



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF LABOR

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Workforce Investment Act Issuance

December 31, 2013

TO: Chief Elected Officials

SUBJECT: Local Area WIB Recertification and Strategic Plan Submission

NUMBER: 13-03

PURPOSE: To provide instructions to the Local Areas regarding:

1. Recertification of Local Workforce Investment Boards; and
2. Submission of Local Area Workforce Investment Strategic Plans for the three-year period of July 1, 2014 through June 30, 2017.

REFERENCE: Workforce Investment Act of 1998 (WIA); Nebraska WIA Five-Year Integrated State Plan (7/1/2013 – 6/30/2017); Local Area Plan Instructions Policy; Local Area Modifications and Revisions Policy; Criteria for Local Workforce Investment Boards Policy.

SUBSTANCE:

WIB Recertification:

A Local Workforce Investment Board (WIB) must be recertified every two years for a two year period, as stated in the State's "Criteria for Local Workforce Investment Boards" policy. Nebraska's three local area WIBs are currently certified through June 30, 2014. Local WIB requests for recertification must be submitted electronically on or before **April 18, 2014**. The policy provides instructions on the certification process and is accessible on the Nebraska Department of Labor (NDOL) website located at www.dol.nebraska.gov / get Answers / Workforce Investment Act / Nebraska Department of Labor Policies.

Local Area Strategic Plan:

Local area strategic plans for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act covering the two-period of July 1, 2012 through June 30, 2014 must be updated for the PY14/FY15 program year. The State is providing two options to each local area for updating their strategic plan which will cover the three-year period of **July 1, 2014 through June 30, 2017**. This three-year timeframe is contingent upon federal legislation not requiring a new or modified plan.

OPTION 1.

Submit A New Plan.

A local area may **upload** electronically a new plan, in full, following the plan instructions provided in the State's "Local Area Plan Instructions Policy." Proposed plans are due for review on or before **April 7, 2014** with final submission **June 2, 2014**. Page 5 of the policy provides the entire Planning Timetable. The policy is accessible on the NDOL website located at www.dol.nebraska.gov / get Answers / Workforce Investment Act / Nebraska Department of Labor Policies.

OPTION 2.

Modification to the Current Plan: A local area may modify their current plan (for the July 1, 2012 - June 30, 2014 period) extending the plan period to June 30, 2017. The plan modification to extend the plan period must update the sections listed below, adhering to the instructions provided in the State's "Local Area Plan Instructions Policy." **The modification must be submitted electronically to Joan Modrell, joan.modrell@nebraska.gov, no later than April 7, 2014.**

- From Section VI. Local Plan Development Process and Contents:
 - B. Administrative Section
 - Item 2 – Submit updated Local Vision, Goals and Priorities narrative
 - Item 4 – Submit updated Memorandums of Understanding (as needed)
 - C. Operational Section
 - Item 4 – Submit updated Continuous Improvement narrative
- From Section VII. Required Attachments:
 - Submit updated Attachment A – Assurances
 - Submit updated Attachment B – Budget, Participant, and Exit Summary – Adult
 - Submit updated Attachment C – Budget, Participant, and Exit Summary – Dislocated Worker
 - Submit updated Attachment D – Budget, Participant, and Exit Summary – Youth
 - Submit updated Attachment E – Budget Summary – Administration
 - Submit updated Attachment G – Updated CEO Agreement
 - Submit updated Attachment H – CEO/WIB Agreement
 - Submit updated Attachment M – Memorandums of Understanding – All MOUs that expire 6/30/2014
 - Submit updated Attachment R – Signature Sheet
 - Submit updated Attachment U – WIB Membership List
 - Submit updated Attachment V – Youth Council Membership List
 - Submit updated Attachment W – WIA Grant Agreement with Nebraska Department of Labor
- Other parts and sections of the local plan that need updating, per the determination of the local area

NOTE: On every document page, be sure to include the local area name and title of the document in the upper right corner so it is easily identifiable when/if printed.

For the purpose of this plan modification, the local area must follow the timeline outlined in the Planning Timetable found in Attachment A. All other requirements for a plan modification must be followed per the State "Local Area Plan Modifications and Revisions Policy."

The Local Area Workforce Investment Strategic Plan is a living document. Changes to any part of the plan should be submitted on an ongoing basis throughout the year as changes occur. The local area plan revision and modification process should be used to document these changes.

ACTION:

1. On or before **January 27, 2014**, local areas shall notify Joan Modrell, at joan.modrell@nebraska.gov, whether they will submit a new Workforce Investment Strategic Plan or extend their current plan through a plan modification.
2. On or before **April 18, 2014**, local areas shall submit requests for WIB recertification to Joan Modrell at joan.modrell@nebraska.gov; and

CONTACT:

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Catherine D. Lang
Commissioner/State WIA Liaison

Attachments: Planning Timetable

PLANNING TIMETABLE

*For new local plans or plan modifications for the three-year period of
July 1, 2014 through June 30, 2017.*

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|------------------|--|
| December 2013 | Develop plan instructions |
| January, 2014 | Distribute and post plan instructions |
| January 27, 2014 | Local Workforce Investment Boards notify Joan Modrell at joan.modrell@nebraska.gov whether they will submit a new Workforce Investment Strategic Plan or extend their current plan through a plan modification |
| March 14, 2014 | Website available to upload new local plan (Option 1) and attachments |
| April 7, 2014 | Local Workforce Investment Boards electronically upload to the website one copy of the proposed new plan, or submit electronically a plan modification to Joan Modrell at joan.modrell@nebraska.gov and required attachments after 30 days of public comment |
| April 18, 2014 | Requests are due to the Office of Employment and Training for Recertification of Local Workforce Investment Boards |
| May 5, 2014 | Copy of proposed plan, with State staff comments, is forwarded to Performance Committee of Nebraska Workforce Investment Board and local area representatives |
| May 21, 2014 | Performance Committee meets and reviews local plan or plan modifications and WIB Recertifications |
| June 2, 2014 | The local area will upload electronically to the website one fully executed final new plan or submit electronically a plan modification to Joan Modrell at joan.modrell@nebraska.gov . New plans and modifications will be posted at www.dol.nebraska.gov . |
| June 20, 2014 | NWIB meets and makes recommendation to Governor |
| June 2014 | Governor approves local plans and WIB Recertifications before July 1, 2014 |
| June 2014 | Approved, fully executed, and signed plans are distributed to: <ul style="list-style-type: none">• Submitting Agency• NE Dept. of Labor – Office of Finance• NE Dept. of Labor – Office of Employment and Training• Posted on NDOL website |
| July 1, 2014 | Program Year 2014 begins |