



Missouri Division of Workforce Development  
DWD Issuance 05-2016

Issued: October 26, 2016  
Effective: October 26, 2016

**Subject: Rescinded and Active Policy Issuances**

1. Purpose: This informational Issuance recapitulates the list of Division of Workforce Development (DWD) Policy Issuances that have been rescinded administratively (that is, without the action of a superseding or replacement Issuance) since February 2010. A list of *current* Issuances, as of the date of this Issuance, also is provided.

2. Background: The Missouri workforce-development system's framework principles of lean processes and removing bureaucratic barriers and waste were introduced by Issuance in 2010<sup>1</sup> with the elimination of 164 policies. Since the collective rescission of that large block of Issuances, DWD has administratively rescinded 25 other Issuances. These Issuances were removed from active policy for a variety of reasons, including:

- Program changes (changes in documentation, procedures, or eligibility; initiation of new programs; and termination of programs).
- Changes in the requirements of the Workforce Investment Act of 1998 (WIA)<sup>2</sup> or the subsequent Workforce Innovation and Opportunity Act (WIOA; 2014)<sup>3</sup>, or the transition from the former to the latter in terms of applicable law or the regulations to implement the law.
- Budget and financial changes.
- Other federal regulatory changes.
- Conclusion of special emergencies (temporary work-relief programs).

When these 25 Issuances were administratively rescinded, they also were removed from the public web-based table of active Issuances.<sup>4</sup> Because the acts of rescission were not the provisions of superseding policies, the fact that these Issuances are no longer in force might not be widely understood. Therefore, this Issuance identifies them collectively.

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 administrative review of particular policies, the Issuance numbering sequence may not be chronological. Occasionally, DWD releases Issuances out of numerical order. In some program years, there is a break in the continuity of Issuance numbering.

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<sup>1</sup> DWD Issuance 17-2009, "Rescinded Policy Issuances," February 19, 2010.

<sup>2</sup> Pub. Law 105-220, August 7, 1998.

<sup>3</sup> Pub. Law 113-128 [29 U.S.C. 3101 et seq.].

<sup>4</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 [steve.reznicek@ded.mo.gov](mailto:steve.reznicek@ded.mo.gov).

Missing numbers occur when Issuances are withdrawn from publication or incorporated into other Issuances before release.

3. Substance:

It is DWD's intention to issue status updates periodically on active Issuances and those that have been removed from policy administratively. In the fashion of similar notices from DOL,<sup>5</sup> the list will not be cumulative but will refer only to rescissions since the publication of the previous list.

The following Issuances were rescinded administratively on the dates shown and are no longer in effect:

**INACTIVE ISSUANCES/DATES ADMINISTRATIVELY RESCINDED**

- DWD Issuance 04-2000: "Determination of Eligibility for Dislocated Workers," administratively rescinded on **July 8, 2011**
- DWD Issuance 06-2001: "Local State WIA EO Officers," administratively rescinded on **September 22, 2016**
- DWD Issuance 03-2005, Change 1: "WorkKeys Scores," administratively rescinded on **June 13, 2011**
- DWD Issuance 07-2006: "WIA Youth Waiver; Eligible Providers," administratively rescinded on **August 7, 2012**
- DWD Issuance 08-2006, Change 3: "Individual Training Accounts for Older and Out-of-School Youth," administratively rescinded on **June 29, 2012**
- DWD Issuance 09-2007, Change 2: "Verification of Employment Eligibility for H-2A and H-2B Job Order Referrals," administratively rescinded on August 18, 2016
- DWD Issuance 05-2008: "Disability Navigator Services for PY08/FY09," administratively rescinded on **August 7, 2012**
- DWD Issuance 16-2008: "ARRA WIA Allocations to LWIBs," administratively rescinded on **August 7, 2012**
- DWD Issuance 27-2008: "Allowable Limits for Excess Cash," administratively rescinded on **July 27, 2016**
- DWD Issuance 14-2009: "Statewide Incumbent Worker Training Program," administratively rescinded on **September 28, 2011**
- DWD Issuance 20-2009: "New Transfer Amounts Allowable between WIA Adult and Dislocated Worker Funding Streams," administratively rescinded on **August 7, 2012**
- DWD Issuance 26-2009: "PY10-FY11 WIA Formula Allocations," administratively rescinded on **August 7, 2012**
- DWD Issuance 27-2009: "Next Generation of Career Center Products and Services," administratively rescinded on **February 17, 2011**
- DWD Issuance 27-2009, Change 1: "Next Generation of Career Center Products and Services," administratively rescinded on **February 17, 2011**
- DWD Issuance 04-2010: "Next Generation of Career Center Signage," administratively rescinded on **November 1, 2011**
- DWD Issuance 17-2010: "Missouri Employment and Training Program (METP) Data Entry Policy," administratively rescinded on **February 3, 2014**
- DWD Issuance 19-2010: "METP Data Flow and Report Impact Policy," administratively rescinded on **February 3, 2014**
- DWD Issuance 21-2010: "Allowable Limits for Excess Cash Policy," administratively rescinded on **July 27, 2016**
- DWD Issuance 04-2012: "Missouri Employment and Training Program (METP) File Maintenance Policy," administratively rescinded on **February 3, 2014**

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<sup>5</sup> For example: U.S. Department of Labor, Employment and Training Administration, Training and Employment Notice 7-16, "Employment and Training Administration (ETA) Advisory Checklists Update," August 17, 2016 (lists advisories rescinded since December 30, 2013).

- DWD Issuance 05-2012: “Missouri Employment and Training Program (METP) Message Queue (MQ) Series Data Exchange Policy,” administratively rescinded on **February 3, 2014**
- DWD Issuance 06-2012: “Missouri Employment and Training Program (METP) Alerts Policy,” administratively rescinded on **February 3, 2014**
- DWD Issuance 15-2012: “Dual Enrollment Policy for the Dislocated Worker Program,” administratively rescinded on **August 31, 2015**
- DWD Issuance 24-2012: “METP Employment Plan Policy,” administratively rescinded on **February 3, 2014**
- DWD Issuance 08-2013: “Federal Government Partial Shutdown,” administratively rescinded on **July 17, 2015**
- DWD Issuance 05-2014: “Individual Training Accounts for Older and Out-of-School Youth Federal Waiver,” administratively rescinded on **July 1, 2015**

#### ACTIVE ISSUANCES/EFFECTIVE DATES

- DWD Issuance 12-1999: “WIA Title I-B Programs,” **June 20, 2000**
- DWD Issuance 01-2001: “Supplemental Data for WIA Performance Reporting,” **July 16, 2001**
- DWD Issuance 04-2001: “Missouri Accessibility Policy,” **August 27, 2001**
- DWD Issuance 08-2001: “Local Elected Officials Guide,” **November 30, 2001**
- DWD Issuance 10-2001: “Customer Satisfaction Performance Measures,” **February 7, 2002**
- DWD Issuance 02-2004: “Disposition of Surplus Assets from Expired Programs,” **November 22, 2004**
- DWD Issuance 02-2006: “WIA Financial Assistance,” **July 28, 2006**
- DWD Issuance 03-2006: “Common Measures Policy,” **July 1, 2006**
- DWD Issuance 04-2006, Change 1: “Literacy and Numeracy Gains,” **July 10, 2007**
- 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 01-2008, Change 2: “Confidentiality and Information Security,” **September 15, 2011**
- DWD Issuance 07-2008: “USDOL Policy on Collection of SSN,” **January 13, 2009**
- DWD issuance 08-2008: “Toolbox 2.0 Change Request Policy and Procedure,” **January 6, 2009**
- DWD Issuance 09-2008: “Priority of Service to Veterans,” **January 19, 2009**
- DWD Issuance 19-2008: “ARRA Summer Youth CM Waiver Issuance,” **May 1, 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 03-2010: “Workforce Investment Act De- obligation/Re-obligation Policy,” **August 17, 2010**
- DWD Issuance 12-2010: “Statewide Supportive Services Policy,” **May 20, 2011**
- DWD Issuance 16-2010: “Documentation of Customer Outcomes within the NGCC Model,” **May 5, 2011**

- DWD Issuance 01-2011: “Audit Tracking Forms Policy,” **July 8, 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 07-2011, Change 2: “PY11-FY12 WIA Formula Allocations,” **May 17, 2012**
- DWD Issuance 11-2011: “PY 2012/FY 2013 WIA Formula Allocations to LWIBs,” **April 13, 2012**
- DWD Issuance 15-2011: “Transparency and Integrity in Local Workforce Investment Board Decisions,” **May 30, 2012**
- DWD Issuance 01-2012: “Procurement of WIA Youth Program Activities,” **January 1, 2013**
- DWD Issuance 07-2012: “Labor Exchange Policy Manual,” **September 21, 2012**
- 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 10-2012: “Harassment and Discrimination Policy and Accommodation Policy,” **December 17, 2012**
- 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 13-2012: “Point of Exit for Common Measures Reporting,” **December 19, 2012**
- DWD Issuance 14-2012: “Local Area Incentives and Sanctions Policy for the Workforce Investment Act and Wagener-Peyser Programs,” **January 1, 2013**
- DWD Issuance 16-2012: “Required Job Services for Unemployment Insurance Claimants,” **April 1, 2013**
- DWD Issuance 17-2012: “Nondiscrimination in Job-Seeker Screening and Referrals,” **March 1, 2013**
- DWD Issuance 21-2012: “Workforce Investment Act (WIA) Follow-Up Services,” **March 28, 2013**
- DWD Issuance 23-2012: “Program Year 2013/Fiscal Year 2014 Workforce Investment Act Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local Workforce Investment Boards,” **May 7, 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 04-2013, Change 1: “Media and Legislative Contact Policy,” **December 3, 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 01-2014, Change 1: “Equal Opportunity and Complaint Grievance, Notice and Dissemination,” **July 22, 2014**
- DWD Issuance 02-2014: “PY 2014/FY 2015 Workforce Investment Act Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local Workforce Investment Boards,” **July 1, 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 08-2014, Change 1: “Funding Limits and Reporting for Workforce Innovation and Opportunity Act (WIOA) Transitional Activities,” **February 2, 2015**
- 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 13-2014-C2: “PY15/FY16 WIOA Formula Allocations for Adult, Youth, and Dislocated Worker Programs to LWDA’s,” **February 2, 2016**
- DWD Issuance 14-2014: “Policy for LWDB Membership Requirements and Certification/Decertification Procedures Under WIOA,” **July 1, 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 01-2015: “WIOA Adult and Dislocated Worker Programs Eligibility and Documentation Technical Assistance Guidance Policy,” **July 1, 2015**
- DWD Issuance 02-2015: “WIOA Youth Program Eligibility and Documentation Technical Assistance Guidance Policy,” **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 05-2015: “Statewide Individual Employment Plan Development Policy,” **August 25, 2015**
- DWD Issuance 06-2015: “Indirect Cost Rate Proposals Guidance and Policy,” **October 9, 2015**
- DWD Issuance 07-2015: “Statewide Employment Transition Team Policy,” **October 21, 2015**
- DWD Issuance 08-2015: “Transfer Amount Allowable between Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Programs’ Funding Streams,” **October 21, 2015**
- DWD Issuance 09-2015, Change 1: “Statewide Service Notes Policy,” **December 23, 2015**
- DWD Issuance 10-2015: “WIOA Participant Activity Codes and Definitions,” **December 2, 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 13-2015: “Reasonable Cost of Training for Trade Adjustment Assistance Participants,” **January 29, 2016**
- DWD Issuance 14-2015: “Planning and Policy Guidelines for Missouri LWDB’s,” **February 16, 2016**
- DWD Issuance 15-2015, Change 1: “Updated 70 Percent Lower Living Standard Income Level (and Health and Human Services Poverty Guidelines),” **June 1, 2016**
- DWD Issuance 16-2015: “Statewide Sub-state Monitoring Policy,” **March 30, 2016**
- DWD Issuance 17-2015: “Statewide On-the-Job Training Policy and Guidelines,” **April 11, 2016**
- DWD Issuance 18-2015: “PY16/FY17 WIOA Formula Allocations for Adult, Youth, and Dislocated Worker Programs to LWDA’s,” **April 15, 2016**

- DWD Issuance 19-2015: “Local Plan and Regional Plan Modification Procedures,” **June 22, 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 25-2015: “Incumbent Worker Training 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 03-2016: “Financial Reporting and Cash Draw Request Policy,” **August 3, 2016**
- DWD Issuance 01-2016: “Functional Leadership for Missouri Job Centers Guidance and Policy,” **September 28, 2016**

**NOTE:** Many of these active Issuances are *under review and revision* as the workforce system completes the transition from WIA to WIOA.

4. Action: Any policies and procedures based on the content of Issuances on the inactive list presented here are no longer in effect and should be discontinued immediately (unless a more recent active Issuance authorizes 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: Direct questions or comments regarding this Issuance to Steve Reznicek, Manager, DWD Quality Assurance Manager, at (573) 522-3015, or [steve.reznicek@ded.mo.gov](mailto:steve.reznicek@ded.mo.gov).
6. Reference: DWD Issuance 17-2009, “Rescinded Policy Issuances,” February 19, 2010. [https://jobs.mo.gov/sites/jobs/files/rescinded-policy-issuances\\_dwdissuance2009-17-a1.pdf](https://jobs.mo.gov/sites/jobs/files/rescinded-policy-issuances_dwdissuance2009-17-a1.pdf)
7. Rescissions: None. (Documents described herein have been rescinded already on the dates given.)
8. Attachments: None.

The Missouri Division of Workforce Development is an equal opportunity employer/program.  
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 Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.




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