

WIOA ePolicy Manual



A proud partner of the AmericanJobCenter® network



November 30, 2016

Why the Change?

- Develop a system that is consistent with today's technology
 - Allows viewing on desktops, laptops, tablets, and smartphones
- Organize policy into logical categories (chapters)
 - First four chapters are workforce system related
 - Remaining chapters focus more on WIOA Title IB
- Organize policy requirements into smaller sections
 - Directs user to specific guidance over sometimes lengthy documents
 - Allows for easier revisions when only minimal changes are required



WIA vs. WIOA

- Basic Updates of Information
 - WIA → WIOA, DCCA/DCEO → Department, BOWD → OET
 - Investment/Development → Innovation (LWIA and LWIB)
 - Regional Workforce Representative → Workforce Development Specialist
- References from the Act and Final Rules
- WIA to WIOA Crosswalk



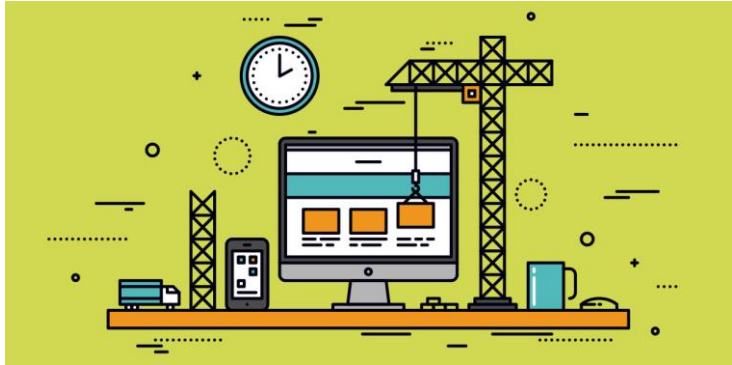
Policy Changes

- Added to Chapters and Sections
 - Chapter Overviews
 - Basic Section Introduction
- Removed from Written Policy Document
 - Purpose
 - Issuances Affected
 - Background
 - Contact Individuals
 - Action Required
 - Inquires
- Formal WIOA Notice to Outline this List to be Issued
 - WIA Policy
 - WIA Notices
 - TAILs



Development of ePolicy

- Site Creation
 - Illinois workNet
 - Local input
 - OET
- Site Updates
 - Your Input!!



5

Accessing WIOA ePolicy

Think of WIOA ePolicy as an e-book! You have the ability to jump to a specific chapter or section using the Policy Chapters and Sections menu. Or, if you're not sure what you're looking for, you can flip through each chapter and section, one policy at a time using the left/right arrows.



Go to www.illinoisworknet.com/DCEOPolicies to get started.

6

Viewing Current WIOA Policy Listing

You can view the policy listing in multiple ways from the WIOA Policy home page:

1. Chapter and Section Listing
2. A-Z Listing
3. Archived Only
4. Print View

7

A-Z View

The A-Z view only shows you current policy, so the letters across the top will only be used if there is a policy that starts with that letter.

You can:

1. Click on a letter at the top to see only policy that starts with that letter.
2. Sort each column:
 - Chapter/Section – Sort numerically smallest-largest or largest-smallest
 - Title – Sort alphabetically from A-Z or Z-A

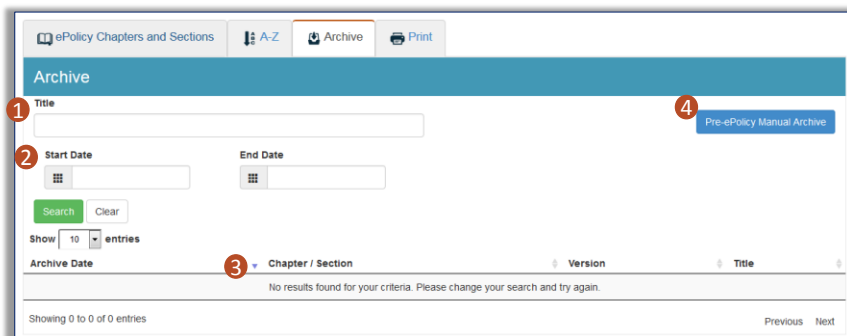
8

Archived Only View

The archived only view shows all policy which has been rescinded or has expired.

You can:

1. Search by policy Title
2. Search by Date
3. Sort columns by:
 - Archive Date – newest-oldest or oldest-newest
 - Chapter/Section – numerically from smallest-largest or largest-smallest
 - Version – numerically from smallest-largest or largest-smallest
 - Title – alphabetically from A-Z or Z-A
4. View Pre-ePolicy Manual Archive



9

Print View

The print view allows you to print policy, without limitations, which means you can print the whole ePolicy book if needed.

To print:

1. Select all the policy you need to print by checking the box next to each
 - You can show/hide the menu once you've selected policy
2. Click the Print icon
3. Select your Printing Preferences and Print
4. Print Table of Contents Only when needed.



10

WIOA Policy – Chapter and Section Menu

Within each policy, there is a Policy Chapter and Sections Menu that allows you to select any specific policy chapter or section to go to. The arrow will expand or collapse a chapter. On mobile, the menu button is in the bottom, right.

Desktop View:

Mobile View:

WIOA Policy – Policy Information

On each page you will find all of the information related to that policy:

1. Title
2. Chapter/Section
3. Effective and Expiration Date
4. Revision Date – this is the date the policy was last changed.
5. Status – this will either be current, expired, or rescinded.
6. Version – once there is more than one version, the version drop-down option will appear to easily move between versions of the same policy.
7. Related Tags – if you click on this tag you will be directed to the search page with all items with this tag showing.
8. Policy Text

CEO Agreement for CEOs of Multiple Counties

Chapter: 1 **Section:** 2.1
Effective Date: 12/4/2015
Expiration Date: Continuing
Revision Date: 9/27/2016 11:10:20 AM
Status: Current
Version: 1
Tags: CEO Agreement

1. All LWIAs comprised of more than one unit of general local government must establish a written agreement, known as a **CEO Agreement**, among the CEOs in the **LWIA**. At a minimum, this written agreement shall:

- a. Describe the process and method CEO(s) will use to appoint members of the Local Workforce Board (**LWLB**), including each individual CEO's role in the appointment process and how appointments will be distributed between or among CEOs in the **Local Workforce Innovation Area**;
- b. Name the entity CEOs designate as grant **Recipient** or grant subrecipient;
- c. Name the entity CEOs designate as fiscal agent in the local workforce area;
- d. Identify the method, formula or other basis on which each unit of general local government's liability for misspent funds or disallowed costs will be determined, including acknowledging that any required repayment of funds must be made from non-federal fund sources;
- e. Define the process and method to be used to make all other significant decisions required pursuant to the responsibilities of CEOs under **WIOA**, including any formula or other method for weighted voting to which the CEOs agree;
- f. Specify how the CEOs will fulfill their responsibilities to partner with the LWLB to develop and submit the local and regional plans, provide WIOA program oversight, select one-stop operators, approve the LWLB budget, approve "additional" one-stop partners, and agree on the **Memorandum of Understanding**; and
- g. Describe how the CEOs will consult with the state to negotiate local performance measures; coordinate the development of a reorganization plan following any LWB decertification; provide **Rapid Response** activities; establish fiscal and accountability management systems; and consult with the **Governor** or the Secretary of Labor concerning activities in the **Local Area** funded by the State or US **Department of Labor**.

WIOA Policy – Flip Through ePolicy

OR you can use the left/right arrows to flip through each policy one at a time within the ePolicy

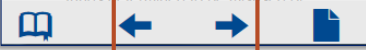
Desktop View:

- The *Workforce Innovation and Opportunity Act* (WIOA) vests local chief elected officials (CEOs) with significant authority to provide leadership in the development, operation and performance of local *Workforce Development* programs. Under WIOA, local chief elected officials:
 - Serve as grant *Recipient* for WIOA funds or to designate an alternative entity as grant subrecipient or fiscal agent; (Refer to the *Chief Elected Official* Delegation of Authority and Acknowledgment of Financial Liability section of this policy manual.)
 - Assume financial liability for any grant funds determined to be misused or unallowable even when alternate grant subrecipients or fiscal agents are appointed. (Refer to the Chief Elected Official Delegation of Authority and Acknowledgment of Financial Liability section of this policy manual.)
 - Appoint members of local workforce innovation board; and
 - Approve all significant actions of local workforce innovation board, including the board's competitive selection of a *One-Stop Center* operator, the negotiated local *Memorandum of Understanding*, the board's desire to provide *Career Services* prior to requesting approval from the *Governor* and the local workforce innovation board budget.
- WIOA also positions chief elected officials to consult with the Governor regarding significant structural, planning, operational and performance matters pertaining to the delivery of workforce services, including consultation related to:
 - Designation of local areas;
 - Identification of planning regions;



Mobile View:

- The *Workforce Innovation and Opportunity Act* (WIOA) vests local chief elected officials (CEOs) with significant authority to provide leadership in the development, operation and performance of local *Workforce Development* programs. Under WIOA, local chief elected officials:
 - Serve as grant *Recipient* for WIOA funds or to designate an alternative entity as grant subrecipient or fiscal agent; (Refer to the *Chief Elected Official* Delegation of Authority and Acknowledgment of Financial Liability section of this policy manual.)
 - Assume financial liability for any grant funds determined to be misused or



WIOA Policy – Related Resources Menu

Related resources for each Policy may include resources, policy/references, attachments, forms, instructions, & templates, notices, and contacts. This menu will show you how many of each are available and allow for preview and download at any time.

Desktop View:

- Resources (4) +
- Policy/References (2) +
- Attachments (0) +
- Forms, Instructions, & Templates (7) +
- Notices (1) +
- Contacts (2) +

- Resources (4) +
- Policy/References (2) +
- Attachments (0) +
- Forms, Instructions, & Templates (7) -
 - LWIB Form 001 - Nomination Form
 - LWIB Form 001 Nomination Form Instructions Revised
 - LWIB Form 002 - Appointment-Reappointment Form
 - LWIB Form 002 Appointment-Reappointment Form Instructions Revised
 - LWIB Form 003 - Composition Summary Form
 - LWIB Form 003 Composition Summary Form Instructions Revised
 - LWIB Form 004 - CEO Addendum
- Notices (1) +
- Contacts (2) +

Mobile View:

- Resources (4) +
- Policy/References (2) -
- The Americans with Disabilities Act of 1990
- WIOA Section 188 - Administration, Nondiscrimination
- Attachments (0) +
- Forms, Instructions, & Templates (7) +
- Notices (1) +
- Contacts (2) +

WIOA Policy – Related Resources Preview

When you select one of the related resources, you are provided with a pop-up preview with the ability to flip through the attachments using the left/right arrows. You are also able to “download all” related resources at once, or one at a time.



Download All Icon



Download One Icon

WIOA Policy – Additional Tools

For each policy, you will also have the ability to:

1. **Bookmark** – if you're logged in with an Illinois workNet account this button will allow you to bookmark the policy you are currently on so you can easily access anytime from your Dashboard (account required).
2. **Download All** – this button will download all related materials to that policy.
3. **Print** – this button will allow you to print the current policy you are in.

Contacts

The Contacts page provides you with the list of Illinois Department of Commerce staff that can be contacted when needed.

For each contact, you will find:

1. Name
2. Email
3. Additional Contacts
4. Policy Areas
5. Assignment Areas
6. Contact Info
 - Phone
 - Organization
 - Address

Related Materials

The Related Materials page brings in all attachments, forms, instructions & templates, notices, and resources/references that have been associated with a Policy.

Glossary

The Glossary page provides all terms in alpha order, with the ability to view by letter or acronyms only.

Glossary

[All](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [Y](#) | [Acronyms](#)

Academic Remediation
(See Remedial Training)

ATIM
Accelerated Training for Illinois Manufacturing

Access
With regard to a specific set of services provided by required program partners under WIOA that must be made available in comprehensive one-stop centers, means (1) program staff physically present at the location; (2) staff physically present at the one-stop from any partner program appropriately trained to provide information to customers about the programs, services, and activities available through partner programs, such as the types of services that program provides and whether the services might meet the individual's needs; or (3) providing direct linkage through technology (i.e., through phone or real-time Web-based communication) to someone who can either provide the program services, or provide information such as how to apply for the program, or how to begin receiving services.

Accreditation
Notation by a recognized authority regarding the quality of training offered by educational institutions and programs. Institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. Accrediting agencies and associations are nationally recognized by the Secretary, U.S. Department of Education. For Illinois, the regional accrediting association is the North Central Association. Specialized accreditation normally applies to evaluation of programs, departments, or schools that usually are part of a total collegiate or other postsecondary institutions.

Accrued Expenditures
The charges incurred by the grantee during a given period requiring the provision of funds for: a) goods and other tangible property received; b) services performed by employees, contractors, subgrantees, subcontractors, and other payees; and c) other amounts becoming owed (by the grantee) under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit payments [29 CFR 97.3].

19

Timeline & Follow

The Timeline & Follow page on WIOA Policy serves multiple purposes.

1. Timeline – see all updates that have been made to WIOA Policy. This includes new policy, changed policy, and rescinded or expired policy.
2. Follow – subscribe to receive email notifications when changes are made.

Timeline & Follow

Daily
Weekly

Follow Workforce Policies
Save

Title

Start Date

End Date

Search Clear

Show 10 entries

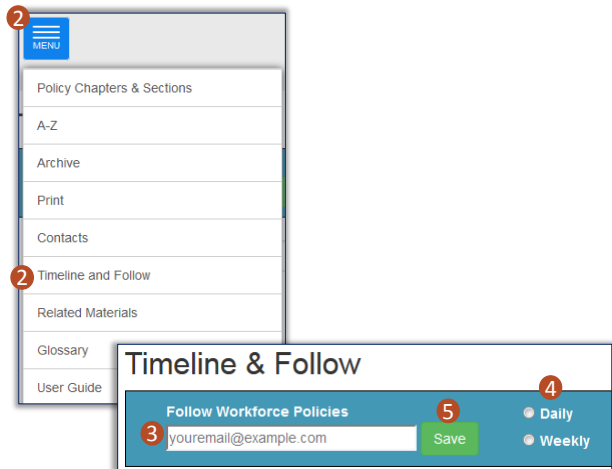
Date	Chapter / Section	Version	Title	Status	Comment
11/29/2016	4.1.1.1	1	Required Partners	Current	
11/29/2016	3.1.1	1	Recognized Postsecondary Credentials	Current	
11/29/2016	7.2.4	1	Class-Size Training	Current	
11/29/2016	7.4.2	1	Policy Guidelines for Determining Amounts of Needs-Related Payments	Current	
11/29/2016	7.4.1	1	Needs-Related Payments (NRP)	Current	
11/29/2016	7.2.2.3.3	1	IWT Matching and Allowable Costs	Current	
11/29/2016	7.2.2.1.1.5	1	IJT Participant Eligibility	Current	
11/28/2016	1.4.1	1	LWB Composition	Current	
11/28/2016	2.2	1	Local Plan Requirements	Current	
11/28/2016	2.1	1	Regional Plan Requirements	Current	

Showing 1 to 10 of 254 entries
Previous 1 2 3 4 5 ... 26 Next

Steps to Subscribe

You can sign up to receive daily or weekly WIOA Policy notification emails. Follow these steps:

1. Go to www.illinoisworknet.com/DCEOPolicies
2. Click the Menu and select Timeline and Follow
3. Enter your email in the subscription field
4. Select how often you want to receive emails
5. Click Save
6. Check your email to click the email verification link



21

If you have any questions or comments regarding the new WIOA ePolicy Manual, please email info@siuccwd.com.

Sponsored by the Illinois Department of Commerce and Economic Opportunity



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING



22