

April 20, 2018



Roles and Responsibilities of
Adult Education and Required
One-Stop Partners
April 20, 2018

Overview



- Governor's Guidelines
 - MOU Process for PY18
 - Reconciliation Process for PY17
- Direct Linkage
- One-Stop Certification

Governor's Guidelines

Updated Guidance



- MOUs good for three years
- One-stop operating budgets must be negotiated annually
- Reconciliation of PY17 shared costs – in progress
- Infrastructure cost-sharing requirements expand to affiliate and specialized centers in PY18
- Costs of one-stop operators must be reflected in the PY18 annual budget

TEGL 17-16 https://wdr.doleta.gov/directives/corr_doc.cfm?docn=4968

TEGL 15-16 https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8116

Purpose of Supplemental Guidance PY 17 Reconciliation



- Provide guidance for reconciliation of PY 17 shared costs.
 - Reconciliation must occur at least semi-annually.
 - Reconciliation of budgeted to actual shared costs is based on actual costs incurred compared with budgeted amounts of each line item.
 - The LWIB is responsible for ensuring reconciliation of budgeted to actual shared costs occurs at least semi-annually.
 - The local board designates the individual or entity that will actually lead and perform the reconciliation.
 - An amendment to the MOU is required in some situations:
 - Increase by 15% of the budgeted amount
 - Increase by more than 10% of the total budget

Purpose of Supplemental Guidance for PY18



1. Clarify timelines and requirements specific to PY 18 budget negotiations.
2. Affirm affiliate and specialized centers are subject to cost sharing requirements in PY 18.
3. Make technical changes.
4. Provide a new “outcome report” for annual budget and a new budget spreadsheet template.

Timeline



PY 18 (SFY 19) Timeline	Activity
January 1, 2018	<ul style="list-style-type: none">• PY 18 local negotiation of shared costs for comprehensive one-stop centers, affiliates and specialized centers began
April 15, 2018	<ul style="list-style-type: none">• Local budget negotiations end• New Outcome Report of Annual Budget Negotiation for PY 18 due• Draft one-stop delivery system budget spreadsheet due
July 1, 2018	<ul style="list-style-type: none">• Signed, amended MOU incorporating the PY 18 one-stop operating budget submitted to Mike Baker at Commerce

We are here

Remediation Timeline



PY18 (SFY 19) Timeline	Activity
May 1, 2018	<ul style="list-style-type: none">• 30-day remediation period begins for local areas not in agreement
May 31, 2018	<ul style="list-style-type: none">• LWIAs at impasse on cost sharing are referred to Governor's Office
June 15, 2018	<ul style="list-style-type: none">• Governor determines each required partner's share of costs for local areas that did not reach agreement

Infrastructure Requirements for Affiliate and Specialized Centers



- **New:** Infrastructure cost sharing requirements will apply to affiliate and specialized centers in PY 18, starting July 1, 2018.
 - This includes requirements for periodic reconciliation of budgeted to actual costs.
- State policy defining affiliate centers is under development.

In the meantime, the Supplemental Guidance says:

“Infrastructure costs must be shared proportionately among all required partners agreeing to provide services in any service location that a local workforce board designates as an affiliate or specialized center.”

New Outcome Report of Annual Budget Negotiations for PY 2018



ATTACHMENT 3
OUTCOME REPORT OF ANNUAL BUDGET NEGOTIATIONS FOR PY 2018 (SFY 2019)

Local Workforce Innovation Area: _____

- Notice is provided to the Governor as required by 20 CFR 678.725 that required partners in this local area have reached agreement on an annual one-stop operating budget, including how infrastructure costs will be funded for each service location for the year beginning July 1, 2018.

OR

- Notice is provided to the Governor as required by 20 CFR 678.725 that, despite every effort, required partners in this local area did not reach agreement on an annual one-stop operating budget for the period beginning July 1, 2018.

Select which reason for disagreement applies.

Failure to agree for reasons other than infrastructure costs

- Listed below are the program partners that did not agree and a summary of the main reasons for their inability to agree.

Program Partner Name	Reasons
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>

Failure to agree on the Infrastructure Funding Agreement for a service location

- The inability to reach agreement is because one or more partners do not agree with the Infrastructure Funding Agreement specific to a service location for the program year beginning July 1, 2018. Listed below are the program partners that did not agree to the budget for shared infrastructure costs, the applicable service location, and a summary of the reasons for their inability to agree.

Program Partner Name	Reasons
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>

Failure to agree on how infrastructure costs in the agreed-upon budget are allocated among partners

- The inability to reach agreement is because one or more partners do not agree with the infrastructure costs being allocated to them for a particular service location for the program year beginning July 1, 2018. Listed below are the program partners that did not agree to their allocation of infrastructure costs, the applicable service location, and a summary of the reasons for their inability to agree.

Program Partner Name	Reasons
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>
3. <input type="checkbox"/>	<input type="checkbox"/>

Signatures:

Chair, Local Workforce Innovation Board

Chief Elected Official

Chief Elected Official

Chief Elected Official

Chief Elected Official

A completed and signed copy of this OUTCOME REPORT FOR ANNUAL BUDGET NEGOTIATIONS FOR PY18 and a draft one-stop operating budget must be submitted by April 15, 2018 to:

Michael Baker
Manager – Strategic Planning & Innovation
Office of Employment & Training
Illinois Department of Commerce and Economic Opportunity
wioaplans-mous@illinoisworknet.com
O: 217-558-6423

Review of MOU Template Changes



1. Affirm in the narrative that each required partner meets the minimum FTE commitment of .25 FTEs in each service location.
2. Describe in the narrative the purpose and source of any non-cash contributions, third-party in-kind contributions and contributions toward the one-stop operator to align with the one-stop operating budget.
3. Affirm in the narrative that the local workforce board will ensure that a designated entity will reconcile budgeted to actual shared costs in the one-stop operating budget at least semi-annually.
4. Complete an “Outcome Report for Annual Budget Negotiations for PY18,” and submit the completed form with a draft one-stop operating budget.
5. “Parties to the MOU” is revised to affirm that each required partner should list the entity (i.e., partner agency) administering the program.
6. Section 4 “MOU Development” is revised to include a statement that all required partners agree to the content of the MOU and the annual budget.

Questions?

Direct Linkage

Direct Linkage as defined in State and Federal Guidance



20 CFR Part 678.305

(c) Customers must have *access* to programs, services and activities during regular business days at a Comprehensive One-Stop Center.

(d) “Access” to each partner program and its services means:

- Having a program staff member physically present at the one-stop center;
- Having a staff member from a different partner program physically present at the one-stop center appropriately trained to provide information to customers about the programs, services, and activities available through partner programs; or
- ***Making available a direct linkage through technology to program staff who can provide meaningful information or services.***

What is Direct Linkage?



- (i) A “direct linkage” means providing direct connection at the one-stop center, within a reasonable time, by phone or through a real-time Web-based communication to a program staff member who can provide program information or services to the customer.

- (ii) A “direct linkage” cannot exclusively be providing a phone number or computer Web site or providing information, pamphlets, or materials.

Direct Linkage in Illinois



Core component	Additional Requirements
<p>1. Direct connection at the one-stop center via phone or web-based communication</p>	<p>By phone:</p> <ul style="list-style-type: none"> a. A specific, dedicated phone number b. Phone coverage during normal business hours on all normal business days c. Voicemail or other capability enabling customers to leave a message if access to services via phone is unavailable at the time of contact <p>By video:</p> <ul style="list-style-type: none"> a. High-speed Internet capability b. Dedicated, computer-enabled communications access between devices at two or more locations c. Communications via two-way real-time video and audio transmission d. Back-up capability, instructions or appointment scheduling if access to services via video is unavailable at the time of contact e. Examples: <ul style="list-style-type: none"> 1. Skype 2. Zoom 3. Go-to-meeting
<p>2. Reasonable period of time</p>	<ul style="list-style-type: none"> a. Immediate, on-demand access as the norm b. Contact initiated within 24 hours if service via direct linkage was unavailable at the time of initial contact from the customer
<p>2. Program staff member who can provide information or services to the customer</p>	<ul style="list-style-type: none"> a. Specifically identified required partner staff person(s) who are: <ul style="list-style-type: none"> 1. Trained and knowledgeable regarding the required partner's services and programs, and 2. For whom providing services via direct linkage is a formal part of his/her job duties

The specific method(s) used to provide services through technology via a direct linkage must be accessible to individuals with disabilities.

Ensuring Federal and State Compliance Moving Forward



- State-level partners are currently checking in with local level staff to ensure staff understands the basic tenets of direct linkage.
- Developing simple protocol for State level to check-in at the local level periodically
- Checklist being disseminated to local partner staff from the State level
- Expanding upon guidance in MOU Template in next Governor's Guidelines revision or when Supplemental Guidance is next issued

Questions?

One-Stop Certification

Certification of One-Stop Centers Policy



- WIOA requires State workforce development boards, in consultation with chief local elected officials and local workforce development boards, to establish objective criteria and procedures to certify local comprehensive one-stop centers.
- Policy issued in Illinois on January 12, 2018.
- For PY16 only applicable to centers requesting certification as a comprehensive one-stop center (although affiliate and specialized centers could opt to be a part of the certification process)
- Certifications approved by July 1, 2017 are valid through June 30, 2020, unless changes in Federal or State policy require earlier recertification

Certification of One-Stop Centers:

<https://apps.il-work-net.com/WIOAPolicy/Policy/Index?id=358&Version=3>

Questions?

General Resources



Illinois workNet

<https://www.illinoisworknet.com/>

Illinois workNet Service Finder

<https://www.illinoisworknet.com/Connect/Pages/LocationSearch.aspx>

General Resources



To join the WIOA Wednesday Webinar distribution list contact:

camerons@kebcpa.com

WIOA Implementation Portal:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/WIOA-Implementation.aspx>

WIOA Frequently Asked Questions:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Advisory-Group-FAQ.aspx>

PY 18 MOU and PY 17 Reconciliation Resources



Governor's Guidelines and supporting documents:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

Handbook for Conducting Periodic Reconciliation:

<https://www.illinoisworknet.com/DownloadPrint/Handbook%20for%20Conducting%20Periodic%20Reconciliation%20for%20PY%202017.pdf>

WIOA ePolicy homepage:

<https://apps.il-work-net.com/WIOAPolicy/Policy/Home>

Certification of One-Stop Centers:

<https://apps.il-work-net.com/WIOAPolicy/Policy/Index?id=358&Version=3>

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