

U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION WIA
	CORRESPONDENCE SYMBOL OWS/OCTA
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TRAINING AND EMPLOYMENT INFORMATION NOTICE NO. 4-01

TO : ALL STATE WORKFORCE LIAISONS
 ALL STATE WORKER ADJUSTMENT LIAISONS
 ALL STATE WORKFORCE AGENCIES
 ALL ONE-STOP CENTER SYSTEM LEADS

/s/

FROM : EMILY STOVER DeROCCO
 Assistant Secretary

SUBJECT : Workforce Investment Act (WIA) Readiness Workgroup Activities

1. **Purpose.** To transmit information about the activities of the WIA Readiness Workgroups to the workforce investment system.

2. **Authorities and References.**

- a. Workforce Investment Act of 1998 (Pub. L 105-220), August 7, 1998.
- b. WIA Regulations, 20 CFR Part 652 Subpart C, 660-671 et al.

3. **Background.** In June 2000, the Employment and Training Administration (ETA) issued Training and Employment Guidance Letter (TEGL) 15-99, which described contingency plan options for implementing WIA and included a list of “Elements of a Substantially Implemented WIA System”. With these elements as the guide, ETA’s Regional Offices conducted a series of on-site reviews to gauge the progress that states and local communities were making in implementing WIA, to identify the concerns and issues that have emerged, to identify promising practices, and to identify technical assistance needs. Focused on the early stages of implementation, the review was intended to examine the fundamental elements of a WIA system – not to assess quality or the degree to which WIA reforms had been achieved.

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Based on the reviews, ETA developed a WIA Readiness Report, describing the significant progress that the system has achieved in implementing WIA, as well as identifying the challenges that need to be addressed. The report has been widely shared with the system and is available at <http://usworkforce.org/readiness-report.htm>. To address the key issues identified in the WIA Readiness Report, ETA convened four groups of local, state and federal subject-area experts. These workgroups were tasked with suggesting strategies to assist the workforce investment system in addressing issues that have been identified as barriers to the successful implementation of WIA. The four workgroups were: (1) One-Stop Service Delivery; (2) Adult and Dislocated Worker Services; (3) Youth Services; and (4) Attracting and Retaining Employer Involvement on Workforce Investment Boards. Each workgroup met three times. A summary of the number of local, state and federal participants is found in Attachment B.

4. **Discussion.** Based on the workgroups' input and information, ETA has identified several actions that will be taken to address key readiness issues. In most cases these actions will be completed by December 2001. Information on the short term actions may be found in Attachment A. Longer term actions will be determined as the process unfolds.

In addition to the actions described in Attachment A, two additional activities underway include financial management training and the formation of performance accountability workgroups. A financial management technical assistance guide (TAG) has been drafted and is under review. It provides information on financial and administrative requirements that are applicable to ETA-funded programs functioning as required partners in the One-Stop System, which includes WIA Title I programs. The TAG includes chapters on allowable costs and cost allocation. The training sessions began in September 2001. The target audience is state, local and other grant staff responsible for ensuring that the program is being properly operated and fiscally sound. A listing of training dates and cities is posted on <http://usworkforce.org/events/financialtraining.htm>.

Issues related to performance accountability and reporting have been provided to the ETA Performance Team for consideration and appropriate action. Some issues, such as the renegotiation of performance levels and the development of additional indicators of performance, were discussed at a meeting held on September 5th and 6th in Washington, DC. Results of those meetings and plans for additional guidance on performance accountability will be made available in November 2001.

5. **Action.** States are requested to distribute this TEIN to all officials within the state who establish policies or deliver services to individuals through the One-Stop centers.

6. **Inquiries.** For information regarding the work of specific workgroups, please contact:

Workgroup	Contact	E-Mail	Phone Number
One-Stop	Maria Kniesler-Flynn	mflynn@doleta.gov	202-693-3045
Youth Services	Haskel Lowery	hlowery@doleta.gov	202-693-3608
Adult Services	Doug Holl	dholl@doleta.gov	202-693-3576
Workforce Boards	Laura Ginsburg	lginsburg@doleta.gov	202-693-2803

Inquiries on this TEIN may also be directed to your ETA Regional Office.

7. **Attachments.**

- A. Tables of Short-Term Actions
- B. Federal, State and Local Participation in WIA Readiness Workgroups