

**Kansas Department of Commerce
Workforce Services
Policy and Procedures Manual**

Policy Number: 5-26-00

Originating Office: Workforce Services

Subject: Partner Collaboration

Issued: July 17, 2007

Revised: January 19, 2017

Program: Workforce Innovation and Opportunity Act (WIOA)

Purpose: To transmit State policy and guidance regarding local workforce development systems and WIOA Partner collaboration.

Reference: WIOA Sec. 107, 121, and 20 CFR §651.10, and 20 CFR Part 678 Subpart B

Background: The Workforce Innovation and Opportunity Act requires the State to assure coordination of and avoid duplication among workforce development system partners. Memorandums of Understanding are the primary means for coordinating the services of the One-Stop system and include agreement on services provided, cost sharing, methods of referral and ensuring customer needs are met. However, MOUs are negotiated not less than every two years. This policy establishes a structure for demonstrated coordination and collaboration on which to base future policy development among core, required, and other partners of the One-Stop system. The defined process will ensure collaboration is transparent and available for review by local and state board members as well as leadership of state agencies and partner organizations. Local Area Planning instructions further describe the goals and objectives for policy compliance.

Action: Disseminate this policy to all interested parties.

Contact: Questions should be directed to WIOA Administrator, (785) 296-0607, TTY: 711, WorkforceSvc@ks.gov.

Attachment: None.

Partner Collaboration

Policy Statement

The local workforce development board (LWDB) must make available, through the local workforce development system, services that are provided by core and required partner programs, and may make available services provided by other partner programs.

Overview

WIOA emphasizes full and effective collaboration between partners responsible for core, required and other programs to ensure seamless and customer-focused workforce development services within each local workforce development system.

Definitions

Core Program – WIOA adult dislocated worker and youth services, adult education and family literacy services, Wagner-Peyser employment services, and vocational rehabilitation services.

Required Program – Senior Community Service Employment Program, Trade Adjustment Assistance Program, Veterans Employment Training Services Program, Community Services Block Grant Program, Unemployment Insurance, Second Chance Act Corrections Programs, Temporary Assistance for Needy Families Programs (exempted by Governor), and training and employment programs offered by Kansas Housing Resource Corporation for families living in public housing.

Additional Programs – Ticket to Work Employment Network Programs, employment and training programs carried out by the small business administration, Supplemental Nutrition Assistance Program Employment and Training Programs, Supplemental Nutrition Assistance Program Work Programs, Vocational Rehabilitation Client Assisted Programs, AmeriCorps, Senior Corps, and the Social Innovation Fund

Workforce Development System - a local or statewide system which assures availability to the public including individuals and employers of adult, dislocated worker and youth employment and training services, labor exchange, and other programs as required by WIOA Sec. 121.

Policy Requirements for Collaboration

The KWSB requires LWDB to ensure their local workforce systems provide seamless, timely and customer-focused services to job seekers, employers and other members of the public accessing **KANSASWORKS** services. To this end, each LWDB must develop policies and procedures directing One-Stop Operators and/or staff to establish mechanisms and methodologies for partner collaboration. These policies and procedures must include the following:

1. Establishment of regular meetings with all partners to address service delivery issues, scheduling issues, MOU modifications and State and Local Policy implementation. Monthly meetings are recommended.
2. Establishment of procedure for recording attendance at Partner meetings.

3. Establishment of procedure for recording minutes of Partner meetings.

Local Plan Requirements

Local Areas must establish the policies, procedures and schedule for partner collaboration in their WIOA Local Area Plans.