**Local Plan Guidelines PY20-PY23**

Local Workforce Development Board: (Name of Board Area)

**STRATEGIC ELEMENTS**

**1. Local Workforce Development Board’s Vision**

State the Board’s vision for the Local Workforce Development Area (LWDA) and how this vision meets, interprets, and furthers the Governor’s vision in the PY20–PY24 WIOA Missouri Combined State Plan.

**2. Local Workforce Development Board’s Goals**

Provide the Board's goals for engaging employers and preparing an educated and skilled workforce (including youth and individuals with barriers to employment). Include goals relating to the performance-accountability measures based on primary indicators of performance to support regional economic growth and economic self-sufficiency.

**3. Local Workforce Development Board’s Priorities**

Identify the workforce development needs of businesses, jobseekers, and workers in the LWDA, and how those needs are determined.

**4. Local Workforce Development Board’s Strategies**

Describe the Board’s strategies and goals for operation, innovation and continual improvement based on meeting requirements for the needs of businesses, job seekers and workers. Required strategies are listed below. Please describe the strategies and objectives for:

1. Career Pathways
2. Employer Engagement
3. Business Needs Assessment
4. Alignment and Coordination of Core Program Services
5. Coordination with Economic Development
6. Outreach to Jobseekers and Businesses. (The LWDB should explain its outreach plan to attract WIOA eligible individuals. Please highlight any efforts to reach veterans, spouses of veterans, and displaced homemakers.)
7. Access—Improvements to Physical and Programmatic Accessibility
8. Customer Service Training
9. Assessment
10. Support Services
11. Outcome measures assessment, monitoring and management

**5. Economic, Labor Market, and Workforce Analysis Source**

Please indicate the source of the information. If using Missouri Economic Research and Information Center (MERIC) data, please indicate the source is MERIC. If using another resource, please reference the source. MERIC regional representatives can be found online at: <https://meric.mo.gov/about-us>

**6. Economic Analysis**

Describe the LWDA’s current economic condition, including the following information by county (if your LWDA includes more than one county) and the overall region:

1. Average personal income level;
2. Number and percent of working-age population living at or below poverty level;
3. Number and percent of working age population determined to have a barrier to employment;
4. Unemployment rates for the last five years;
5. Major layoff events over the past three years and any anticipated layoffs; and
6. Any other factors that may affect local/regional economic conditions.

**7. Labor Market Analysis**

Provide an analysis of the LWDA’s current labor market including:

1. **Existing Demand Industry Sectors and Occupations**

Provide an analysis of the industries and occupations for which there is existing demand.

1. **Emerging Demand Industry Sectors and Occupations**

Provide an analysis of the industries and occupations for which demand is emerging.

1. **Employers’ Employment Needs**

Identify the job skills necessary to obtain current and projected employment opportunities. With regard to the industry sectors and occupations, provide an analysis of the employment needs of employers. Describe the knowledge, skills, and abilities required, including credentials and licenses.

**8. Workforce Analysis**

Describe the current workforce, including individuals with barriers to employment, as defined in section 3 of WIOA[[1]](#footnote-1). This population must include individuals with disabilities among other groups[[2]](#footnote-2) in the economic region and across the LWDA.

1. **Employment and Unemployment Analysis**

Provide an analysis of current employment and unemployment data and trends in the LWDA.

1. **Labor Market Trends**

Provide an analysis of key labor-market trends, including across existing industries and occupations.

1. **Education and Skills Levels of the Workforce Analysis**

Provide an analysis of the educational and skills levels of the workforce.

1. **Skills Gaps**

Describe apparent “skills gaps” in the local area. How are the “skills gaps” determined?

**9. Workforce Development, Education, and Training Activities Analysis**

Describe the workforce development services and activities, including education and training in the LWDA, to address the education and skills needs of the workforce. Include education and training activities of the core programs and mandatory and optional One-Stop Delivery System partners[[3]](#footnote-3).

1. **The Strengths and Weaknesses of Workforce Development Activities**

Provide an analysis of the strengths and weaknesses of the workforce developments services and activities identified above.

1. **Local Workforce Development Capacity**

Provide an analysis of the capacity of local entities to provide the workforce development services and activities to address the identified education and skills needs of the workforce and the employment needs of employers in the LWDA.

**OPERATIONAL ELEMENTS**

**Local Structure**

**10. Local Workforce Development Area (LWDA) Profile**

Describe the geographical workforce development area, including the LWDA’s major communities, major employers, training and educational institutions (technical and community colleges, universities, etc.), population, diversity of the population, and relevant growth trends.

**11. Local Facility and Information**

1. Identify the local comprehensive One-Stop Center(s), including current mailing and street addresses, telephone and fax numbers and list them in **Attachment1** to the Plan.
2. Identify the local affiliate sites, including current mailing and street addresses, telephone and fax numbers and list them in **Attachment 1** to the Plan.
3. Identify the local specialized sites, including current mailing and street addresses, telephone and fax numbers and list them in **Attachment 1** to the Plan.
4. If your LWDA has any other additional service sites and the LWDA refers to them as anything other than comprehensive, affiliate or specialized centers, please list the service sites by the title your LWDA uses and describe the services provided in **Attachment 1**. Also, list the one-stop partners providing services at those locations.

**12. Local One-Stop Partner/MOU/IFA Information**

1. **One-Stop Partners**

Identify the **One-Stop Partners in Attachment 2** to the Plan. Please indicate the contact name, category, physical location, phone and email address. Indicate the specific services provided at each of the comprehensive, affiliate, or specialized job centers.

1. **Memorandums of Understanding (MOU)**

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| Include a copy of each MOU between the Board and each of the One-Stop partners (or one “umbrella” MOU for the same purpose) concerning the operation of the One-Stop Delivery System in the LWDA. The MOU must be up-to-date, signed and dated. Include the MOU(s) as Attachment 3. Missouri Job Centers must ensure that equal access to employment and training services are provided to the farm workers and agricultural employers in their LWDAs. See OWD Issuance 01-2019 One-Stop Center Memoranda of Understanding and Infrastructure Funding Agreements for Local Workforce Development Boards. |

1. **Cost Sharing Agreement/Infrastructure Funding Agreement (IFA)**

Include as part of the MOU in Attachment 3 the Infrastructure Funding Agreement (IFA) and negotiated cost-sharing worksheet/workbook for each Missouri Job Center that includes the line items, dollar amounts and percentage rates for One-stop partners, OWD and the Board. Indicate the number of FTEs present and the amount of space (sq. footage) utilized by the partner. See OWD Issuance 01-2019 One-Stop Center Memoranda of Understanding and Infrastructure Funding Agreements for Local Workforce Development Boards.

**13. Sub-State Monitoring Plan**

Include the sub-state monitoring plan, as defined in OWD Issuance 16-2018 Statewide Sub-State Monitoring Policy, as **Attachment 4** to the Plan.

**Integration of One-Stop Service Delivery**

**14. Local Workforce Development System**

Describe the workforce development system in the LWDA.

1. Identify the programs that are included in that system and how the Board will work with the entities carrying out core programs and other workforce development programs.
2. Describe how the Board plans to support alignment to provide services, including programs of study authorized under the *Strengthening* Career and Technical Education for the 21st Century Act of 2018 formerly the Carl D Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.).
3. Describe how the Local WDB will coordinate workforce investment activities carried out in the local area with rapid response activities.
4. Describe how the Board will ensure the expenditure of funds for training providers are selected from both the Eligible Training Provider List/System approved for use by the State of Missouri as well as approved from the State list by the local workforce development board.

**15. Alignment and Data Integration**

1. Describe how all partner agencies will strengthen their integration of services so that it provides a more seamless system.
2. Describe the MOU/IFA/Cost Sharing Process.
3. Describe the process for data integration. How are the one-stop centers implementing and transitioning to an integrated, technology enabled intake system for programs carried out under WIOA and by one-stop partners?

**16. Accessibility**

Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and service, technology, and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities. (See OWD Issuance 12-2017 and the State of Missouri Non-discrimination Plan at <https://jobs.mo.gov/sites/jobs/files/ndp_2019_summary_all_sections_and_elements_final_copy_with_bookmarks.pdf> )

**17. Assessment of One-Stop Program and Partners**

1. Describe how the Board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants.
2. Describe the actions the LWDB will take toward becoming or remaining a high-performance WDB.

**Local Administration**

**18. Chief Elected Official (CEO)**

Please identify the CEO. List the name, title, address, phone number and email address. Place it on a cover sheet in **Attachment 5.**

**19. CEO Consortium Agreement and Bylaws**

If the LWDA includes more than one unit of local government, the Chief Elected Officials (CEO) may develop a CEO agreement; however, it is not mandatory under WIOA law. If the LWDA is including a CEO agreement, please specify the respective roles of the individual CEOs and include the **CEO Consortium Agreement as Attachment 5 including any CEO Bylaws** that are in effect.

NOTE: (The CEO membership should be reviewed after each county and/or municipal election. If there are changes in the CEO membership, or leadership, a new CEO agreement will need to be signed and submitted to OWDby the first day of June following the election.) OWD must be notified with the contact information as soon as the CEO takes office.

**20. Local Workforce Development Board (LWDB) Membership**

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| Please list the **LWDB members in Attachment 6**. Identify the members of the Board, the organization or business they represent, and the category (i.e., business, labor, adult education and literacy, vocational rehabilitation, Wagner-Peyser/OWD, higher education, economic development, TANF, Other) The LWDB Certification Form may be used. See OWD Issuance 10-2018 Local Workforce Development Board Membership Requirements and Recertification Procedures under the Workforce Innovation and Opportunity Act. |

1. **LWDB Standing Committees**

List of all **standing committees** on a separate page in **Attachment 6**.

1. **LWDB Certification Letter (2019)**

Include in **Attachment 6** a copy of the current **LWDB certification letter**

**21. LWDB Bylaws**

The Board must review its by-laws annually and complete the “Local Workforce Development Board’s ATTESTATION FOR REVIEW OF BY-LAWS” form included near the end of this document. Include the Board’s current by-laws and the completed attestation form (copy is included in this guidance) as **Attachment 7** to the Plan.

**22. Conflict of Interest Policy**

Include the **Conflict of Interest Policy as Attachment 8** for Board members, staff, and contracted staff to follow. This should be the full COI policy that they sign, not just an attestation. See OWD Issuance 19-2016 Ethical Requirements for Chief Elected Officials and Local Workforce Development Boards.

**Local Planning & Fiscal Oversight**

**23. Local Fiscal Agent**

Identify the **Local Fiscal Agent**. Include contact information. Include the information as **Attachment 9**. See OWD Issuance 22-2015 Policy on Designation of a Local Fiscal Agent by the Chief Elected Official.

**24. Competitive Procurement**

Describe the competitive (procurement) process used to award the grants and contracts in the LWDA for activities carried out under Title I of WIOA, including the process to procure training services for Youth and any that are made as exceptions to the ITA process. Include the information on the following processes: advertisement/notification to prospective bidders, time period bidders have to respond to the solicitation, evaluation and award/non-award notification. This may include those pages from the Board’s procurement guidelines that describe the competitive-procurement process and the process to procure Youth training providers. Include the **Financial Procurement Policy as Attachment 10.**

**25. Duplicative Costs and Services**

1. **Eliminating Duplicative Administrative Costs**

Describe how the Board is working toward eliminating duplicative administrative costs to enable increased training investments.

1. **Eliminating Duplicative Services**

Identify how the Board ensures that services are not duplicated.

**26. Planning Budget Summaries (PBSs)**

Include the Planning Budget Summaries for Program Year 2020 and Fiscal Year 2021 in **Attachment 11** to the Plan. (Instruction for this planning item will be sent after the PY 2020 locally negotiated performance goals are finalized.)

**27. Complaint and Grievance Policy / EEO Policy**

Establish and define the local policy and procedure for Complaint and Grievance Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA. Both policies should be incorporated into the MOU and disseminated throughout the LWDA for all workforce development professionals to understand and implement. This should adhere to federal and state complaint and grievance guidance and policy. Include either a statement that the Board will follow the state policy or develop a local policy and include a copy as **Attachment 12** to the Plan. (See the State of Missouri Non-discrimination Plan. <https://jobs.mo.gov/sites/jobs/files/ndp_2019_summary_all_sections_and_elements_final_copy_with_bookmarks.pdf> )

**28. Planning Process and Partners**

The expectation is that the Board will involve business, organized labor, local public officials, community-based organizations, WIOA service providers, and other stakeholders in the development and review of this Plan. Describe the local plan development process, including how input for the Local Plan was obtained by all the partners involved in the MOU. Also, see **Attachment 33** - **Statement of Assurances.**

**29. Performance Negotiations**

Identify the local levels of performance negotiated with the Governor and CEO to be used to measure the performance of the Board and to be used by the Board for measuring the performance of the Local Fiscal Agent (where appropriate), eligible providers, and the One-Stop Delivery System in the LWDA.

**30. Public Comment**

Describe the process used by the Board to provide an opportunity for public comment, including comment by representatives of businesses and labor organizations, and input into the development of the Plan, prior to submission of the Plan. Provide an affidavit of proof of this public announcement for comment. See **Attachment 33** - **Statement of Assurances**

**31. Assurances**

Complete and sign the **“Statement of Assurances Certification” form** located in this guidance and include this as **Attachment 33** to the Plan.

**POLICIES**

**Local Policies and Requirements**

**32. Supportive Services Policy**

Please include the Board’s policy for **Supportive Services as Attachment 13** to enable individuals to participate in Title I activities. This policy must address the requirements in OWD Issuance 13-2017 Statewide Supportive Services Policy.

**33. Adult - Priority of Service**

Please include the Board’s policy for **Adult Priority of Service as** **Attachment 14**. Describe the process by which any priority will be applied by the One-Stop Operator as stated under WIOA sections133(b)(2) or (b)(3). The LWDB should explain its Adult Priority of Service to provide WIOA career services for jobseekers who are not low-income.

**34. Adult / Dislocated Worker - Training Expenditure Rate / Local Criteria for Training Recipients**

Provide your Board’s proposed training expenditure rates for both the Adult and Dislocated Worker regular formula fund allocations. In addition, describe the local process for determining who will receive training. Please include the **Training Expenditure Rates and Criteria Policy for Adults and Dislocated Workers as Attachment 15.**

**35. Youth – Eligibility**

Please provide the **Youth Barriers Eligibility Policy (OSY ISY additional assistance barrier) as Attachment 16.**

**36. Youth- Out of School Youth (OSY)**

Describe the Board’s strategy for addressing Out-of-School Youth (OSY). WIOA section 129(a)(1)(B)(VIII) establishes that an eligibility criteria for Out-of-School Youth is “a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.” Please explain how the Board will define, identify, document, and serve youth participants meeting this eligibility criteria.

**37. Youth- In School Youth (ISY)**

Describe the Board’s strategy for addressing In-School Youth (ISY). WIOA section 129(a)(1)(C)(VII) establishes that an eligibility criteria for In-School Youth is “an individual who requires additional assistance to complete an educational program or to secure and hold employment.” Please explain how the Board will define, identify, document, and serve youth participants meeting this eligibility criteria.

**38. Youth- 14 Data Elements**

Describe how the region will provide the 14 data elements including: roles, responsibilities, how the system works, and what the system looks like when put into practice in the region.  Also, list any organizations/entities that have an agreement with the region to provide one or more youth services.

**39. Youth- Incentive Payment Policy**

Describe the LWDAs youth incentive payment policy. Youth incentives must be tied to recognition of achievement related to work experiences, training, or education. Please include the **Youth Incentive Payment Policy as Attachment 17.**

**40. Veterans – Priority of Service**

Describe how veteran’s priority, as required by Public Law 107-288, will be incorporated into all programs. Please include the **Veterans Priority of Service Policy as Attachment 18.** See OWD Issuance 10-2016 Priority of Service for Veterans and Eligible Spouses.

**41. Basic Skills Assessment (Testing) Policy**

Describe the basic skills assessments for the LWDA. Include the **Basic Skills Assessments (Testing) Policy as Attachment 19**. See OWD Issuance 14-2016 Determining Basic Skills Deficiencies for Workforce Innovation and Opportunity Act Applicants/Participants.

**42. Individual Training Accounts (ITAs)**

Include a description of how training services outlined in WIOA sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts, and how the Local WDB will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided. Identify the funding limit for ITAs. Please include the **Individual Training Account (ITA) Policy as Attachment 20.** Also include **the Eligibility Policy for Individualized Career Services in Attachment 20.**

**43. Individuals with Disabilities**

Describe how the Board will ensure that the full array of One-Stop services is available and fully accessible to all individuals with disabilities. In particular, identify those resources that are available to assist in the provision of these services. Include the **Accessibility Policy for Persons with Disabilities as Attachment 21.** See OWD Issuance 12-2017 Minimum Standards for Assistive Technologies in Missouri Job Centers.

**44. Limited English Proficiency (LEP) – One-stop Services**

Describe how the Board will ensure that the full array of One-Stop services is available to all individuals with limited English proficiency. In particular, identify those resources that are available to assist in the provision of these services. Include the **Accessibility Policy for Persons with Limited English Proficiency as Attachment 22.** See OWD Issuance 06-2014 Access to Meaningful Services for Individuals with Limited English Proficiency (LEP) Policy

**45. Co-enrollment**

Describe how the Board promotes integration of services through co-enrollment processes. Please include your **Integration of Services Policy (Co-enrollment Policy) as Attachment 23**. See OWD Issuance 03-2019 Co-enrollment and Provision of Services by Workforce Staff Policy.

**46. Title II: Adult Education and Literacy (AEL)**

Provide a description of how the Board will coordinate workforce development activities with the Missouri Department of Elementary and Secondary Education (DESE) Title II provider(s) of AEL in the LWDA. Include a description of the alignment-review process for DESE Title II applications as required by WIOA section 108(b)(13). Please include the **Adult Education and Literacy Policy (AEL Policy) as Attachment 24.** See OWD Issuance 26-2015 Adult Education Classes to Prepare Workforce Customers to Achieve a High School Equivalency.

**47. Title IV: Vocational Rehabilitation / Rehabilitation Services for the Blind (VR/RSB)**

Title IV of the Rehabilitation Act includes both VR/RSB programs. Describe how the Board will coordinate workforce development activities with these programs. Boards are encouraged to develop a subcommittee on disability services. If the Board has a subcommittee, please describe it and the partnership activities with VR & RSB. Please include the **VR/RSB Coordination Policy as Attachment 25.**

**48. Registered Apprenticeship / ETPS**

Describe how the Board will identify and reach out to the Registered Apprenticeship training program sponsors within its LWDA. Boards must verify that the program is a Registered Apprenticeship sponsor with the DOL Office of Apprenticeship. Eligible Training Provider System guidance requires that Registered Apprenticeship training programs be contained in the state’s system. Describe the strategy the LWDA will use for addressing the apprenticeship program and monitoring progress. See OWD Issuance 21-2017 Statewide On-the-Job Training Policy and Guidelines. Please include the **Youth Apprenticeships Policy as Attachment 26.**

**49. Eligible Training Provider System (ETPS)**

A description of how the Board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants. Include the local workforce development board policy on selecting training providers from the State approved list for use by the local board; and include **Eligible Training Provider List (ETPL) Policy Attachment 27.** See OWD Issuance 11-2018 Local Eligible Training Provider Selection Policy.

**50. Follow-up Policy**

Follow-Up Career Services must be available to all Adult program and Dislocated Worker program participants for as long as 12 months after the first day of unsubsidized employment. Provide a description of the local strategy for follow-up services. See OWD Issuance 31-2017 Workforce Innovation and Opportunity Act Follow-Up Career Services.

**PROGRAM ELEMENTS**

**The WIOA Core Program Partners in Missouri are:**

* Adult Program -(Title I)
* Dislocated Worker Program (Title I)
* Youth Program (Title I)
* Adult Education and Family Literacy Act Program (AEL; Title II)
* Wagner-Peyser Act Program (Title III)
* Vocational Rehabilitation Program (VR; Title IV); and Rehabilitation Services for the Blind Program (RSB; Title IV)

**In addition to the above, the WIOA Combined State Plan Partners include employment and training activities carried out under:**

* Temporary Assistance for Needy Families (TANF; 42 U.S.C. 601 et seq.)
* The Supplemental Nutrition Assistance Program (SNAP; Programs authorized under Section 6(d)(4) of the Food and Nutrition Act of 2008 [7 U.S.C. 2015(d)(4)]; and
* Community Services Block Grant (CSBG; Programs authorized under the Community Services Block Grant Act [42 U.S.C. 9901 et seq.])

**Service Delivery**

**51. One-Stop Service Delivery**

Describe how the LWDA is assisting customers in making informed choices based on quality workforce information and accessing quality training providers. Provide a list of one-stop partner products and services available at each Missouri Job Center.

**Adult and Dislocated Workers**

**52. Title I - Employment and Training Products and Services**

Provide a description and assessment of the type and availability of all Adult and Dislocated Worker employment and training activities in the LWDA. Please include how the Board uses products and services, such as workshops, assessment products (Key Train, WorkKeys /National Career Readiness Certificate [NCRC], Talify, etc.) and jobseeker products (such as Résumé Builder, etc.), to engage customers and assist with their re-employment efforts.

**53. Unemployment Insurance Claimant Services (UI)**

Describe the strategies and services that will be used in the local area to strengthen linkages between the one-stop delivery system and unemployment insurance programs. Provide a description of how Unemployment Insurance claimants will be provided reemployment services. Include how Worker Profiling and Re-employment Services (WPRS) will be delivered on a weekly basis between the Office of Workforce Development and partner staff.

**54. On-the-Job Training (OJT)**

Describe the Board’s on-going strategies for promoting and increasing the number of participants in work-based learning and On-the-Job Training (OJT). Provide a summary of the results.

**55. Credential Attainment / WorkKeys Assessment**

Explain the Board’s strategies for increasing the attainment of credentials, degrees, and certificates by participants in your LWDA and any accommodations you have made to make attainment easier (i.e., collocation of AEL centers, extended hours, etc.). In addition, please describe the Board’s approach to ensuring every Missouri Job Center customer has the opportunity to take the WorkKeys assessments and obtain a NCRC. This should include how the Board collaborates with the local community college(s) in the LWDA to provide space and/or proctoring services for WorkKeys assessments on an as-needed basis.

**56. ETT Services / Layoff Aversion**

Describe how the Board coordinates with the LWDA’s Employment Transition Team Coordinators to ensure that information and services are delivered in a seamless fashion, including how pre-layoff services are coordinated and provided. In addition, please provide a description of the proactive measures that are taken to identify potential layoffs in the LWDA, how information is shared with LWDA’s Employment Transition Team Coordinators and how layoff aversion strategies are coordinated. See OWD Issuance 07-2015 Statewide Employment Transition Team Policy. **Include as Attachment 28 the DW Employment Transition Team Policy.**

**Youth**

**57. Youth Standing Committee Requirements**

WIOA allows for a Youth Standing Committee if its membership and expertise meets the WIOA requirements [(WIOA sec. 107(b)(4)(C)]. Please document whether the Board will designate a Youth Standing Committee. If a Youth Standing Committee is not designated, then the Plan needs to state that the Board is not using a Youth Standing Committee. Whether the Board retains responsibility and oversight of Youth services or a Standing Committee is established, the Board should describe how the Board or Youth Standing Committee will meet the requirements of 20 CFR §681.100 and §681.120.

**58. YSC Composition / Services / Procurement of Providers / Meeting Schedule & Agenda items**

1. Describe the composition of the Youth Standing Committee (if designated) and its participation in the design of Youth services in the LWDA
2. Describe the development of the Plan relating to Youth services
3. Provide an explanation of the YSC role in the procurement of Youth service providers, and recommending eligible Youth providers to the Board, ensuring the 14 elements are a part of the services planned and conducting oversight with respect to eligible Youth providers of Youth activities and the procurement of Youth service providers. See OWD Issuance 16-2014 WIOA Standing Youth Committees Requirements.
4. Also, provide information regarding the Youth Standing Committee meetings, such as any core agenda items that would be included, and the planned meeting schedule (i.e., the first Tuesday of every quarter, etc.).

**59. Youth Activities**

Provide a description and assessment of the types and availability of Youth activities in the LWDA, including an identification of successful providers of such activities. This description should include:

1. How the Youth activities in the LWDA are developed to ensure the 14 program elements are available within the LWDA;
2. The actual services provided by the LWDA for Youth, the element they represent, and how they fit within DOL’s themes (see TEGL 05-12) for the emphasis on serving Youth within a comprehensive Youth development approach;
3. The process for identification of Youth service providers;
4. The evaluation of service providers for performance and impact (please provide details on frequency and criteria);
5. The providers of the Youth services in the LWDA, including the areas and elements they provide;
6. How year-round services are provided to Youth 14–24 years of age that are still in high school or out of school;
7. An example of the flow of services for a Youth in the LWDA (please include all aspects, including intake, objective assessment process, assessment, coordination of services, follow-up, etc.)
8. The procedures for serving Youth that are most in need (homeless, disabled, offenders, etc.);
9. The identification of the partnerships and describe the coordination of services with other agencies within the LWDA.

**60. Innovative Service-Delivery Projects for OSY**

Provide a description of any innovative service-delivery projects for OSY currently operating in the LWDA or a project the Board is planning to implement. Describe the Board’s involvement in the projects, and the Board’s efforts to continue involvement and funding for the continuation of these projects.

**Agricultural Employment Services (AES)**

**61. Migrant and Seasonal Farmworkers / Agricultural Employment Services**

WIOA section 167 provides the framework for agricultural services delivery. National Farmworkers Jobs Program (NFJP) services and grants are implemented at 20 CFR Part 685, as proposed. The current Section 167 Grantee, UMOS—United Migrant Opportunity Services, must be included in the MOU as the NFJP partner. The Plan should address how the LWDB will cooperate with UMOS and the State Agricultural Employment Services office to provide employment and training services to this population.

**Business Services**

**62. Employer Engagement**

Describe the strategies and services that will be used in the LWDA facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.

**63. Services to Meet the Workforce Needs of Employers**

Describe how the Board coordinates and provides comprehensive and integrated workforce system services to businesses, including the development and delivery of innovative workforce services and strategies to meet the needs of area employers. Explain the collaboration with Missouri Job Center Jobs Teams to facilitate recruitment and meet business demand.

**64. Economic Development**

Describe how the Board will better coordinate workforce development programs with economic development including how the LWDB will promote entrepreneurial skills training and microenterprise services.

**65. Sector Strategy Initiative / Career Pathways**

Describe the Board’s sector-strategy initiative. Describe how the Board will be collaborating and aligning resources of all partners, public and private, toward developing a talent pipeline, and how that alignment will create meaningful career pathways for workers possessing skill levels serving important regional industries. Indicate how system services will be framed by industry sectors that are data driven, regionally designed, and guided by employers and how these strategies will be sustained. Include the methods the Board will be using to inform and engage key public and private stakeholders in the development of sector-strategies and career pathways.

**66. Business Services Plan**

Boards shall maintain a Business Services Plan, outlining team members, including WIOA core and combined partners, and the marketing and outreach roles and expectations of team members. The Business Services Plan also should outline the team’s purpose, goals, and policies and procedures to ensure seamless delivery of services, avoid duplication, and ensure feedback to the Board’s Job centers. The plan should explain how the services provided by business service staff will be recorded in the client case management system for the calculation of two types of Effectiveness in Serving Employers Measure. (1-number of businesses served and 2-market penetration of businesses in the area). Include the **Business Services Plan as Attachment 29**.

**Innovative Service Delivery Strategies**

**67. Missouri Re-entry Process /Ex-offender Initiative**

Describe how the LWDB will support the Missouri re-entry process / ex-offender initiative. Include the services to be provided for ex-offenders and the process to be used to identify employers willing to hire ex-offenders.

**68. Work-based Learning / Transitional Jobs**

Describe the Board’s innovative strategies for promoting and increasing enrollments in the work-based learning programs, such as Registered Apprenticeship, On-the-Job Training (OJT), Work Experience, Internships, Incumbent Worker Training, Transitional Jobs, and Customized Training. Include processes to target and encourage employer participation.

**69. Certified Work Ready Communities Initiative (CWRC)**

Describe the Board’s strategies for participating in the Certified Work Ready Communities initiative. Please include, if applicable, any counties in your LWDA that plan to apply for certification and what role the Board will play in the development and implementation of the plan.

**70. Trade Adjustment Assistance**

Describe the Board’s strategies for ensuring customers are aware of the Trade Adjustment Assistance (TAA) program and are co-enrolled into both WIOA Dislocated Worker and TAA, except in extenuating circumstances? (**Integration of Services or Co-enrollment Policy should be Attachment 23**)

**71. Missouri Community Colleges**

Describe how the Board will coordinate with the local community colleges. Please describe in depth the referral process of participants between the Community Colleges and Job Centers. Please include the **MOU (cooperative agreement) between the Board and Community Colleges** if your LWDA has any as **Attachment 30** to the Plan.

**72. Incumbent Worker Policy**

If the LWDB has an **Incumbent Worker Policy**, please include it as **Attachment 31**. If not please include a statement that the LWDB does not have an Incumbent Worker Policy.

**Strategies for Faith-based and Community-based Organizations**

**73. Faith-based Strategies**

Describe those activities to be undertaken to:

(1) increase the opportunities for participation of faith-based and community organizations as committed and active partners in the One-Stop Delivery System; and

(2) expand the access of faith-based and community-based organizations’ customers to the services offered by the One-Stops in the LWDA.

Outline efforts for conducting outreach campaigns to educate faith-based and community organizations about the attributes and objectives of the demand-driven workforce development system. Indicate how these resources can be strategically and effectively leveraged in the LWDA to help meet the objectives of WIOA.

**REGIONAL PLANS**

**Regional Planning Guidance**

**74. Regional Plans**

Missouri has designated 14 Local Workforce Development Areas (LWDAs). In accordance with WIOA sec. 106(c)(2), each of the LWDAs establish a Plan; however, collaboration must exist among the Kansas City and St. Louis Economic Regions for the creation of Regional Plans composed of the following:

1) For the Kansas City Region, one Regional Plan for the local planning areas of Kansas City and Vicinity Region and the East Jackson County Region; and

2) For the St. Louis Region, one Regional Plan for the local planning areas of: The City of St. Louis Region, the County of Saint Louis Region, the County of St. Charles Region, and the Jefferson/Franklin County Consortium Region.

While this establishes 14 Boards that are encouraged to collaborate, cooperate, and plan across common needs, they will not explicitly submit a Regional Plan. This establishes two Boards within the Kansas City Region that must contribute to a Regional Economic Plan for the Kansas City regional economy and four Boards within the St. Louis Region that must contribute to a Regional Economic Plan for the St. Louis regional economy.

Boards within the Kansas City and St. Louis regional economic planning areas must complete a regional planning requirement by including within each original LWDB Plan a Regional Economic Plan that is identically shared by all Boards in each economic region.

Include the **Regional Plan as** **Attachment 32**. Copies of Local Plans from other LWDAs in the region are not required for your Local Plan. Please submit the combined portion of the Regional Plan with signatures of the CEOs, Chairs and LWDB Directors.

NOTE:

Following approval of the Local Plan and Regional Plan, plans will be required to be posted on the LWDB website. Any updates or plan modifications will be required to be posted by the LWDB after approval.

Please keep a current Local Plan and Regional Plan, if applicable, available on your website at all times.

**REQUIRED ATTACHMENTS**

1. List of Comprehensive, Affiliate, Specialized and Other Centers and One Stop Operators
2. Local One-Stop Partner Information Form
3. Memorandum of Understanding with IFA and Cost Sharing Budgets with All Partner Signatures
4. Sub-state Monitoring Plan and Policy
5. Chief Elected Officials Consortium Agreement (optional), membership and bylaws
6. Local Workforce Development Board Membership List, Standing Committees, & Certification Letter
7. Local Workforce Development Board By-Laws and Attestation Form - **Form provided**
8. Conflict of Interest Policy - Local Workforce Development Board, Staff, and Contracted Staff
9. Local Fiscal Agent
10. Financial Procurement Policy / Financial (General) Policy
11. Planning Budget Summaries (PBS)
12. Complaints and Grievance Policy – Nondiscrimination, Programmatic
13. Supportive Services Policy – General, Needs Related Payments Policy for ADLT and DW
14. Adult Employment and Training Policy (Priority of Service Policy)
15. Expenditure Rates and Training Criteria Policy (ADLT & DW)
16. Youth Barriers Eligibility Policy – OSY ISY additional assistance barrier
17. Youth Incentive Payment Policy /Youth Monitoring of Stand Alone Programs Policy
18. Veterans Priority of Service Policy
19. Basic Skills Assessments (Testing) Policy
20. Individual Training Account (ITA) Policy & Eligibility Policy (Individualized Career Services)
21. Accessibility Policy – Persons with Disabilities
22. Accessibility Policy - Persons with Limited English Proficiency
23. Integration of Services Policy (Co-enrollment Policy)
24. Adult Education and Literacy Policy (AEL Policy)
25. VR/RSB Coordination Policy
26. Youth Apprenticeships Policy
27. ETPL Policy
28. (DW) Employment Transition Team Policy
29. Business Services Plan and Policy
30. MOU (Cooperative Agreement ) between the Community College & LWDB
31. Incumbent Worker Policy
32. Regional Plans (St. Louis / KC)
33. Statement of Assurances - **Form provided**

**Attachment 7**

**LOCAL WORKFORCE DEVELOPMENT BOARD**

**ATTESTATION FOR REVIEW OF BY-LAWS**

The following form must be completed and submitted to the Office of Workforce Development annually. The purpose of the form is to assure that all certified members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Development Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following local board members attest by their signatures that they have reviewed and understand the board’s current by-laws:

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(Insert name of Chair) Date (Insert name of member) Date

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(Insert name of member) Date (Insert name of member) Date

**Attachment 33**

**STATEMENT OF ASSURANCES CERTIFICATION**

The officials listed below certify through their signature that the region has met the following requirements:

☐Assures the local stakeholders (businesses, organized labor, public officials, community-based organizations and WIOA service providers) were involved in the development of this plan;

☐Assures a written agreement has been developed between the local workforce development board and the current one-stop operator(s);

☐Assures a written agreement has been developed between the chief elected official(s) and the local workforce development board;

☐Assures the chief elected official(s) agree(s) with the selection of the one-stop operator;

☐Assures the chief elected official(s) authorized the designation/selection of the region’s fiscal agent;

☐Assures the Governor and his administrative staff that all WDB members are nominated, and maintenance of membership over time is completed, on good faith and actions in compliance with the Office of Workforce Development WDB member certification OWD Issuance 10-2018.

☐Assures the CEO, LWDB members and LWDB staff have read and understand the Conflict of Interest policy; and

☐Assures the plan received a 30-day public comment period.

The (insert local workforce development area name) certifies that it has complied with all of the required components of the Workforce Innovation and Opportunity Act. The workforce area also assures that funds will be spent in accordance with the Workforce Innovation and Opportunity Act and its regulations, written U.S. Department of Labor guidance implementing this Act, and all other federal and state laws and regulations.

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Chief Elected Official (or CEO Chair Date

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Workforce Development Board Chair Date

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Workforce Development Board Director Date

#### LOCAL PLAN SUBMISSION PROCEDURES

#### Public Comment Process

Prior to submission, the local plans shall provide notice to the public of the plan’s availability for comment. Local regions are expected to involve business, organized labor, local public officials, community-based organizations, WIOA service providers and other stakeholders in the review of this plan. To ensure as many individuals as possible have an opportunity to comment, notice should also include any known groups representing the diversity of the population in the region. This public comment period shall consist of 30 days. The Local Board must submit any comments that express disagreement with the plan to the Governor along with the plan.

**Plan Submission Process**

The plan must be submitted electronically as a Microsoft Word file (.docx) or Adobe portable document file (.pdf) via email. DO NOT SCAN the document to an image .pdf file. It must be an accessible .pdf file. The file must be less than 10MB.

**REQUIRED: The electronic copy should be sent to** [**OWDLocalPlan@dhewd.mo.gov**](mailto:OWDLocalPlan@dhewd.mo.gov) .

Both Local Plans and the Regional Plans must be accompanied by a cover letter containing the signatures of the CEO(s), Chair(s) and LWDB Director(s). The Local Plan Guidelines (Attachment 1) are provided in a Word document for your convenience. Please utilize this list of requirements and questions. Add the LWDA answers below each section in **blue**.

An original copy of the plan should be sent to:

Department of Higher Education and Workforce Development

Office of Workforce Development

P.O. Box 1087

301 West High Street, Suite 870

Jefferson City, Missouri 65102-1087

**Deadline for local plan submissions is Monday, March 16, 2020, 5:00pm CST.**

**Plan Review Process**

Following submission of a local plan, the State anticipates a 90-day review process by the state’s Local Plan Review Team. If revisions are required, the LWDA CEO, LWDB Chair and LWDB Director will be notified. Formal notification of the plan’s approval will be sent via letter from the OWD Director to the LWDA CEO, LSDB Chair and LWDB Director.

**Submission of Final Approved Plan**

A complete copy of each area’s **final approved plan** must be submitted electronically to OWD within 30 days of receiving the plan approval letter. This electronic submission can be either an Adobe .pdf or Word .docx submitted via email. The email should be submitted to [OWDLocalPlan@dhewd.mo.gov](mailto:OWDLocalPlan@dhewd.mo.gov)

1. Individuals with barriers to employment include displaced homemakers; low-income individuals; Indians, Alaska Natives, and Native Hawaiians; individuals with disabilities, including youth who are individuals with disabilities; older individuals; ex-offenders; homeless individuals, or homeless children and youths; youth who are in or have aged out of the foster care system; individuals who are English-language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers; farmworkers (as defined at section 167(i) of WIOA and Training and Employment Guidance Letter No. 35-14); individuals within two years of exhausting lifetime eligibility under the Temporary Assistance for Needy Families (TANF) program; single parents (including single pregnant women); and long-term unemployed individuals. [↑](#footnote-ref-1)
2. Veterans, unemployed workers, and youth, and others that the State may identify. [↑](#footnote-ref-2)
3. Mandatory One-Stop partners: Each LWDA must have one comprehensive One-Stop Center that provides access to physical services of the core programs and other required partners. In addition to the core programs, for individuals with multiple needs to access the services, the following partner programs are required to provide access through the One-Stops: Temporary Assistance for Needy Families (TANF), Career and Technical Education (Perkins Act), Community Services Block Grant, Indian and Native American programs, Housing and Urban Development (HUD) Employment and Training programs, Job Corps, Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program, National Farmworker Jobs Program, Senior Community Service Employment Program, Trade Adjustment Assistance programs, Unemployment Insurance, Re-entry Programs, and YouthBuild. [↑](#footnote-ref-3)