

Policy & Planning Committee

Summary of Local Policy Changes:

Local Policy #22 – After the recent monitoring it was determined that our Work Experience policy did not clearly specify all of the expectations associated with providing participants with work experience. The time frames were clearly listed in Policy #16, but the procedure to follow was lacking – for example no mention was made as to who was responsible for monitoring the worksite or how often the monitoring should be completed. Generally speaking the case manager was at the site bi-weekly to deliver checks, but no formal document was completed. With this modification to the policy we are trying to be more specific.

Local Policy # 11 – This policy is also being revised as a direct result of the monitoring. It has been completely rewritten. Previously, the list of services offered were for youth rather than adult & dislocated worker participants and not considered career services by WIOA policy. The majority of the language contained in this rewrite was directly from the TEGL.

Local Policy #19 – Again as a direct result of the monitoring, the definitions of program services was clearly stated (language directly from WIOA Regulations on DCEO web site) this was missing from the original policy causing some confusion with our service providers (page 2 & 3). Additionally, the original policy neglected to clearly state how often follow up service contact should occur. DCEO recommends quarterly contact, but leave the actual decision to the LWIB. We went for the quarterly time frame, but providers can do it more often if the participant's circumstances warrants additional contact. We also specified the approved method of contact and reminded that it needed to be two-way contact – a called and left a message case note does not a contact. (Page 3 & 4)