

OUTLINE FOR
COMPLETING THE LOCAL WORKFORCE INVESTMENT PLAN
WORKFORCE INVESTMENT ACT

JULY 1, 2005 – JUNE 30, 2007

EXECUTIVE SUMMARY

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- E. CERTIFICATION PROCESS FOR ONE-STOP PARTNERS
- F. MANDATORY ONE-STOP PARTNERS EMPLOYMENT AND TRAINING ACTIVITIES (INCLUDE DESCRIPTION OF FAITH-BASED AND COMMUNITY INITIATIVES AND THE GREATER FOCUS ON SERVING OUT-OF-SCHOOL AND AT-RISK YOUTH

G. OPTIONAL ONE-STOP PARTNERS EMPLOYMENT AND TRAINING ACTIVITIES

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(INCLUDE INFORMATION ON THE FORM PROVIDED)

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BY-LAWS

INTERLOCAL AGREEMENT

FISCAL AGENT DESIGN/ADMINISTRATIVE ENTITY/ONE-STOP OPERATOR
(INCLUDE INFORMATION ON THE FORM PROVIDED)

LIST OF ONE-STOP MEMORANDUM(S) OF UNDERSTANDING – SEND A COPY OF WHAT YOU ARE USING. YOU DO NOT HAVE TO SEND A COPY OF EVERY MOU

WELFARE TRANSITION PLAN

PLAN COMMENTS, IF ANY

Below is a list of key amendments from Senate Bill 1650, relating to Workforce Innovation. This list (not intended to be final, exhaustive or official) is provided to assist in the development of your 2-year plan. The text of the bill may be viewed at www.flsenate.gov/session/index.cfm , click on bills, then 1650.

- Deleting some now obsolete language needed for initial start-up/transition of AWI and WFI, e.g. an initial transition review by OPPAGA.

- Limiting the Chair and members of the WFI Board to 2 three-year terms; setting up staggered terms for appointment by the Governor beginning July 1, 2005.

- Simplifying nomination procedures for private sector WFI Board members; requiring at least 5 to have economic development experience.

- Allowing the WFI Board and Regional Workforce Boards to conduct meetings by telecommunications media (phone conference, video, etc.) while preserving public access.

- Eliminating statutory enumeration of 3 Councils previously required to be appointed/maintained by WFI.

- Eliminating references to inoperative programs/partners like USDOL's Welfare-to-Work grants, CSBG training grants, etc.

- Giving WFI authority to establish a dispute-resolution process regarding contracts/agreements between AWI and RWBs.

- Specifying that the WFI Workforce strategies will include assistance to employers in upgrading skills of incumbent/employed workers

- Eliminating the prior 15% RWB expenditure requirement for after school care programs, including those offered by FBCOs.

- Requiring WFI to establish and submit an operational plan to implement the state strategic plan (presumably not the 2-Year WIA Plan)

- Specifying that the required RWB Board member representing any military installations is to be a nonvoting member.

- Reiterating that RWBs are subject to chapters 119 and 286, F.S. and s. 24, Art. I of the Florida Constitution re Sunshine, Ethics, Conflict and Financial Reporting.

- Limiting RWB chairs to 2 two-year terms; allowing RWB committees to comply with state and federal requirements (eliminating mandate re RWB committees for First/First, Better/Better, and High/High)

- Exempting RWBs from Chapters 120 and 287 re APA and procurement; requiring them to comply with federal law; allowing purchase of awards and promotional materials as permitted by federal law.

-Requiring WFI to develop and report to the Legislature on a system for encouraging the leveraging of appropriated workforce funds.

-Repealing multiple prior sections of Chapters 445 and 446 to delete reference to obsolete, unfunded or otherwise inoperative programs such as Careers for Florida Future, Welfare-to-Work Challenge Grants, and the ill-fated "Florida Youth-at-Risk 2000" pilot that never took off.

REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP

The certification of membership of the Regional Workforce boards is conducted per Public Law 105-220 Title I Section 117 (c)2, Workforce Investment Act of 1998. The certification of the RWB is conducted by Workforce Florida to determine whether or not the composition and appointments are consistent with the provisions of the state and federal law and regulations. Each RWB will be reviewed to ensure its compliance with representation requirements. Information should reflect the present board status and any major changes that may occur on or before July 1, 2005.

Per Title I Section 117 (b) of the Workforce Investment Act of 1998 – Public Law 105-220, at a minimum, the membership of the Regional Workforce Board (RWB) requires:

A majority of local area business representatives who are nominated by local business organizations and business trade associations;

Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such exist) nominated by regional or local educational agencies, institutions, or organizations representing local educational entities;

Representatives of labor organizations, nominated by local labor federations;

Representatives of community-based organizations, including organizations representing individuals with disabilities and veterans;

Representatives of economic development agencies; and

Representatives of each of the one-stop partners

Chapter 2000-165 Laws of Florida requires

One representative from a *nonpublic postsecondary educational institution* that is an authorized individual training account provider within the region and *confers certificates and diplomas*,

One representative from a *nonpublic postsecondary educational institution* that is an authorized individual training account provider within the region and *confers degrees*, and

Three representatives of organized labor.

Chapter 2001-175 Laws of Florida states

It is the intent of the Legislature that, whenever possible and to the greatest extent practicable, membership of a Regional Workforce Board include persons who are current or former recipients of welfare transition assistance . . . or workforce services.

Also, SB 1650

specifies that the required RWB Board member representing any military installation be a non-voting member

limits the RWB chairperson to 2 two-year terms;

The importance of minority and gender representation should be considered when making appointments to the board.

AREA(S) OF REPRESENTATION CODES

BU – Business

CBOD –Community-based Organizations representing individuals with disabilities

CBOV – Community-based Organizations representing veterans

EA – Education

ED – Economic Development

MIL – Military Installation Representative (Effects regions 1, 2, 4, 8, 13, 15, 23)

NPEAC – Nonpublic Postsecondary Educational Institution, confers certificates and diplomas
(IF NOT IN THE REGION PLEASE INDICATE)

NPEAD – Nonpublic Postsecondary Educational Institution, confers degrees
(IF NOT IN THE REGION; PLEASE INDICATE)

NV – Non-voting member

OL – Organized Labor

OSPM – One-Stop Partner, Mandatory (to include VR, DCF, Elder Services)

OSPO – One-Stop Partner, Optional

WT/WS – Current or former recipient of welfare transition assistance or workforce services

DEMOGRAPHICS CODES

GENDER CODES

M – male

F – female

ETHNIC CODES

W – white (not Hispanic)

B – black/African American (not Hispanic)

H – Hispanic

O – other

OTHER CODES

D – disabled individual

OI – older individual

V - veteran

SIGNATURE PAGE

This plan represents the _____ Workforce Board's efforts to maximize resources available under Title I of the Workforce Investment Act (WIA) of 1998, the Wagner-Peyser Act and the Welfare Transition Act and to coordinate these resources with other State and local programs in the following geographical workforce investment area: _____ counties.

This comprehensive plan is submitted for the period July 1, 2005 through June 30, 2007 in accordance with the provisions of the Workforce Investment Act, the Wagner-Peyser Act and the Welfare Transition Act. We further certify that we will operate our Workforce Investment Act, Wagner-Peyser Act and Welfare Transition programs in accordance with this plan and applicable federal and state laws and regulations.

WORKFORCE BOARD CHAIRPERSON

Signature

Name (printed or typed)

Title

Date

CHIEF ELECTED OFFICIAL

Signature

Name (printed or typed)

Title

Date

NAME OF REGIONAL WORKFORCE BOARD (RWB)

NAME AND TITLE OF RWB CHAIRPERSON

NAME AND TITLE OF RWB STAFF DIRECTOR OR MAIN CONTACT PERSON

ADDRESS OF RWB CHAIRPERSON

ADDRESS OF RWB STAFF DIRECTOR OR MAIN CONTACT PERSON

Telephone Number:

Telephone Number:

Facsimile Number:

Facsimile Number:

E-mail Address:

E-mail Address:

NAME OF RWB ONE-STOP OPERATOR

NAME OF RWB FISCAL AGENT

ADDRESS OF RWB ONE-STOP OPERATOR	ADDRESS OF RWB FISCAL AGENT
Telephone Number:	Telephone Number:
Facsimile Number:	Facsimile Number:
E-mail Address:	E-mail Address:

NAME OF RWB ADMINISTRATIVE ENTITY
ADDRESS OF RWB ADMINISTRATIVE ENTITY
Telephone Number:
Facsimile Number:
E-mail Address:

Planning Instructions for

The Local RWB Welfare Transition Plan (WTP)

Introduction

The attached planning instructions provide guidance to Regional Workforce Boards on the development of the local RWB Welfare Transition Plan. Every effort has been made to eliminate requesting information that appears in the current local Workforce Investment Act (WIA) Two Year plan. If the Regional Workforce Board does determine that requested information does appear in the current local WIA Plan, please note the section in the response space. It is not necessary to restate the information in the WTP section.

Local Vision and Goals - 445.006, F.S., requires Workforce Florida, Inc., (WFI) to develop Strategic and operational plans in conjunction with state and local partners in the workforce system:

- A. Provide a brief Welfare Transition program vision statement and goals/objectives/strategies that describe current and future plans to improve and deliver local Welfare Transition programs and services. The vision and goals should support and complement the goals, objectives and strategies identified in the Workforce Florida Strategic Plan 2005-20010.
<http://www.workforceflorida.com/wages/wfi/partners/stratplan/stratplan-full.pdf>.
- B. Provide a brief overview of the process used in developing Welfare Transition vision, goals, objectives and strategies.

Description of Local Welfare Transition Program Practices and Services:

A. Definition

Provide a local definition of self-sufficiency for the WT client. The definition for self-sufficiency as defined in the local WIA two-year plan may be referenced.

B. Local Operating Procedures

1. Briefly describe all services provided by faith-based organizations.
2. Domestic Violence
 - a. Describe how victims of domestic violence are served. Describe how the local RWB ensures all domestic violence service providers are trained & competent to provide these services.
 - b. Also describe the following elements:
 - Assurance that participants are informed of services at entry/orientation;
 - A description of other ways throughout program participation that participants are made aware of domestic violence services and are screened for domestic violence;
 - A description of the filing process locally to maintain confidentiality of files with domestic violence information or of participants that report domestic violence; and

- A description of how the Alternative Requirement Plan (ARP) is initiated and it's inclusion.

3. Teen Pregnancy Prevention

- Describe TANF funded programs focusing on Teen Pregnancy Prevention in your region.
- Describe Teen Pregnancy Prevention programs developed specifically for WT participants.
- Specifically describe local partnerships to facilitate coordination of Teen Pregnancy Prevention programs where local RWB will be providing for employment, training and support services.

4. Prioritization of Services and Expenditures

Provide the maximum allocation awarded to each participant for support services.

- If services are limited by type instead of capped by participant, provided the limitations of each service.
- Describe the limitation period (Program Year, 6 months, etc.)

Describe local operating procedures detailing the prioritization of the following services.

- Support Services for WT participants
- Support Services for TCA applicants
- Transitional Services
- Up-Front Diversion Services for TCA eligible applicants
- Relocation Assistance for TCA applicants and recipients
- Diversion/Redirection Services for working needy poor
- Incentive Payments

5. TANF Fraud

Describe local procedures for reporting suspected TANF fraud

6. IRP

Describe the use of the IRP and address the following elements:

- When is the IRP initiated?
- How often is the IRP updated?
- When does the RWB require the IRP to be updated and signed?
- What are the basic elements required in the IRP?
- Is the system IRP used, or does the provider use a local tool?

7. Relocation Services

- Describe local procedures for relocation approval including the maximum allowable payment, if applicable.
- Describe local procedures for follow-up/monitoring on relocated WT participants to ensure relocation has successfully occurred.

8. Work Registration/Orientation/Assessment/Staffing (Case Management) Model
 - a. Describe the work registration process for applicants upon referral from DCF. Include activities required and the maximum number of days it may take to complete the process.
 - b. Describe the local staffing (case management) model used to serve participants.
 - c. Describe the initial assessment process. Provide assurance that the initial assessment is completed with 30 days of the referral from DCF.
 - d. Describe local procedures for ongoing assessments. Provide a list of types of assessments and tools commonly used.
 - e. Describe local procedures for staffing participants upon entry into WT, after assessments, and ongoing.
9. Linking participants to other services or referrals to other programs. (Sources: WIA, Subpart A - One-Stop System, Core Services, 20 CFR 663, and 445.009, F.S.)

Describe local procedures for linking participants to other services and funding streams as appropriate.

10. Administrative Fair Hearings (Sources: State TANF Plan)

Describe local procedures for ensuring that WT representation and proper documentation are provided at DCF Administrative Fair Hearings. If the RWB and DCF has worked out a local agreement regarding Fair Hearings, provide a brief overview of the local relationship.

C. Special Services

11. The RWB may have developed local special projects to serve one of the four purposes of TANF.
 - a. Describe how the program is meeting one of the four purposes of TANF
 - b. Describe the eligibility requirements
12. Two-Parent households – Encourage the formation and maintenance of two-parent families (Sources: 45 CFR 260.10, 445.006 F.S.)

Describe efforts to encourage the formation/ maintenance of two-parent families.
13. Non-custodial parents - Encourage creation of community-based welfare prevention and reduction initiatives that increase support provided by non-custodial parents to their welfare-dependent children (Sources: State TANF Plan)
 - a. Describe all non-custodial programs and services offered. If the description was provided above, do not repeat information, cite section.
 - b. Describe the child support component of the NCP program.

14. Deferrals – describe the local process to defer participants from work activity requirements
- Describe the requirement for participants to secure documentation if the deferral is contingent upon medical incapacity.
 - Describe the process to develop an Alternative Requirement Plan including what elements are required (see 414.065 (4)).
 - Describe the frequency (minimum and maximum) and content of documentation being secured by participants with a medical incapacity (414.065 (4))
 - Describe all services provided to WT participants who have been deferred.

15. Disabled Participants (Source: The Americans with Disabilities Act of 1990)

- How are WT participants that have physical/mental disabilities identified and what additional services are they provided?
- How are WT participants with learning disabilities identified and what additional services are they provided?

16. Speakers of Other Languages

What special services are provided to limited/non-English speaking participants?

17. Youth (Sources: 414.095, 445.012, 445.019, F.S.)

- Describe additional services, if any, WT teen parents receive.
- Describe additional services, if any, WT youth receive, e.g., mentoring programs, educational grants, etc.

18. Transitional Services (Sources: 445.028, 445.029, 445.030, 445.031, 445.032)

- Describe local operating procedures to inform clients about transitional benefits and services –specifically include the process when clients first leave due to earnings and the process to continually communicate to clients the availability of these services.
- Describe the process to follow-up with transitional participants who are receiving transitional childcare.
- Describe the process to determine subsequent eligibility for transitional benefits (income, employment, family size, etc.).

D. Employment

19. Job Development (Sources: WIA Regulations, 20 CFR 660.100, 662.240, 445.024 F.S.)

- a. Describe efforts relative to developing jobs for WT participants.
 - b. Describe efforts relative to developing jobs for the hard to serve?
20. On-the-Job Training (OJT) and Customized Training (Sources: 20 CFR 663, 445.024 F.S.)

Describe efforts relative to developing OJT contracts and customized training and specify which WT participants are being targeted.

21. Community Service Work Experience/Work Experience (Source: 445.024 F.S.)
- a. Describe the process and criteria for developing worksites.
 - b. Describe the procedures for supervising the worksites and communicating with the worksite supervisors.

E. Performance Measures

22. Describe the region's strategies for meeting/exceeding the participation rate
23. Describe strategies for meeting and/or exceeding entered employment goals for Welfare Transition participants.
24. Describe strategies for targeting quality placements to facilitate participants' achieving self-sufficiency through increased wages.
25. Post Employment: Describe strategies for promoting job retention and career advancement.
- a. Describe case management service strategies the region uses to encourage job retention and advancement
 - b. If the region has an incentive program for former WT participants who are working, describe the program
26. Describe the process for measuring providers' performance, and assigning process improvement action for providers not meeting performance standards.
27. Describe the performance measures the WT providers are held to via local contracts.

F. Other

28. Participants living in areas identified as "rural" by the RWB are given four hours of participation per job contact rather than two hours for those living in non-rural areas. What areas (city, county, other), if any, are designated as rural to correctly assign Job Search hours?
29. Describe the Hardship Review Process.

- a. Does the region use a panel process? If so, describe the panel process
 - b. If the region does not use a panel process, detail the review and approval process, including the decision making entity.
30. Individual Development Accounts (IDA) (Source: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and the 2001 Florida Individual Development Account (IDA) Act allows the use of TANF funds to match savings deposited into an IDA.)
- Describe local procedures for implementing an IDA program.
31. Describe your process for training new staff and for providing on-going training.
32. Attach a copy of your local operating procedures on the pre-penalty and sanction process. Identify how the LOP is different from AWI guidance.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.