017
DWD Issuance 17-2016, Harassment, Discrimination, and Retaliation Policy; Accommodation Policy	2017-33	6/26/2018
DWD Issuance 21-2016: WIOA Adult and Dislocated Worker Programs Eligibility and Documentation Technical Assistance Guidance Policy	2017-04	9/13/2017
DWD Issuance 22-2016: WIOA Youth Program Eligibility and Documentation Technical Assistance Guidance Policy	2017-05	9/13/2017

DWD Issuance 06-2017: Differentiating Reportable Individuals from Participants	2017-06, Change 1	1/16/2018
DWD Issuance 08-2017: WIOA Participant Activity Codes and Definitions Revisions	2017-08, Change 1	4/16/2018
DWD Issuance 20-2017: Updated Health and Human Services Poverty Guidelines	2017-20, Change 1	6/4/2018
DWD Issuance 20-2017, Change 1: Updated 70 Percent Lower Living Standard Income Level	2017-20, Change 2	6/25/2018

The following Issuances are **active guidance** and may be downloaded at [jobs.mo.gov/dwdissuances](http://jobs.mo.gov/dwdissuances):

#### **ACTIVE ISSUANCES/EFFECTIVE DATES**

- DWD Issuance 04-2001: “Missouri Accessibility Policy,” August 27, 2001
- DWD Issuance 08-2001: “Local Elected Officials Guide,” November 30, 2001
- DWD Issuance 02-2006: “WIA Financial Assistance,” July 28, 2006
- DWD Issuance 01-2007: “Procurement Policies and Disposal of Surplus Assets,” July 2, 2007
- DWD Issuance 05-2007: “Destruction of Records,” October 26, 2007
- DWD Issuance 11-2007: “Safe at Home,” March 24, 2008
- DWD issuance 08-2008: “Toolbox 2.0 Change Request Policy and Procedure,” January 6, 2009
- DWD Issuance 07-2009: “HOPE NOW Services for Career Center Customers,” November 17, 2009
- DWD Issuance 17-2009: “Rescinded Policy Issuances,” February 19, 2010
- DWD Issuance 24-2009: “NGCC Business Card Policy,” July 1, 2010
- DWD Issuance 27-2009, Change 3: “Next Generation Career Center Products and Services,” October 7, 2011
- DWD Issuance 31-2009: “NGCC Core Service Reporting,” July 1, 2010
- DWD Issuance 33-2009: “Next Generation Career Center Office Supplies Policy,” July 1, 2010
- DWD Issuance 02-2010: “National Career Readiness Credential,” August 20, 2010
- DWD Issuance 16-2010: “Documentation of Customer Outcomes within the NGCC Model,” May 5, 2011
- DWD Issuance 04-2011: “Food Provided at Planned Events,” August 26, 2011
- DWD Issuance 05-2011: “NGCC Initial Assessment Policy,” July 19, 2011
- DWD Issuance 06-2011: “Reporting Training Activities and Outcomes for Adults and Dislocated Workers,” January 26, 2012
- DWD Issuance 01-2012: “Procurement of WIA Youth Program Activities,” January 1, 2013
- DWD Issuance 08-2012: “Designation of Local-Level Equal Opportunity (EO) Officers,” December 11, 2012
- DWD Issuance 09-2012: “Workforce Investment Act Complaint Resolution Policies,” January 3, 2013
- DWD Issuance 11-2012: “Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended, with Regard to Pre- employment Inquiries,” January 3, 2013
- DWD Issuance 17-2012: “Nondiscrimination in Job-Seeker Screening and Referrals,” March 1, 2013
- DWD Issuance 25-2012: “Time Period from the Date of Dislocation for Determining Eligibility for Dislocated Worker Program Intensive and Training Services,” July 1, 2013
- DWD Issuance 01-2013, Change 1: “Changes to WorkKeys Testing for Missouri Career Centers,” October 11, 2013

- DWD Issuance 02-2013: “Missouri’s Next Generation Career Center Essential Elements,” July 11, 2013
- DWD Issuance 07-2013: “Alternate Service Access Points,” October 1, 2013
- DWD Issuance 11-2013: “Distance and Online Learning,” March 20, 2014
- DWD Issuance 06-2014: “Access to Meaningful Services for Individuals with Limited English Proficiency (LEP) Policy,” December 12, 2014
- DWD Issuance 07-2014: “Nondiscrimination and Equal Opportunity (EO) Corrective Actions/Sanction Policy and Guidelines,” December 30, 2014
- DWD Issuance 10-2014: “Strategic Framework for Missouri’s Next Generation Career Centers,” March 3, 2015
- DWD Issuance 11-2014: “Missouri Career Center Safety and Security Policy Manual,” March 27, 2015
- DWD Issuance 12-2014: “Training and Employment Guidance Letter WIOA NO. 23-14—Operating Guidance for the Workforce Innovation and Opportunity Act,” April 20, 2015
- DWD Issuance 15-2014: “TEGL No. 37-14—Update on Complying with Non-Discrimination Requirements,” June 19, 2015
- DWD Issuance 16-2014: “WIOA Standing Youth Committees Requirements,” July 1, 2015
- DWD Issuance 03-2015: “WIOA Youth Program Framework and Design,” August 12, 2015
- DWD Issuance 04-2015: “WIOA Youth Program Expenditures Guidance Policy,” August 12, 2015
- DWD Issuance 07-2015: “Statewide Employment Transition Team Policy,” October 21, 2015
- DWD Issuance 11-2015: “WIOA Work Experiences for Youth Participants,” December 22, 2015
- DWD Issuance 12-2015: “Memorandum of Understanding Guidelines for Local Workforce Development Boards,” December 22, 2015
- DWD Issuance 14-2015: “Planning and Policy Guidelines for Missouri LWDBs,” February 16, 2016
- DWD Issuance 18-2015: “PY16/FY17 WIOA Formula Allocations for Adult, Youth, and Dislocated Worker Programs to LWDBs,” April 15, 2016
- DWD Issuance 21-2015: “WIOA Regional Planning Definition and Procedures,” June 22, 2016
- DWD Issuance 22-2015: “Designation of a Local Fiscal Agent by the Chief Elected Official,” June 22, 2016
- DWD Issuance 23-2015: “Policy on Reports and Complaints about Criminal Fraud, Waste, Abuse, or Other Criminal Activity Related to Federal Awards,” June 14, 2016
- DWD Issuance 24-2015: “WIOA Missouri Job Center Service and Referral Policy,” June 15, 2015
- DWD Issuance 26-2015: “Adult Education Classes to Prepare Workforce Customers to Achieve a High School Equivalency,” June 22, 2016
- DWD Issuance 05-2016: “Rescinded and Active Policy Issuances,” October 26, 2016
- DWD Issuance 06-2016: “Exemptions from Unemployment Insurance Wage Reporting for Participants in Work-relief or Work-training Programs Who Are Employed by Governmental Entities or by 501(c)(3) Not-for-profit Entities,” November 10, 2016.
- DWD Issuance 07-2016, Change 1: “Statewide Transition Jobs Policy,” March 23, 2017
- DWD Issuance 08-2016: “One-Stop Center Infrastructure Cost-Sharing Agreements,” December 27, 2016
- DWD Issuance 09-2016: “Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act,” January 18, 2017

- DWD Issuance 10-2016: “Priority of Service for Veterans and Eligible Spouses,” February 1, 2017
- DWD 12-2016, Change 1: “Local Workforce Development Board Membership Requirements and Certification/Recertification Procedures under the Workforce Innovation and Opportunity Act,” February 24, 2017
- DWD Issuance 13-2016: “Confidentiality and Information Security Plan for the Workforce Development Statewide Electronic Case Management System,” March 13, 2017
- DWD Issuance 14-2016: “Determining Basic Skills Deficiencies for Workforce Innovation and Opportunity Act Applicants/Participants,” March 20, 2017
- DWD Issuance 16-2016: “Required Job Services for Unemployment Insurance Claimants,” March 29, 2017
- DWD Issuance 18, 2016: “Coordination of Workforce Innovation and Opportunity Act Title I-B Training Funds with Other Available Funding,” June 2, 2017
- DWD Issuance 19-2016: “Ethical Requirements for Chief Elected Officials and Local Workforce Development Boards,” June 7, 2017
- DWD Issuance 20-2016: “PY17/FY18 WIOA Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local WDBs,” June 14, 2017
- DWD Issuance 01-2017: “Co-Enrollment and Allowable Services Policy,” July 14, 2017
- DWD Issuance 02-2017: “Statewide Case Note Policy,” August 11, 2017
- DWD Issuance 03-2017: “Missouri One-Stop Job Center and Affiliate Job Center Certification Evaluation and Criteria,” September 19, 2017
- DWD Issuance 04-2017: “WIOA Adult and Dislocated Worker Programs Eligibility and Documentation Technical Assistance Guidance Policy,” September 13, 2017
- DWD Issuance 05-2017: “WIOA Youth Program Eligibility and Documentation Technical Assistance Guidance Policy,” September 13, 2017
- DWD Issuance 06-2017, Change 1: “Differentiating Reportable Individuals from Participants,” January 16, 2018
- DWD Issuance 07-2017: “Local Eligible Training Provider Selection Policy,” September 22, 2017
- DWD Issuance 08-2017, Change 1: “Participant Activity Codes and Definitions,” April 16, 2018
- DWD Issuance 09-2017: “Prohibitions on Data Transfer Policy,” November 3, 2017, retroactive to June 26, 2017
- DWD Issuance 10-2017: “Collection and Use of Participant Social Security Numbers Policy,” November 9, 2017
- DWD Issuance 11-2017: “Supplemental Wage Information for Workforce Innovation and Opportunity Act Performance Reporting Policy,” November 9, 2017
- DWD Issuance 12-2017: “Minimum Standards for Assistive Technologies in Missouri Job Centers,” November 9, 2017
- DWD Issuance 13, 2017: “Statewide Supportive Services Policy,” November 30, 2017
- DWD Issuance 14-2017: “Selection or Designation of Service Providers, including Selection of One-Stop Operators, by the Local Workforce Development Board, and Functional Leadership Responsibilities of the One-Stop Operator,” December 8, 2017
- DWD Issuance 15-2017: “Statewide Sub-state Monitoring Policy,” December 14, 2017
- DWD Issuance 16-2017: “Disseminating Notices for Equal Opportunity Complaints and WIOA Complaints & Grievances,” December 15, 2017
- DWD Issuance 17-2017: “Point of Exit for Reporting Indicators of Performance,” January 16, 2018
- DWD Issuance 18-2017: “Statewide Individual Employment Plan Development Policy,” January 16, 2018
- DWD Issuance 19-2017: “Measurable Skill Gains Policy,” February 2, 2018

- DWD Issuance 20-2017, Change 2: “Updated 70 Percent Lower Living Standard Income Level,” June 25, 2018
- DWD Issuance 21-2017: “Statewide On-the-Job Training Policy and Guidelines,” March 1, 2018
- DWD Issuance 22-2017: “Effectiveness in Serving Employers Performance Measure,” April 4, 2018
- DWD Issuance 23-2017: “Incumbent Worker Training Policy,” April 27, 2018
- DWD Issuance 24-2017: “Transfer Amounts Allowable between WIOA Adult and Dislocated Worker Programs’ Funding Streams,” May 14, 2018
- DWD Issuance 25-2017: “Rescission of the Division of Workforce Development’s Local and Regional Plan Modification Procedures,” May 30, 2018
- DWD Issuance 26-2017: “PY18/FY19 WIOA Formula Allocations to Local WDBs for Adult, Youth, and Dislocated Worker Programs,” May 31, 2018
- DWD Issuance 27-2017: “Public Communications and Official Requests for Information,” June 4, 2018
- DWD Issuance 28-2017: “Credential Attainment Policy,” June 5, 2018
- DWD Issuance 29-2017: “Reasonable Cost of Training Policy for Missouri Trade Adjustment Assistance Participants,” June 5, 2018
- DWD Issuance 30-2017: “Revised PY17/FY18 WIOA Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local WDBs,” June 25, 2018
- DWD Issuance 31-2017: “WIOA Follow-Up Career Services,” June 25, 2018
- DWD Issuance 32-2017: “Wagner-Peyser Act Labor Exchange Manual,” June 27
- DWD Issuance 33-2017: “Harassment, Discrimination, and Retaliation Policy; Accommodation Policy,” June 26, 2018
- DWD Issuance 34-2017: “Rescinded and Active Guidance Checklist,” June 29, 2018 [this document]

4. Action: Any policies or procedures based on rescinded Issuances should be discontinued immediately (unless a subsequent Issuance reauthorizes those policies or procedures). If there is a question about the currency of a policy or procedure, please consult immediate supervisors first, before contacting DWD.
5. Contact: Please direct questions or comments regarding this Issuance to [dwdpolicy@ded.mo.gov](mailto:dwdpolicy@ded.mo.gov).
6. Reference: [DWD Issuance 05-2016](#), “Rescinded and Active Policy Issuances,” October 26, 2016.
7. Rescissions: None. (Documents described herein have been rescinded already on the dates given.)
8. Attachments: None.

Missouri Division of Workforce Development is an equal opportunity employer/program.  
 Auxiliary aids and services are available upon request to individuals with disabilities.  
 Missouri Relay Services at 711.




---

Mardy Leathers  
 Director  
 Missouri Division of Workforce Development