



Agenda

ORWDB Training

January 7, 2026

8:30 AM

**Missouri Job Center
1660 N Campbell Ave
Springfield, MO 65803**

Join Zoom Meeting

<https://zoom.us/j/94618165184?pwd=TYbKfvdaYGs2awxY64UYK3bVkEivla.1>

Meeting ID: 946 1816 5184

Passcode: 507240

- 1. Welcome**
- 2. WIOA Training - The Plan of Service (No Action to be Taken)**
 - 2.1. Plan of Service Training

The Ozark Region Missouri Job Center is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities. Mo TTY users may call 800-735-2966 or contact Missouri Relay at 7-1-1.

In accordance with Americans with Disabilities Act (ADA) guidelines, if you need special accommodations when attending any Department of Workforce Development meeting, please notify the Executive Secretary at 417-841-3346 as soon as possible to ensure our ability to accommodate your needs.

Ozark Region Plan of Service

Agenda

- Introduction
- Mandate
- Issuance
- The Plan
- Strategic Goals
- Process

The Plan



Page Break



Ozark Region 2024-2027 Plan



WIOA

Section 108

Section 108 of WIOA

- Each local board shall develop and submit to the Governor a comprehensive 4-year local plan, in partnership with the chief elected official. The local plan shall support the strategy described in the State plan in accordance with section 102(b)(1)(E), and otherwise be consistent with the State plan. If the local area is part of a planning region, the local board shall comply with section 106(c) in the preparation and submission of a regional plan. At the end of the first 2-year period of the 4-year local plan, each local board shall review the local plan and the local board, in partnership with the chief elected official, shall prepare and submit modifications to the local plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan.

Issuance 04-2023

Issuances are developed by the State of Missouri, often derived from TEGs (Training and Employment Guidance Letters) put out by the Department of Labor.

Issuance 04-2023 was provided to give guidance for the rewriting of the Plan of Service for each region.

The issuance provided guidance on how to develop the Plan



Issuance Language

WIOA requires a Local Plan among the WDBs and their Required Partners, with the agreement of the Chief Local Elected Official (CLEO) for the LWDA. Local Plans must be submitted to OWD, acting on behalf of the Governor, supporting the strategy described in the State Plan.

Required Partners

WIOA Adult Program (Title I)

WIOA Dislocated Worker Program (Title I)

WIOA Youth Program (Title I)

Job Corps (WIOA Title I)

YouthBuild (WIOA Title I) (No provider in the Ozark Region)

WIOA Native American programs*

WIOA 167 Title 1 National Farmworker Jobs Program

Wagner-Peyser labor-exchange/employment services

Adult Education and Literacy (AEL) (Title II)

Vocational Rehabilitation (VR)

The Senior Community Service Program

Perkins Career and Technical Education

Trade Adjustment Assistance

Jobs for Veterans State Grants

Community Services Block Grant Activities

U.S. Dept. of Housing and Urban Development employment and training activities.

State Unemployment Compensation Law activities

Reintegration programs for eligible offenders (*No provider in the Ozark Region*)

Temporary Assistance for Needy Families (TANF)

Supplemental Nutrition Assistance Program (SNAP)
Employment and Training services (If required)

The Plan

Road Map

- The Plan utilizes the Local Plan Guidelines as supplied in the issuance. It is a compliance document.
- It provides a roadmap to how the Region operates.
- It includes:
 - Strategic Elements
 - Operational Elements
 - Program Elements
 - Regional Plans (if there is regional local planning areas)
 - Required Policies and Attachments

Strategic Goals

- Address skill gaps, placing emphasis on local Labor Market,
- Accelerate the engagement of employers as the chief customer,
- Enhance and strengthen existing partnerships,
- Diversify funding strategy to secure additional financial resources,
- Increase Board engagement and accountability,
- Escalate outreach and engagement strategies,
- And build internal capacity to address strategic priorities.

Labor Market & Economic Analysis

- Pages 7 – 32
- Provided by the State
- Analysis of the Region

Attachments

- Contains 57 Attachments

Process

- City of Springfield, Department Workforce and Economic Vitality prepare the Plan on behalf of the Board.
- The Board and CLEO review and approve the Plan, any modifications, and the mid-plan revision.
- Any major change requires a modification.
- We are at the two-year mark for revisions.
- The Plan is made available on the website: [Ozark Region Plan of Service | Springfield, MO - Official Website](#)
- Must be posted no less than 14 calendar days and no more than 30 calendar days before sending to the State.
- The State reviews, makes recommendations, and approves the Plan.

Questions?

Thank
you

Local Plan Guidelines

Local Workforce Development Board: (Name of Board Area)

STRATEGIC ELEMENTS

1. Local Workforce Development Board's Vision

State the Board's vision for the Local Workforce Development Area (LWDA) and how this vision meets, interprets, and furthers the Governor's vision in the current WIOA Missouri Combined State Plan.

2. Local Workforce Development Board's Goals

Provide the Board's goals for engaging employers and preparing an educated and skilled workforce (including youth and individuals with barriers to employment). Include goals relating to the performance-accountability measures based on primary indicators of performance to support regional economic growth and economic self-sufficiency.

3. Local Workforce Development Board's Priorities

Identify the workforce development needs of businesses, jobseekers, and workers in the LWDA, and how those needs are determined.

4. Local Workforce Development Board's Strategies

Describe the Board's strategies and goals for operation, innovation and continual improvement based on meeting requirements for the needs of businesses, job seekers and workers. Required strategies are listed below. Please describe the strategies and objectives for:

- a. Career Pathways
- b. Employer Engagement
- c. Business Needs Assessment
- d. Alignment and Coordination of Core Program Services
- e. Coordination with Economic Development
- f. Outreach to Jobseekers and Businesses. (The LWDB should explain its outreach plan to attract WIOA eligible individuals. Please highlight any efforts to reach veterans, spouses of veterans, and displaced homemakers.)
- g. Access—Improvements to Physical and Programmatic Accessibility
- h. Customer Service Training
- i. Assessment
- j. Support Services
- k. Outcome measures assessment, monitoring and management

5. Economic, Labor Market, and Workforce Analysis Source

Please indicate the source of the information. If using Missouri Economic Research and Information Center (MERIC) data, please indicate the source is MERIC. If using another resource, please reference the source. MERIC regional representatives can be found online at: <https://meric.mo.gov/about-us>

6. Economic Analysis

Describe the LWDA's current economic condition, including the following information by county (if your LWDA includes more than one county) and the overall region:

- a. Average personal income level;
- b. Number and percent of working-age population living at or below poverty level;
- c. Number and percent of working age population determined to have a barrier to employment;
- d. Unemployment rates for the last five years;
- e. Major layoff events over the past three years and any anticipated layoffs; and
- f. Any other factors that may affect local/regional economic conditions.

7. Labor Market Analysis

Provide an analysis of the LWDA's current labor market including:

a. Existing Demand Industry Sectors and Occupations

Provide an analysis of the industries and occupations for which there is existing demand.

b. Emerging Demand Industry Sectors and Occupations

Provide an analysis of the industries and occupations for which demand is emerging.

c. Employers' Employment Needs

Identify the job skills necessary to obtain current and projected employment opportunities. With regard to the industry sectors and occupations, provide an analysis of the employment needs of employers. Describe the knowledge, skills, and abilities required, including credentials and licenses.

8. Workforce Analysis

Describe the current workforce, including individuals with barriers to employment, as defined in section 3 of WIOA¹. This population must include individuals with disabilities among other groups² in the economic region and across the LWDA.

a. Employment and Unemployment Analysis

Provide an analysis of current employment and unemployment data and trends in the LWDA.

b. Labor Market Trends

Provide an analysis of key labor-market trends, including across existing industries and occupations.

c. Education and Skills Levels of the Workforce Analysis

¹ Individuals with barriers to employment include displaced homemakers; low-income individuals; Indians, Alaska Natives, and Native Hawaiians; individuals with disabilities, including youth who are individuals with disabilities; older individuals; ex-offenders; homeless individuals, or homeless children and youths; youth who are in or have aged out of the foster care system; individuals who are English-language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers; farmworkers (as defined at section 167(i) of WIOA and Training and Employment Guidance Letter No. 35-14); individuals within two years of exhausting lifetime eligibility under the Temporary Assistance for Needy Families (TANF) program; single parents (including single pregnant women); and long-term unemployed individuals.

² Veterans, unemployed workers, and youth, and others that the State may identify.

This document accompanies OWD Issuance 04-2023 and is part of that guidance.

Provide an analysis of the educational and skills levels of the workforce.

d. Skills Gaps

Describe apparent “skills gaps” in the local area. How are the “skills gaps” determined?

9. Workforce Development, Education, and Training Activities Analysis

Describe the workforce development services and activities, including education and training in the LWDA, to address the education and skills needs of the workforce. Include education and training activities of the core programs and mandatory and optional One-Stop Delivery System partners³.

a. The Strengths and Weaknesses of Workforce Development Activities

Provide an analysis of the strengths and weaknesses of the workforce development services and activities identified above.

b. Local Workforce Development Capacity

Provide an analysis of the capacity of local entities to provide the workforce development services and activities to address the identified education and skills needs of the workforce and the employment needs of employers in the LWDA.

OPERATIONAL ELEMENTS

Local Structure

10. Local Workforce Development Area (LWDA) Profile

Describe the geographical workforce development area, including the LWDA’s major communities, major employers, training and educational institutions (technical and community colleges, universities, etc.), population, diversity of the population, and relevant growth trends.

11. Local Facility and Information

- a. Identify the local comprehensive One-Stop Center(s), including current mailing and street addresses, telephone and fax numbers and list them in **Attachment 1** to the Plan.
- b. Identify the local affiliate sites, including current mailing and street addresses, telephone and fax numbers and list them in **Attachment 1** to the Plan.
- c. Identify the local specialized sites, including current mailing and street addresses, telephone and fax numbers and list them in **Attachment 1** to the Plan.

³ Mandatory One-Stop partners: Each LWDA must have one comprehensive One-Stop Center that provides access to physical services of the core programs and other required partners. In addition to the core programs, for individuals with multiple needs to access the services, the following partner programs are required to provide access through the One-Stops: Temporary Assistance for Needy Families (TANF), Career and Technical Education (Perkins Act), Community Services Block Grant, Indian and Native American programs, Housing and Urban Development (HUD) Employment and Training programs, Job Corps, Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program, National Farmworker Jobs Program, Senior Community Service Employment Program, Trade Adjustment Assistance programs, Unemployment Insurance, Re-entry Programs, and YouthBuild.

This document accompanies OWD Issuance 04-2023 and is part of that guidance.

- d. If your LWDA has any other additional service sites and the LWDA refers to them as anything other than comprehensive, affiliate or specialized centers, please list the service sites by the title your LWDA uses and describe the services provided in **Attachment 1**. Also, list the one-stop partners providing services at those locations.

12. Local One-Stop Partner/MOU/IFA Information

a. Memorandums of Understanding (MOU)

Include in **Attachment 2** a copy of each MOU between the Board and each of the One-Stop partners (or one “umbrella” MOU for the same purpose) concerning the operation of the One-Stop Delivery System in the LWDA. The MOU must be up-to-date, signed and dated. Include the MOU(s) as Attachment 3. Missouri Job Centers must ensure that equal access to employment and training services are provided to the farm workers and agricultural employers in their LWDA's

b. Cost Sharing Agreement/Infrastructure Funding Agreement (IFA)

Include as part of the MOU in **Attachment 2** the Infrastructure Funding Agreement (IFA) and negotiated cost-sharing worksheet/workbook for each Missouri Job Center that includes the line items, dollar amounts and percentage rates for One-stop partners, OWD and the Board. Indicate the number of FTEs present and/or the amount of space (sq. footage) utilized by the partner.

Integration of One-Stop Service Delivery

13. Local Workforce Development System

Describe the workforce development system in the LWDA.

- a. Describe how the Local WDB will coordinate workforce investment activities carried out in the local area with rapid response activities.
- b. Describe how the Board will ensure the expenditure of funds for training providers are selected from both the Eligible Training Provider List/System approved for use by the State of Missouri as well as approved from the State list by the local workforce development board.

14. Accessibility

Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and service, technology, and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities. (See current OWD Issuance and the State of Missouri Non-discrimination Plan)

15. Assessment of One-Stop Program and Partners

- a. Describe how the Board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants.
- b. Describe the actions the LWDB will take toward becoming or remaining a high-performance WDB.

Local Administration

16. Chief Elected Official (CEO)

Please identify the CEO. List the name, title, address, phone number and email address. Place it on a cover sheet in **Attachment 3**.

17. CEO Consortium Agreement and Bylaws

If the LWDA includes more than one unit of local government, the Chief Elected Officials (CEO) may develop a CEO agreement; however, it is not mandatory under WIOA law. If the LWDA is including a CEO agreement, please specify the respective roles of the individual CEOs and include the **CEO Consortium Agreement as Attachment 3 including any CEO Bylaws** that are in effect.

NOTE: (The CEO membership should be reviewed after each county and/or municipal election. If there are changes in the CEO membership, or leadership, a new CEO agreement will need to be signed and submitted to OWD-by the first day of June following the election.) OWD must be notified with the contact information as soon as the CEO takes office.

18. Local Workforce Development Board (LWDB) Membership

Please list the **LWDB members in Attachment 4**. Identify the members of the Board, the organization or business they represent, and the category (i.e., business, labor, adult education and literacy, vocational rehabilitation, Wagner-Peyser/OWD, higher education, economic development, TANF, Other) The LWDB Certification Form may be used. **See current OWD Issuance Local Workforce Development Board Membership Requirements and Recertification Procedures under the Workforce Innovation and Opportunity Act.**

a. LWDB Standing Committees

List of all **standing committees** on a separate page in **Attachment 4**.

b. LWDB Certification Letter (most recent)

Include in **Attachment 4** a copy of the current **LWDB certification letter**

19. LWDB Bylaws

The Board must review its by-laws annually and complete the “Local Workforce Development Board’s ATTESTATION FOR REVIEW OF BY-LAWS” form included near the end of this document. Include the Board’s current by-laws and the completed attestation form (copy is included in this guidance) as **Attachment 5** to the Plan.

Local Planning & Fiscal Oversight

20. Local Fiscal Agent

Identify the **Local Fiscal Agent**. Include contact information. Include the information as **Attachment 6**. **See current OWD Issuance Policy on Designation of a Local Fiscal Agent by the Chief Elected Official.**

21. Competitive Procurement

Describe the competitive (procurement) process used to award the grants and contracts in the LWDA for activities carried out under Title I of WIOA, including the process to procure training services for Youth and any that are made as exceptions to the ITA process. Include the information on the following processes: advertisement/notification to prospective bidders, time period bidders have to respond to

This document accompanies OWD Issuance 04-2023 and is part of that guidance.

the solicitation, evaluation and award/non-award notification. This may include those pages from the Board's procurement guidelines that describe the competitive-procurement process and the process to procure Youth training providers. Include the **Financial Procurement Policy as Attachment 9**.

22. Duplicative Costs and Services

a. Eliminating Duplicative Administrative Costs

Describe how the Board is working toward eliminating duplicative administrative costs to enable increased training investments.

b. Eliminating Duplicative Services

Identify how the Board ensures that services are not duplicated.

23. Planning Budget Summaries (PBSs)

Include the Planning Budget Summaries for the upcoming Program Year and Fiscal Year in **Attachment 7** to the Plan. (Instruction for this planning item will be sent after the locally negotiated performance goals are finalized.)

24. Complaint and Grievance Policy / EEO Policy

Establish and define the local policy and procedure for Complaint and Grievance Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA. Both policies should be incorporated into the MOU and disseminated throughout the LWDA for all workforce development professionals to understand and implement. This should adhere to federal and state complaint and grievance guidance and policy. Include either a statement that the Board will follow the state policy or develop a local policy and include a copy as **Attachment 10** to the Plan. (See the *State of Missouri Non-discrimination Plan*.)

25. Planning Process and Partners

The expectation is that the Board will involve business, organized labor, local public officials, community-based organizations, WIOA service providers, and other stakeholders in the development and review of this Plan. Describe the local plan development process, including how input for the Local Plan was obtained by all the partners involved in the MOU. Also, see **Attachment 57 - Statement of Assurances**.

26. Performance Negotiations

Identify the local levels of performance negotiated with the Governor and CEO to be used to measure the performance of the Board and to be used by the Board for measuring the performance of the Local Fiscal Agent (where appropriate), eligible providers, and the One-Stop Delivery System in the LWDA.

27. Public Comment

Describe the process used by the Board to provide an opportunity for public comment, including comment by representatives of businesses and labor organizations, and input into the development of the Plan, prior to submission of the Plan. Provide an affidavit of proof of this public announcement for comment. See **Attachment 57 - Statement of Assurances**

28. Assurances

Complete and sign the **"Statement of Assurances Certification" form** located in this guidance and include this as **Attachment 57** to the Plan.

PROGRAM ELEMENTS

Service Delivery

29. One-Stop Service Delivery

Describe how the LWDA is assisting customers in making informed choices based on quality workforce information and accessing quality training providers. Provide a list of one-stop partner products and services available at each Missouri Job Center.

Adult and Dislocated Workers

30. Title I - Employment and Training Products and Services

Provide a description and assessment of the type and availability of all Adult and Dislocated Worker employment and training activities in the LWDA. Please include how the Board uses products and services, such as workshops, assessment products (Key Train, WorkKeys /National Career Readiness Certificate [NCRC], Talify, etc.) and jobseeker products (such as Résumé Builder, etc.), to engage customers and assist with their re-employment efforts.

31. Unemployment Insurance Claimant Services (UI)

Describe the strategies and services that will be used in the local area to strengthen linkages between the one-stop delivery system and unemployment insurance programs. Provide a description of how Unemployment Insurance claimants will be provided reemployment services. Include how Worker Profiling and Re-employment Services (WPRS) will be delivered on a weekly basis between the Office of Workforce Development and partner staff.

32. On-the-Job Training (OJT)

Describe the Board's on-going strategies for promoting and increasing the number of participants in work-based learning and On-the-Job Training (OJT). Provide a summary of the results.

33. Credential Attainment / WorkKeys Assessment

Explain the Board's strategies for increasing the attainment of credentials, degrees, and certificates by participants in your LWDA and any accommodations you have made to make attainment easier (i.e., collocation of AEL centers, extended hours, etc.). In addition, please describe the Board's approach to ensuring every Missouri Job Center customer has the opportunity to take the WorkKeys assessments and obtain a NCRC. This should include how the Board collaborates with the local community college(s) in the LWDA to provide space and/or proctoring services for WorkKeys assessments on an as-needed basis.

34. ETT Services / Layoff Aversion

Describe how the Board coordinates with the OWD's Community Development Team to ensure that information and services are delivered in a seamless fashion, including how pre-layoff services are coordinated and provided. In addition, please provide a description of the proactive measures that are taken to identify potential layoffs in the LWDA, how information is shared, and how layoff aversion strategies are coordinated. **See current OWD Issuance Statewide Employment Transition Team Policy. Include as Attachment 29 the DW Employment Transition Team Policy.**

Youth

35. Youth Standing Committee Requirements

WIOA allows for a Youth Standing Committee if its membership and expertise meets the WIOA requirements [(WIOA sec. 107(b)(4)(C)]. Please document whether the Board will designate a Youth Standing Committee. If a Youth Standing Committee is not designated, then the Plan needs to state that the Board is not using a Youth Standing Committee. Whether the Board retains responsibility and oversight of Youth services or a Standing Committee is established, the Board should describe how the Board or Youth Standing Committee will meet the requirements of 20 CFR §681.100 and §681.120.

36. YSC Composition / Services / Procurement of Providers / Meeting Schedule & Agenda items

- a. Describe the composition of the Youth Standing Committee (if designated) and its participation in the design of Youth services in the LWDA
- b. Describe the development of the Plan relating to Youth services
- c. Provide an explanation of the YSC role in the procurement of Youth service providers, and recommending eligible Youth providers to the Board, ensuring the 14 elements are a part of the services planned and conducting oversight with respect to eligible Youth providers of Youth activities and the procurement of Youth service providers. [See current OWD Issuance WIOA Standing Youth Committees Requirements.](#)
- d. Also, provide information regarding the Youth Standing Committee meetings, such as any core agenda items that would be included, and the planned meeting schedule (i.e., the first Tuesday of every quarter, etc.).

37. Youth Activities

Provide a description and assessment of the types and availability of Youth activities in the LWDA, including an identification of successful providers of such activities. This description should include:

- a. How the Youth activities in the LWDA are developed to ensure the 14 program elements are available within the LWDA;
- b. The actual services provided by the LWDA for Youth, the element they represent, and how they fit within DOL's themes (see TEGL 05-12) for the emphasis on serving Youth within a comprehensive Youth development approach;
- c. The process for identification of Youth service providers;
- d. The evaluation of service providers for performance and impact (please provide details on frequency and criteria);
- e. The providers of the Youth services in the LWDA, including the areas and elements they provide;
- f. How year-round services are provided to Youth 14–24 years of age that are still in high school or out of school;
- g. An example of the flow of services for a Youth in the LWDA (please include all aspects, including intake, objective assessment process, assessment, coordination of services, follow-up, etc.)

This document accompanies OWD Issuance 04-2023 and is part of that guidance.

- h. The procedures for serving Youth that are most in need (homeless, disabled, offenders, etc.);
- i. The identification of the partnerships and describe the coordination of services with other agencies within the LWDA.

38. Innovative Service-Delivery Projects for OSY

Provide a description of any innovative service-delivery projects for OSY currently operating in the LWDA or a project the Board is planning to implement. Describe the Board's involvement in the projects, and the Board's efforts to continue involvement and funding for the continuation of these projects.

Agricultural Employment Services (AES)

39. Migrant and Seasonal Farmworkers / Agricultural Employment Services

WIOA section 167 provides the framework for agricultural services delivery. National Farmworkers Jobs Program (NFJP) services and grants are implemented at 20 CFR Part 685, as proposed. The current Section 167 Grantee, UMOS—United Migrant Opportunity Services, must be included in the MOU as the NFJP partner. The Plan should address how the LWDB will cooperate with UMOS and the State Agricultural Employment Services office to provide employment and training services to this population.

Business Services

40. Employer Engagement

Describe the strategies and services that will be used in the LWDA facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.

41. Services to Meet the Workforce Needs of Employers

Describe how the Board coordinates and provides comprehensive and integrated workforce system services to businesses, including the development and delivery of innovative workforce services and strategies to meet the needs of area employers. Explain the collaboration with Missouri Job Center Jobs Teams to facilitate recruitment and meet business demand.

42. Economic Development

Describe how the Board will better coordinate workforce development programs with economic development including how the LWDB will promote entrepreneurial skills training and microenterprise services.

43. Sector Strategy Initiative / Career Pathways

Describe the Board's sector-strategy initiative. Describe how the Board will be collaborating and aligning resources of all partners, public and private, toward developing a talent pipeline, and how that alignment will create meaningful career pathways for workers possessing skill levels serving important regional industries. Indicate how system services will be framed by industry sectors that are data driven, regionally designed, and guided by employers and how these strategies will be sustained. Include the methods the Board will be using to inform and engage key public and private stakeholders in the development of sector-strategies and career pathways.

44. Business Services Plan

This document accompanies OWD Issuance 04-2023 and is part of that guidance.

Boards shall maintain a Business Services Plan, outlining team members, including WIOA core and combined partners, and the marketing and outreach roles and expectations of team members. The Business Services Plan also should outline the team's purpose, goals, and policies and procedures to ensure seamless delivery of services, avoid duplication, and ensure feedback to the Board's Job centers. The plan should explain how the services provided by business service staff will be recorded in the client case management system for the calculation of two types of Effectiveness in Serving Employers Measure. (1-number of businesses served and 2-market penetration of businesses in the area). Include the **Business Services Plan as Attachment 30.**

Innovative Service Delivery Strategies

45. Missouri Re-entry Process /Ex-offender Initiative

Describe how the LWDB will support the Missouri re-entry process / ex-offender initiative. Include the services to be provided for ex-offenders and the process to be used to identify employers willing to hire ex-offenders.

46. Work-based Learning / Transitional Jobs

Describe the Board's innovative strategies for promoting and increasing enrollments in the work-based learning programs, such as Registered Apprenticeship, On-the-Job Training (OJT), Work Experience, Internships, Incumbent Worker Training, Transitional Jobs, and Customized Training. Include processes to target and encourage employer participation.

47. Trade Adjustment Assistance

Describe the Board's strategies for ensuring customers are aware of the Trade Adjustment Assistance (TAA) program and are co-enrolled into both WIOA Dislocated Worker and TAA, except in extenuating circumstances? (**Integration of Services or Co-enrollment Policy should be Attachment 24**)

48. Missouri Community Colleges

Describe how the Board will coordinate with the local community colleges. Please describe in depth the referral process of participants between the Community Colleges and Job Centers. Please include the **MOU (cooperative agreement) between the Board and Community Colleges** if your LWDA has any as **Attachment 31** to the Plan.

49. Incumbent Worker Policy

If the LWDB has an **Incumbent Worker Policy**, please include it as **Attachment 32**. If not please include a statement that the LWDB does not have an Incumbent Worker Policy.

Strategies for Faith-based and Community-based Organizations

50. Faith-based Strategies

Describe those activities to be undertaken to:

(1) Increase the opportunities for participation of faith-based and community organizations as committed and active partners in the One-Stop Delivery System; and

(2) Expand the access of faith-based and community-based organizations' customers to the services offered by the One-Stops in the LWDA.

This document accompanies OWD Issuance 04-2023 and is part of that guidance.

Outline efforts for conducting outreach campaigns to educate faith-based and community organizations about the attributes and objectives of the demand-driven workforce development system. Indicate how these resources can be strategically and effectively leveraged in the LWDA to help meet the objectives of WIOA.

REGIONAL PLANS

Regional Planning Guidance

51. Regional Plans

Missouri has designated 13 Local Workforce Development Areas (LWDAs). In accordance with WIOA sec. 106(c)(2), each of the LWDAs establish a Plan; however, collaboration must exist among the Kansas City and St. Louis Economic Regions for the creation of Regional Plans composed of the following:

- 1) For the Kansas City Region, one Regional Plan for the local planning areas of Kansas City and Vicinity Region and the East Jackson County Region; and
- 2) For the St. Louis Region, one Regional Plan for the local planning areas of: The City of St. Louis Region, the County of Saint Louis Region, the County of St. Charles Region, and the Jefferson/Franklin County Consortium Region.

While this establishes 13 Boards that are encouraged to collaborate, cooperate, and plan across common needs, they will not explicitly submit a Regional Plan. This establishes two Boards within the Kansas City Region that must contribute to a Regional Economic Plan for the Kansas City regional economy and four Boards within the St. Louis Region that must contribute to a Regional Economic Plan for the St. Louis regional economy.

Boards within the Kansas City and St. Louis regional economic planning areas must complete a regional planning requirement by including within each original LWDB Plan a Regional Economic Plan that is identically shared by all Boards in each economic region.

Include the **Regional Plan as Attachment 33**. Copies of Local Plans from other LWDAs in the region are not required for your Local Plan. Please submit the combined portion of the Regional Plan with signatures of the CEOs, Chairs and LWDB Directors.

NOTE:

Following approval of the Local Plan and Regional Plan, plans will be required to be posted on the LWDB website. Any updates or plan modifications will be required to be posted by the LWDB after approval. Please keep a current Local Plan and Regional Plan, if applicable, available on your website at all times.

REQUIRED POLICIES AND ATTACHMENTS

All local policies relating to WIOA are required to be approved by OWD and listed as part of the required attachments to the local plan regardless of whether or not they are required by the LWDB, state or federal

This document accompanies OWD Issuance 04-2023 and is part of that guidance.

guidelines. The below list is not an all-inclusive list of federal regulations. At any time the LWDB, state, or federal guidelines may require additional policies beyond the list below.

1. List of Comprehensive, Affiliate, Specialized and Other Centers and One Stop Operators
2. Memorandum of Understanding with IFA and Cost Sharing Budgets with All Partner Signatures
3. Chief Elected Officials Consortium Agreement and Bylaws
4. Local Workforce Development Board Membership List, Standing Committees, & Certification Letter
5. Local Workforce Development Board By-Laws and Attestation Form - **Form provided**
6. Local Fiscal Agent
7. Planning Budget Summaries (PBS)
8. Conflict of Interest Policy - Local Workforce Development Board, Staff, and Contracted Staff
9. Financial Procurement Policy / Financial (General) Policy
10. Complaints and Grievance Policy – Nondiscrimination, Programmatic
11. Sub-state Monitoring Plan and Policy
12. Supportive Services Policy – General, Needs Related Payments Policy for ADLT and DW
13. Adult Priority of Service Policy
14. Expenditure Rates Policy
15. Training Criteria Policy (AD & DW)
16. Youth Barriers Eligibility Policy – OSY ISY additional assistance barrier
17. Youth Incentive Payment Policy
18. Veterans Priority of Service Policy
19. Basic Skills Assessments (Testing) Policy
20. Individual Training Account (ITA) Policy
21. Eligibility Policy (Individualized Career Services)
22. Accessibility Policy – Persons with Disabilities
23. Accessibility Policy - Persons with Limited English Proficiency
24. Co-enrollment Policy
25. Adult Education and Literacy Policy (AEL Policy)
26. VR/RSB Coordination Policy
27. Youth Apprenticeships Policy
28. ETPL Policy
29. Employment Transition Team Policy
30. Business Services Plan and Policy
31. MOU (Cooperative Agreement) between the Community College & LWDB
32. Incumbent Worker Policy
33. Regional Plans (St. Louis / KC)
34. Accommodation Policy
35. Confidentiality Policy
36. Customized Training Policy (if applicable)
37. Facilities
38. Cost Allocation Policy
39. Cost Accounting Policy
40. Financial Reporting/Cash Draw Request Deadlines
41. Fraud, Waste, Abuse, and Criminal Activity Policy
42. Internal Accounting Policy
43. Local Bonding Policy
44. Payments to Employers Policy
45. Follow-up Policy Adults and Dislocated Workers
46. Follow-up Policy Youth

This document accompanies OWD Issuance 04-2023 and is part of that guidance.

- 47. Harassment and discrimination Policy
- 48. Nondiscrimination Policy
- 49. On-the-Job Training Policy (including employer disputes, nepotism, and modifications)
- 50. Personnel Policies (leave, travel, facilities closing)
- 51. Records Policy (access, Sunshine, retention, and destruction)
- 52. Transitional Jobs Policy (if applicable)
- 53. Work Experience Policy – Adult
- 54. Work Experience Policy – Youth
- 55. Apprenticeship Policy
- 56. Selective Service Policy
- 57. Statement of Assurances - **Form provided**

Attachment 5

LOCAL WORKFORCE DEVELOPMENT BOARD ATTESTATION FOR REVIEW OF BY-LAWS

The following form must be completed and submitted to the Office of Workforce Development annually. The purpose of the form is to assure that all certified members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Development Board: _____

The following local board members attest by their signatures that they have reviewed and understand the board's current by-laws:

_____ (Insert name of Chair)	_____ Date	_____ (Insert name of member)	_____ Date
_____ (Insert name of member)	_____ Date	_____ (Insert name of member)	_____ Date
_____ (Insert name of member)	_____ Date	_____ (Insert name of member)	_____ Date
_____ (Insert name of member)	_____ Date	_____ (Insert name of member)	_____ Date
_____ (Insert name of member)	_____ Date	_____ (Insert name of member)	_____ Date
_____ (Insert name of member)	_____ Date	_____ (Insert name of member)	_____ Date
_____ (Insert name of member)	_____ Date	_____ (Insert name of member)	_____ Date
_____ (Insert name of member)	_____ Date	_____ (Insert name of member)	_____ Date
_____ (Insert name of member)	_____ Date	_____ (Insert name of member)	_____ Date
_____ (Insert name of member)	_____ Date	_____ (Insert name of member)	_____ Date

Attachment 57

STATEMENT OF ASSURANCES CERTIFICATION

The officials listed below certify through their signature that the region has met the following requirements:

- ☐ Assures the local stakeholders (businesses, organized labor, public officials, community-based organizations and WIOA service providers) were involved in the development of this plan;
- ☐ Assures a written agreement has been developed between the local workforce development board and the current one-stop operator(s);
- ☐ Assures a written agreement has been developed between the chief elected official(s) and the local workforce development board;
- ☐ Assures the chief elected official(s) agree(s) with the selection of the one-stop operator;
- ☐ Assures the chief elected official(s) authorized the designation/selection of the region's fiscal agent;
- ☐ Assures the Governor and his administrative staff that all WDB members are nominated, and maintenance of membership over time is completed, on good faith and actions in compliance with the Office of Workforce Development WDB member certification OWD Issuance 10-2018.
- ☐ Assures the CEO, LWDB members and LWDB staff have read and understand the Conflict of Interest policy; and
- ☐ Assures the plan received a public comment period.

The (insert local workforce development area name) certifies that it has complied with all of the required components of the Workforce Innovation and Opportunity Act. The workforce area also assures that funds will be spent in accordance with the Workforce Innovation and Opportunity Act and its regulations, written U.S. Department of Labor guidance implementing this Act, and all other federal and state laws and regulations.

Chief Elected Official (or CEO Chair

Date

Workforce Development Board Chair

Date

Workforce Development Board Director

Date