



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
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June 26, 2013

Workforce Investment Act Policy # 4.0

Subject: **WORKFORCE INVESTMENT ACT (WIA) PROGRAM DESIGN OF YOUTH SERVICES**

Topic: The purpose of this policy is to provide guidance on allowable program elements for Local Workforce Investment Areas to administer through local staff and the procedures for providing access to services within the ten (10) program elements by means of referrals without use of WIA youth formula funds.

Scope: Tennessee Department of Labor and Workforce Development (TDLWD), State Workforce Board (State Board), Local Workforce Investment Boards (LWIB), Local Workforce Investment Areas (LWIA), other Workforce System Sub-Recipients (Sub-Recipients).

References: Title I of the Workforce Investment Act (WIA) of 1998, as amended (29 U.S.C. 2801 et seq.); WIA Regulations, 20 CFR Part 652 et al, 29 CFR Part 95-97; Office of Management and Budget (OMB) cost principles codified in 2 CFR Part 220, Part 225 and Part 230; Tennessee Workforce Development Act of 1999, Tenn. Code Ann. Title 4, Chapter 3, Part 14, §4-3-1401 et. seq.

Background: The state has a waiver, effective through June 30, 2017, allowing the state to waive the requirement for competitively selecting providers for three of the ten program elements. This waiver, of WIA Section 123, only waives the requirement for: supportive services, follow-up services, and paid or unpaid work experience. The Summer Employment opportunity is allowed with WIA to be administered by the local fiscal agent, however, if this element is procured, it must go through the competitive bidding process (Section 664.610). The state directs LWIAs to continue the competitive bidding process (for the ten program elements) with eligible youth providers who have met performance and service requirements.

Instructions: Pertaining to providing the ten (10) program elements, the local Youth Council may determine that some services, for example tutoring and mentoring, are so

widely available that it would be a duplication of service and not fiscally sound to use WIA funds to pay for these services. Local grant recipients need not provide all ten program elements with the WIA funds if certain services are already accessible for all eligible youth in the local area.

- 1) If an activity is not funded with WIA title I funds, the local area must ensure that those activities are closely connected and coordinated with the WIA system.
- 2) If services are not readily accessible to all youth, the Youth Council must ensure that existing services can be expanded to serve all WIA eligible youth, or else the Local Board, with recommendations by the Youth Council, must competitively select providers to provide the services with WIA funds.
- 3) If an LWIA, at the direction of the Youth Council and Local Workforce Investment Board, chooses to provide program elements through referrals, the area shall complete a Resource Mapping of all services available to WIA eligible youth. Letters of Agreement must be obtained with any agency which is providing any of the ten program elements by means of referrals.

Contact: For questions regarding the WIA Title I program, please contact Susie Bourque, Director of Policy and Planning, at 615-741-1031 or Susie.Bourque@tn.gov .

Effective Date: May 6, 2013

Duration: Two years or until rescinded or revised.



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