

July 2, 2018

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 18-02

TOPIC: Local Customer Service Plan Modification Policy

- 1. Purpose:** To provide clarification of all Local Plan Modifications to include fund transfers and a single modification transmittal form for these actions. This Field Memo supersedes Field Memo 13-05 issued on December 13, 2013.
- 2. Background:** 20 CFR section 679.530 requires that the State establish procedures governing the modification of local plans. Under Iowa Code section 84A.5(14), Iowa Workforce Development (IWD) is responsible for the review and approval, conditional approval, or rejection of local plans. The following are the revised procedures for modifying the Local Plan including required transmittal format (template included at the end of this document).
- 3. Substance:** In order to facilitate the State level approval process of Local Plan modifications, procedures have been established for the handling of modifications relating to WIOA program specific sections of the Local Plan, modifications relating to the system and structural sections of the Local Plan, and the transfer of funds between Adult and Dislocated Worker programs.

Modifications to the Local Plan can be made at any time during the Program Year. However, modifications regarding funds transfer must be made prior to established deadlines. Beginning with FY19, funds transfer modifications will be due by April 30th. In addition, modification regarding funds transfer must comply with appropriate waivers allowing this modification. WIOA 683.130 allows up to 100% of a program year allocation for Adult and Dislocated Worker funds to be transferred between Adult and Dislocated Worker programs.

Modification Procedure

The following is the process that is to be used when modifying the Local Plan to reflect any changes in the plan or the transfer of funds between programs.

The LWDB's designee is responsible for drafting the the plan modification and presenting it to the LWDB and CEO boards for review and vote. Once the Local Plan modification is approved by both boards, a completed and signed Local Plan Modification Transmittal Form should be sent to the Title I Bureau Chief. The Title I Bureau Chief will work with the Program Coordinators to review the modification.

Within 30 calendar days of receipt of a Local WDB's proposed plan modification, IWD will review the proposed plan modification and do one of the following:

1. Approve the plan modification;

2. Conditionally approve the plan modification upon suggested changes or the provision of requested additional information; or
3. Reject the plan modification.

It is the responsibility of the LWDB to ensure Local Plan modifications are reflected in all versions of the plan available or distributed to the public. The LWDB is also responsible for ensuring that the agenda including the Local Plan modification, minutes including Board approval, and final approved Local Plan Modification Transmittal Form are all posted to the Local Workforce Development Board website.

Required Information

At a minimum, a Plan Modification includes:

- A transmittal form outlining the changes to the plan;
 - All plan modifications should include details regarding the reason for the change as well as any service delivery and performance outcome impacts expected as a result of the change
 - Financial related plan modifications should include the section of the plan that is being changed, amount of funds to be transferred, which program and funding allotment the funds are being transferred from and to, the estimated number of participants to be served and the planned level of expenditures
 - Program plan modifications should include the section of the plan that is being changed and the new plan verbiage.
 - Any additional necessary information or documentation.
4. **Action:** This information should be shared with LWDB and CEO Board Members as well as appropriate One-Stop staff.
 5. **Effective Date:** These procedures are effective with the date of this memo.
 6. **Contact:** If there are any questions related to the information in this issuance, contact Michelle McNertney at 515-242-0408 or michelle.mcnertney@iwd.iowa.gov.



**Cathy Ross, Division Administrator
Workforce Services
Iowa Workforce Development**

Local Plan Modification Transmittal Form

To Be Completed by LWDB		STATE USE ONLY	
LWDB:		Date Received:	
Date Submitted:		Date Approved:	
Provide a description of Local Plan changes below:		Effective Date:	
		Title I Rep:	

(If additional space is needed, add blank pages and label with page number.)

Approvals:

LWDB Chair Date

CEO Chair Date