

Governor's Workforce Investment Division Policy No. 20-01

Subject: Local Workforce Investment Plan (Budget & Participant Service Level)

Effective Date: January 1, 2002

Purpose: To set forth the initial policy and instructions for all Local Workforce Investment Boards (LWIB) in modifying current Local Workforce Investment Plans (LWIPs). This modification will incorporate into LWIPs additional elements associated with planned budgets for programs under Title I of WIA (i.e. in and out-of-school youth; adults; and dislocated workers), and planned participant service levels for each program. Strategies used to develop and initiate action in these two areas of planning will reasonably insure enhanced accountability in quality and outcome of WIA program activities and services.

Reference: Section 11 1 (d); Section 112 (b)(2); Section 116 (c): and Section 136 of the Workforce Investment Act.

Background: Taken together, the references listed above establish a comprehensive performance accountability system, to assess the effectiveness of States and local areas in achieving continuous improvement of workforce investment activities funded under this subtitle, in order to optimize the return on investment of Federal funds in statewide and local workforce investment activities.

Policy: Each LWIB will be required to use the documents attached as inclusions with their LWIP or any modification to their LWIP.

The "Budget Information Summary" (BIS) must be prepared for each Title I WIA program (i.e. in and out-of-school youth; adults; and dislocated workers). Budgets must reflect cumulative quarterly projections of obligations and expenditures. Instructions for the completion of the BIS are attached.

The "WIA Program Planning Summary" (PPS) is intended to capture projections on the number of WIA participants to be served who count against negotiated performance indicator. Instructions for the completion of the PPS are attached.

Action: LWIBs must prepare and submit a BIS and PPS for the last two quarters of the current program year (PY 2001). The third quarter will include the months of January through March of 2002 and the fourth quarter will cover April through June of 2002. Afterwards, a BIS and PPS will be required whenever the LWIB submits a LWIP or plan modification.

Questions: Questions should be directed to the Governor's Workforce Investment Division, 1900 Kanawha Boulevard East, Building 6, Room B617, Charleston, WV 25305. Toll free telephone number is: 1-877-967-5498.

Expiration Date: Effective until modified or rescinded by the West Virginia Workforce Investment Council.

INSTRUCTIONS FOR PREPARATION
OF THE
BUDGET INFORMATION SUMMARY

- Box I Please insert the amount of funds projected by your LWIB that is allocated to administration of this program. (This amount should be for the entire program year.)
- Reference: 20 CFR - Part 667 - Administrative Provisions under Title I of the Workforce Investment Act.
- Box 2 Please insert the amount of funds projected by your LWIB that is allocated to activity of this program. (This amount should be for the entire program year.)
- Reference: 20 CFR - Part 663 - Adult and Dislocated Worker Activities under Title I of the Workforce Investment Act.
- Reference: 20 CFR - Part 664 - Youth Activities under Title I of the Workforce Investment Act.
- Box 3 Total - add Box 1 and Box 2. The sum should equal the amount of your allocation for the current program year plus any available carryover from previous program years.
- Box I Please insert the amount of program funds that your LWIB plans to obligate by the 1st quarter of the program year. As you insert figures for the 2nd, 3rd and 4th quarter of the program year, please remember that the figures are cumulative. By the 4th quarter all funds should be obligated.
- Box II Please insert the amount of program funds that your LWIB plans to expend by the 1st quarter of the program year. As you insert figures for the 2nd, 3rd and 4th quarters of the program year, please remember that the figures are cumulative. (NOTE: The Congress and the US DOL are continually monitoring spending for the purpose of recissions and/or recapture. LWIB should be mindful that unspent funds could lead to de-obligation of monies from the State and the Local Workforce Investment Boards.)
- Box II (A,B,C,D, E,F,G) Please insert the amount of program funds that your LWIB plans to expend by program activity (i.e., classroom training - projects, on-the-job training, individual training accounts, customized training, other allowable activities). Please note that the sum of these program activities expenditures should add up to the total projected to be expended for the quarter. These figures should also be cumulative by quarter.

STATE OF WEST VIRGINIA
GOVERNOR'S WORKFORCE INVESTMENT OFFICE
DIVISION - WIA

LOCAL WORKFORCE INVESTMENT AREA
NAME AND ADDRESS:

REGION NUMBER: _____
MODIFICATION NUMBER: _____
GRANT PERIOD: _____
FROM: _____ TO: _____

PROGRAM: ADULT
NAME:

BUDGET INFORMATION SUMMARY

BUDGET INFORMATION COST CATEGORIES

FUNCTION OR ACTIVITY	**LOCAL WORKFORCE INVESTMENT AREA		
1. Administration			
2. Activity			
3. TOTAL			

CUMULATIVE QUARTERLY PROJECTIONS OBLIGATIONS AND EXPENDITURES

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
II Grantee Obligations				
II Total Projected Expenditures by Program				
A. Classroom Training - Projects				
B. On-The-Job Training				
C. Individual Training Accounts				
D. Customized Training				
E. Other Activities				
F. Other Activities				
G. Other Activities				

"Note: Add projected carry-in funds from previous Program Year to your Total Allocations and distribute among function or activity.

STATE OF WEST VIRGINIA
GOVERNOR'S WORKFORCE INVESTMENT OFFICE
DIVISION – WIA

LOCAL WORKFORCE INVESTMENT AREA
NAME AND ADDRESS:

REGION NUMBER: _____
MODIFICATION NUMBER: _____
GRANT PERIOD: _____
FROM: _____ TO: _____

PROGRAM: YOUNGER YOUTH
NAME:

BUDGET INFORMATION SUMMARY

BUDGET INFORMATION COST CATEGORIES

FUNCTION OR ACTIVITY	**LOCAL WORKFORCE INVESTMENT AREA		
1. Administration			
2. Activity			
3. TOTAL			

CUMULATIVE QUARTERLY PROJECTIONS OBLIGATIONS AND EXPENDITURES

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
I. Grantee Obligations				
II. Total Projected Expenditures by Program				
A. Classroom Training – Projects				
B. On-The-Job Training				
C. Individual Training Accounts				
D. Customized Training				
E. Other Activities				
F. Other Activities				
G. Other Activities				

STATE OF WEST VIRGINIA
GOVERNOR'S WORKFORCE INVESTMENT OFFICE
DIVISION - WIA

LOCAL WORKFORCE INVESTMENT AREA
NAME AND ADDRESS:

REGION NUMBER: _____
MODIFICATION NUMBER: _____
GRANT PERIOD: _____
FROM: _____ TO: _____

PROGRAM: OLDER YOUTH
NAME:

BUDGET INFORMATION SUMMARY

BUDGET INFORMATION COST CATEGORIES

FUNCTION OR ACTIVITY	**LOCAL WORKFORCE INVESTMENT AREA		
1. Administration			
2. Activity			
3. TOTAL			

CUMULATIVE QUARTERLY PROJECTIONS OBLIGATIONS AND EXPENDITURES

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
I. Grantee Obligations				
II. Total Projected Expenditures by Program				
A. Classroom Training - Projects				
B. On-The-Job Training				
C. Individual Training Accounts				
D. Customized Training				
E. Other Activities				
F. Other Activities				
G. Other Activities				

STATE OF WEST VIRGINIA
GOVERNOR'S WORKFORCE INVESTMENT OFFICE
DIVISION - WIA

LOCAL WORKFORCE INVESTMENT AREA
NAME AND ADDRESS:

REGION NUMBER: _____
MODIFICATION NUMBER: _____
GRANT PERIOD: _____
FROM: _____ TO: _____

PROGRAM: DISLOCATED WORKER
NAME:

FUNCTION OR ACTIVITY	**LOCAL WORKFORCE INVESTMENT AREA			
1. Administration				
2. Activity				
3. TOTAL				
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
I. Grantee Obligations				
II Total Projected Expenditures by Program				
A. Classroom Training - Projects				
B. On-The-Job Training				
C. Individual Training Accounts				
D. Customized Training				
E. Other Activities				
F. Other Activities				
G. Other Activities				

DEFINITIONS: WIA PROGRAM PLANNING SUMMARY

LINE A

TOTAL REGISTRANTS

The projected total number of WIA registrants who will receive WIA funded services in the program year (July-June). For adults and dislocated workers, individuals who receive core services (other than informational and self-service activities), intensive services or training services must be registered. All youth who receive youth activities must be registered.

LINE A

1. NEW REGISTRANTS

The projected total number of Title I WIA registrants who will receive WIA services only since the start of the program year being reported (this should not include WIA registrants carried in from a previous program year).

LINE A

2. REGISTRANTS TRANSFERRED FROM OTHER WIA PROGRAM

The projected total number of WIA registrants who will receive Title I WIA services after a transfer from another WIA program (e.g. youth program to adult program; adult program to dislocated worker program, etc.) or from another WIA Title (e.g. Title 11 Adult Education & Literacy Programs; and Title IV Vocational Rehabilitation Programs).

LINE A.

3. REGISTRANTS CARRIED IN FROM PREVIOUS PROGRAM YEAR

The projected total number of Title I WIA registrants who received WIA services in the previous program year and who will continue to receive services in the coming program year.

LINE B

TOTAL EXITS

The projected total number of WIA registrants who will exit WIA during the reporting period(s).

LINE B 1. ENTERED UNSUBSIDIZED EMPLOYMENT

The projected total number of WIA participants exited who will enter fulltime unsubsidized employment during the reporting period(s). For purposes of this definition, "Full-Time Unsubsidized Employment" is working 20 or more hours per week.

LINE B 1 a. TRAINING RELATED

The projected total number of WIA participants exited who will enter employment in an occupation related to the WIA services provided or will be employed in an occupation identified in the participant's "Individual Service Strategy" (ISS).

LINE B 1 b. NON-TRAINING RELATED

The projected total number of WIA participants exited who will enter employment in an occupation not related to the WIA services provided or be employed in an occupation not identified in the participant's ISS.

LINE C TRANSFER TO OTHER WIA PROGRAM

The projected total number of WIA registrants who will receive Title I WIA services after a transfer from another WIA program (e.g., youth program to adult program; adult program to dislocated worker program, etc.) or from another WIA Title (e.g., Title II Adult Education & Literacy Programs; and Title IV Vocational Rehabilitation Programs).

LINE D TOTAL CURRENT REGISTRANTS END-OF-QUARTER

Total number of registrants who received WIA services during the reporting period(s), less the number of Total Exits

NOTE: As you enter figures for the 2nd, 3rd, and 4th quarters of the program year, please remember that the figures are cumulative. Additionally, if the local plan is submitted for more than one program year, there must be a separate budget information summary and program-planning summary for each year.

WIA PROGRAM PLANNING SUMMARY

STATE OF WEST VIRGINIA GOVERNOR'S WORKFORCE INVESTMENT OFFICE DIVISION - WIA Program: ADULT WIA PROGRAM PLANNING QUARTERLY SUMMARY	A. LOCAL WORKFORCE INVESTMENT AREA NAME AND ADDRESS	B. GRANT PERIOD FROM: TO: C. REGION #: D. MOD. #:			
REGISTRANT AND EXIT SUMMARY					
A. TOTAL Registrants-----	First Quarter Cumulative	Second Quarter Cumulative	Third Quarter Cumulative	Fourth Quarter Cumulative	
1. New Registrants					
2. Registrants Transferred From Other WIA Program-----					
3. Registrants Carried in From Previous Program Year-----					
B. TOTAL Exits-----					
1. Entered Unsubsidized Employment-----					
a. Training Related-----					
b. Non-Training Related-----					
C. Transfers to Other WIA Program-----					
D. TOTAL CURRENT REGISTRANTS END-OF-QUARTER-----				C~	

WIA PROGRAM PLANNING SUMMARY

STATE OF WEST VIRGINIA GOVERNOR'S WORKFORCE INVESTMENT OFFICE DIVISION - WIA Program: YOUNGER YOUTH WIA PROGRAM PLANNING QUARTERLY SUMMARY	A. LOCAL WORKFORCE INVESTMENT AREA NAME AND ADDRESS	B. GRANT PERIOD FROM: TO: C. REGION #: D. MOD. #:			
REGISTRANT AND EXIT SUMMARY					
E. TOTAL Registrants-----	First Quarter Cumulative	Second Quarter Cumulative	Third Quarter Cumulative	Fourth Quarter Cumulative	
1. New Registrants					
2. Registrants Transferred From Other WIA Program-----					
3. Registrants Carried in From Previous Program Year-----					
F. TOTAL Exits-----					
1. Entered Unsubsidized Employment-----					
c. Training Related-----					
d. Non-Training Related-----					
G. Transfers to Other WIA Program-----					
H. TOTAL CURRENT REGISTRANTS END-OF-QUARTER-----				C~	

WIA PROGRAM PLANNING SUMMARY

STATE OF WEST VIRGINIA GOVERNOR'S WORKFORCE INVESTMENT OFFICE DIVISION - WIA Program: OLDER YOUTH WIA PROGRAM PLANNING QUARTERLY SUMMARY	A. LOCAL WORKFORCE INVESTMENT AREA NAME AND ADDRESS	B. GRANT PERIOD FROM: TO: C. REGION #: D. MOD. #:			
REGISTRANT AND EXIT SUMMARY					
I. TOTAL Registrants-----	First Quarter Cumulative	Second Quarter Cumulative	Third Quarter Cumulative	Fourth Quarter Cumulative	
1. New Registrants					
2. Registrants Transferred From Other WIA Program-----					
3. Registrants Carried in From Previous Program Year-----					
J. TOTAL Exits-----					
1. Entered Unsubsidized Employment-----					
e. Training Related-----					
f. Non-Training Related-----					
K. Transfers to Other WIA Program-----					
L. TOTAL CURRENT REGISTRANTS END-OF-QUARTER-----				C~	

WIA PROGRAM PLANNING SUMMARY

STATE OF WEST VIRGINIA GOVERNOR'S WORKFORCE INVESTMENT OFFICE DIVISION - WIA Program: DISLOCATED WORKER WIA PROGRAM PLANNING QUARTERLY SUMMARY	A. LOCAL WORKFORCE INVESTMENT AREA NAME AND ADDRESS	B. GRANT PERIOD FROM: TO: C. REGION #: D. MOD. #:			
REGISTRANT AND EXIT SUMMARY					
M. TOTAL Registrants-----	First Quarter Cumulative	Second Quarter Cumulative	Third Quarter Cumulative	Fourth Quarter Cumulative	
1. New Registrants					
2. Registrants Transferred From Other WIA Program-----					
3. Registrants Carried in From Previous Program Year-----					
N. TOTAL Exits-----					
1. Entered Unsubsidized Employment-----					
g. Training Related-----					
h. Non-Training Related-----					
O. Transfers to Other WIA Program-----					
P. TOTAL CURRENT REGISTRANTS END-OF-QUARTER-----				C~	