Agenda

- Welcome & Objectives
- Review of Professional Resources Page
- Review of Policies & Procedures
- Closing Comments
Objectives

- Enhance awareness of the location of VWN policies, procedures and administrative guidelines;
- Improve understanding of the importance of VWN policies and procedures, as it relates to specific roles within the workforce system; and,
- Increase regular reviews of VWN policies and procedures during implementation of duties.
# VWN/VWL/Administrative Guidelines

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VWN</strong></td>
<td>Virginia Workforce Network Policy</td>
<td>Policies adopted by the Virginia Workforce Council, as the State Workforce Investment Board (SWIB), and in accordance with roles as established by the <a href="#">Code of Virginia</a>.</td>
</tr>
<tr>
<td><strong>VWL</strong></td>
<td>Virginia Workforce Letter</td>
<td>Procedures developed by WIA Administrative Entity (Virginia Community College System – Workforce Development Services)</td>
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<tr>
<td><em>(Various)</em></td>
<td>Administrative Guidelines</td>
<td>Other guidelines developed by WIA Administrative Entity (VCCS – WDS)</td>
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Review of Professional Resources Page on VWN Website
VWN Professional Resources

- Policies, procedures & guidelines available on VWN:
VWN Professional Resources

 metodo 2 ways to get to VWN website:
 – Directly – www.vwn.vccs.edu
 – Link from VCCS homepage - www.vccs.edu
VWN Professional Resources

“Professional Resources” Page:

Welcome to the Virginia Workforce Network (VWN), a system of career development, business and educational partners and agencies that seek to connect Virginians to opportunities that help them develop a better career. Through the VWN, individuals receive support, education and training that prepare them for the jobs of today and tomorrow and businesses are connected to a skilled and prepared workforce.
Professional Resources

There are a variety of workforce professionals and agencies who work together to provide seamless service to Virginians. The following pages include resources for these individuals who work in the Virginia Workforce Network.

General Resources and Tools

Find links to a variety of Virginia Workforce Network partners and the useful resources they provide for training, employment and workforce development.

WIA Resources for Workforce Professionals

This section contains information for workforce boards, one stop center staff, service providers, partner agencies and other workforce professionals engaged in work related to the Workforce Investment Act of 1998.

Rapid Response Professional Resources

This section contains information for rapid response coordinators, workforce boards, one stop center staff, service providers, partner agencies, economic development and other workforce professionals engaged in work related to the Rapid Response program.

Virginia Workforce Council Resources

The Virginia Workforce Council is a business-led board that acts as the principal advisor to the Governor and provides strategic leadership to the state regarding the workforce development system and its efforts to create a strong workforce aligned with employer needs. The VWC is also charged with serving as the State Board for the federal Workforce Investment Act (WIA), setting policy and standards for the local Workforce Investment Boards (WIBs) and One Stop Centers.
“Professional Resources” Page:

WIA Resources for Workforce Professionals

The information below is provided for Workforce Investment Board members, One Stop managers and staff and Virginia Workforce Network stakeholders. To connect with a Workforce Investment Board or One Stop in your area, click here.

- WIA State Plans and Policies
- Administrative Guidelines
- Information Notices and Draft Documents
- Other Resources
VWN Professional Resources

VWN Policies:

State Partner Memorandum of Understanding

Virginia Workforce Network State Partner Memorandum of Understanding

Virginia WIA Policy Statements

99.2 Establishment of Local Workforce Investment Board. Revised, January 2011
00.1 Local Workforce Investment Board Focus, Staffing and Service Restrictions
00.2 Youth Councils under Title I of the Workforce Investment Act
00.3 Public Participation and Collaboration in the Development and Implementation of the Commonwealth's Workforce Investment System - Technical Amendments, April 2010
00.5 Youth Programs under Title I of the Workforce Investment Act - Revised August 1, 2011
00.7 Certification Process for WIA Training Providers - Revised, June 20, 2010
00.8 Virginia’s Training Voucher System under WIA - Technical Amendments, April 2010
00.10 Equal Opportunity Policy
00.11 Continuous Improvement, Incentives and Sanctions for the WIA - (rescinded)
00.12 Assessment Services for Adult, Dislocated Workers and Youth Programs
00.14 WIA Policy on Corrective Action or Sanctions for Discrimination
01.01 WIA Methods Of Administration, 29CFR Part 37 - Click here for the MOA Elements
01.02 Discrimination Policy
01.04 Process for Additional Funding of Dislocated Worker Activities - Technical Amendments, April 2010
02.01 Processing Grievances and Complaints
02.02 Recaptured Workforce Investment Act Title I Local Formula Funds - Technical Amendments, April 2010
02.04 Existing Worker, Strategy WVC Policy - Updated 12/20/10
03.01 Training Services - Technical Amendments, April 2010
03.02 Core Services Revised Jan. 3, 2005
03.03 Priority of Service
05.01 Continuous Improvement
05.02 WIA Incentives - Revised, March 2013
05.03 Sanctions - Revised, March 2013
05.04 Use of WIA Local Formula Funds for Economic Development
07.01 WIA and Trade Co-Enrollment
10.01 One Stop Service Delivery System

Return to WIA Resources for Workforce Development Professionals page
VWN Professional Resources

VWN Policies:

Administrative Guidance
Virginia WIA Eligibility Guidelines
The Guidelines for Determining Workforce Investment Act (WIA) Eligibility for adults, dislocated workers, and youth.

Preface
Introduction
WIA Adult Eligibility
WIA Displaced Worker Eligibility
WIA Youth Eligibility
Verification and Documentation for WIA Eligibility
Selective Service Requirements
Family Size/Family Income
WIA AEQA Youth
Self Certification Requirements
Eligibility Definitions

Virginia WIA Performance/Common Measure References
The following documents are reference material for staff regarding the WIA Performance Measures.

The WIA Common Measures
WIA Common Measure Staff Desk Reference
WIA terms and definitions
WIA Reporting periods

Virginia Workforce Letters
As State WIA Administrative Entity, the SCD will issue Virginia Workforce Letters to provide administrative guidance that is deemed necessary to implement the WIA in Virginia.
VWL #01-01 Followup Services
VWL #01-02 Employment Service
VWL #01-03 Local WIA Program Policy Implementation
VWL #02-02 Clarification of the Term “School Dropout”
Review of Policies & Procedures

Policies Currently Under State Review
Discussion of Select Policies & Procedures
Policies & Procedures Currently Under Review

VWLs:
- xx-xx – Layoff Aversion Activities
- 11-05 – Credential and CRC Attainment Measures
- 11-12 – One-stop Certification Process

VWNs:
- (to replace V00-07) – Certification Process for Training Providers
  *(public comment 11.01.13 through 12.01.13)*
- 00-08 – Virginia’s Training Voucher System
- 07-01 – WIA and Trade Co-enrollment
Discussion of Select Policies & Procedures

 Administrative Guidance:
   Verification and Documentation for WIA Eligibility
   Adult & DLW Eligibility Checklist
   Youth Eligibility Checklist
   Data Validation
   Layoff Aversion Strategy

 VWLs:
   11-02 – WIA Service Code Definitions and Limitations
   11-03 – E-Verify

 VWNs:
   13-01 – Business Service Requirements
Verification and Documentation for WIA Eligibility

Verification means to confirm eligibility requirements through examination of official documents (e.g., birth certificates, public assistance records, or speaking with official representatives of cognizant agencies).

Documentation means to maintain physical evidence, which is obtained during the verification process, in participant files. Such evidence would be copies of documents (where legally permitted), completed telephone/document inspection forms, and signed self-certification statement.

Self-certification statements should be used as the last resort in determining eligibility for WIA services.
Adult & DLW Eligibility Checklist
Administrative Guidance

- Youth Eligibility Checklist
Data Validation

What? - Involves checking data in participant files against allowable source documentation and VaWC.


Common Errors: Dates, Dates, Dates

VCCS staff calculate error percentages for the state and look for patterns in data errors. Data quality is a key factor in decision-making, including federal funding decisions. Accurate reporting is a requirement, but it’s also a tool.
Layoff Aversion Strategy:
- Discusses activities that may be conducted to save jobs or reduce/eliminate unemployment during transition
- Provides background, examples of activities and links to additional resources for technical assistance
- Should be used in preparation for submitting a request for funds via statewide Layoff Aversion demonstration project
Virginia Workforce Letters (VWLs)

11-02 – WIA Service Code Definitions and Limitations

- Provide a standardized set of definitions for the WIA participant activity codes in the Virginia Workforce Connection (VaWC; VOS)
- Initiate time or use limitations on codes
- Eliminate unused or obsolete activity codes.
Virginia Workforce Letters (VWLS)

13-02 – E-verify

- Provides guidance to local workforce investment areas on the use of E-Verify to document an applicant’s Right-to-Work for general WIA program eligibility
- Establishes that E-verify is an optional tool, not a requirement
Q&A
13-01 – Business Service Requirements

- Council vision for integrated approach to service business customers
- Describes role of LWIAs and Virginia Workforce Centers in providing business services
- Establishes specific requirements for business service model
  - Shared vision and strategy
  - Measurable frame work for progress in:
    - ‘Single point of contact’ protocol
    - Response timeframes
    - Customer service levels
    - Data collection method
  - Content and outreach materials
Q&A
Thank you!

www.vwn.vccs.edu