

# WIOA Guidance Letter 23-01



# KANSASWORKS

**DATE:** 07/10/2023

**TO:** LWDB Executive Directors

**FROM:** Mike Beene, Assistant Secretary

**CC:** Workforce Services

**RE:** Websites/Common Links

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**Purpose:** The purpose of this Guidance Letter is to transmit guidance to workforce system partners to ensure consistency of certain, vital information across state and local partner websites.

This Guidance Letter outlines both the required and optional standard program links, disclosures and sections to display on websites across the Workforce System, including on Local Workforce Development Board (LWDB) websites.

**Background:** Local Workforce Development Boards and other partner websites can be the first or only job seeker or employer connection to the Workforce System.

## **Guidance:**

### **All Local Area Websites are required to display the following policies, procedures, or links:**

- Privacy Policy
- Equal Opportunity Employer Statement
- Accessibility Statement
- **KANSASWORKS** - [www.kansasworks.com](http://www.kansasworks.com)

**LWDBs and workforce system partners must post the above required policies, procedures and links listed on their respective websites within 30 days of the KANSASWORKS State Board's approval of this guidance letter.**

### **Local Area Websites have the option to display the following links, but are not required:**

- **KANSASWORKS** State Board - [www.ksworksstateboard.org](http://www.ksworksstateboard.org)
- **KanVet** – [www.kanvet.org](http://www.kanvet.org)
- **Office of Registered Apprenticeship** – [www.ksapprenticeship.org](http://www.ksapprenticeship.org)
- **RETAINWorks** – [www.retainworks.org](http://www.retainworks.org)
- **Trade Adjustment Assistance (TAA)** - [www.kansascommerce.gov/program/workforce-services/taa/](http://www.kansascommerce.gov/program/workforce-services/taa/)
- **Kansas Career Navigator** – [www.kscareernav.gov](http://www.kscareernav.gov)
- **Reemployment Services and Eligibility Assessment (RESEA)** - [www.kansascommerce.gov/program/workforce-services/resea/](http://www.kansascommerce.gov/program/workforce-services/resea/)
- **My ReEmployment** - [www.kansascommerce.gov/program/workforce-services/my-reemployment/](http://www.kansascommerce.gov/program/workforce-services/my-reemployment/)
- **Ticket to Work** – [www.choosework.ssa.gov/](http://www.choosework.ssa.gov/)
- **Workforce AID** – [www.kansascommerce.gov/program/workforce-services/workforce-aid/](http://www.kansascommerce.gov/program/workforce-services/workforce-aid/)
- **Older Kansans Employment Program (OKEP)** - [www.kansascommerce.gov/program/workforce-services/state-of-kansas-senior-employment-services/](http://www.kansascommerce.gov/program/workforce-services/state-of-kansas-senior-employment-services/)
- **Adult Education Centers** - [www.kansasregents.org/academic\\_affairs/adult-education/adult-education-centers](http://www.kansasregents.org/academic_affairs/adult-education/adult-education-centers)
- **Senior Community Service Employment Program** - [www.dol.gov/agencies/eta/seniors](http://www.dol.gov/agencies/eta/seniors)

- **Work Opportunity Tax Credit (WOTC)** - [www.kansascommerce.gov/program/taxes-and-financing/wotc/](http://www.kansascommerce.gov/program/taxes-and-financing/wotc/)
- **Layoff Resources**
  - Warn Search - [www.kansasworks.com/search/warn\\_lookups/new](http://www.kansasworks.com/search/warn_lookups/new)
  - Closings and Layoffs – [www.bit.ly/warnclosingsandlayoffs](http://www.bit.ly/warnclosingsandlayoffs)
  - USDOL WARN Compliance - [www.dol.gov/agencies/eta/layoffs/warn](http://www.dol.gov/agencies/eta/layoffs/warn)
- **Kansas Unemployment Portal** - [www.getkansasbenefits.gov/Home.aspx](http://www.getkansasbenefits.gov/Home.aspx)
- **Federal Bonding** – [www.kansascommerce.gov/program/workforce-services/federal-bonding-program/](http://www.kansascommerce.gov/program/workforce-services/federal-bonding-program/)
- **Veteran Resources**
  - **HireVets** - [www.hirevets.gov](http://www.hirevets.gov)
  - **Veterans' Priority Statement** - [www.kansasworks.com/veterans\\_priority](http://www.kansasworks.com/veterans_priority) (Also could be listed under policies and procedures.)
  - **Veteran's Resource Directory** – [www.nrd.gov/](http://www.nrd.gov/)
- **Migrant and Seasonal Farm Workers Resources**
  - **Complaint System** - [www.dropbox.com/s/fhwhgwgw14nf75b/MSFW%20complaint%20poster%20%20pdf.pdf?dl=0](http://www.dropbox.com/s/fhwhgwgw14nf75b/MSFW%20complaint%20poster%20%20pdf.pdf?dl=0)
  - **Farmworkers Rights** - [www.dol.gov/sites/dolgov/files/WHD/legacy/files/FarmWorkerEnglish.pdf](http://www.dol.gov/sites/dolgov/files/WHD/legacy/files/FarmWorkerEnglish.pdf)
  - **H-2A of the Immigration and Nationality Act** - [www.dol.gov/agencies/whd/fact-sheets/26-H2A](http://www.dol.gov/agencies/whd/fact-sheets/26-H2A)
  - **Kansas Migrant Education Program** – [www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Title-Services/Migrant](http://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Title-Services/Migrant)
  - **Migrant and Seasonal Agricultural Worker Protection Act (MSPA)** - [www.dol.gov/agencies/whd/agriculture/mspa](http://www.dol.gov/agencies/whd/agriculture/mspa)
- **Career One Stop** – [www.careeronestop.org](http://www.careeronestop.org)
- **Kansas Degree Stats** – [www.ksdegreestats.org/program\\_search.jsp](http://www.ksdegreestats.org/program_search.jsp)
- **KS Training Information Program Reports** - [www.kansasregents.org/workforce\\_development/k-tip-report](http://www.kansasregents.org/workforce_development/k-tip-report)
- **Accelerating Opportunity: Kansas (AO-K)** - [www.kansasregents.org/workforce\\_development/accelerating-opportunity-kansas](http://www.kansasregents.org/workforce_development/accelerating-opportunity-kansas)
- **Career Technical Education (CTE)** - [www.kansasregents.org/workforce\\_development/excel\\_in\\_career\\_technical\\_education\\_initiative\\_senate\\_bill\\_155](http://www.kansasregents.org/workforce_development/excel_in_career_technical_education_initiative_senate_bill_155)
- **Kansas Career Navigator** – [www.kscareernav.gov](http://www.kscareernav.gov)
- **Incumbent Worker Training** – [www.kansascommerce.gov/program/workforce-services/incumbent-worker-training/](http://www.kansascommerce.gov/program/workforce-services/incumbent-worker-training/)
- **On-the-Job Training** - [www.kansascommerce.gov/program/workforce-services/on-the-job-training](http://www.kansascommerce.gov/program/workforce-services/on-the-job-training)
- **Adult Education Centers** - [www.kansasregents.org/academic\\_affairs/adult-education/adult-education-centers](http://www.kansasregents.org/academic_affairs/adult-education/adult-education-centers)
- **Work Opportunity Tax Credit (WOTC)** - [www.kansascommerce.gov/program/taxes-and-financing/wotc/](http://www.kansascommerce.gov/program/taxes-and-financing/wotc/)
- **Partner Agencies**
  - **Kansas Department of Commerce** - [www.kansascommerce.gov](http://www.kansascommerce.gov)
  - **Kansas Department of Labor** - [www.dol.ks.gov](http://www.dol.ks.gov)
  - **Kansas Board of Regents** - [www.kansasregents.org](http://www.kansasregents.org)
  - **Kansas Department of Children and Families** - [www.dcf.ks.gov/Pages/default.aspx](http://www.dcf.ks.gov/Pages/default.aspx)
  - **Kansas Department of Children and Families: Vocational Rehabilitation** - [www.dcf.ks.gov/services/RS/Pages/Employment-Services.aspx](http://www.dcf.ks.gov/services/RS/Pages/Employment-Services.aspx)

- **Employer Resources**
  - **Kansas Industrial Training** – [www.kansascommerce.gov/program/business-incentives-and-services/kit/](http://www.kansascommerce.gov/program/business-incentives-and-services/kit/)
  - **Kansas Industrial Retraining** – [www.kansascommerce.gov/program/business-incentives-and-services/kir/](http://www.kansascommerce.gov/program/business-incentives-and-services/kir/)
  - **10 Commandments of Communicating** – [www.ucp.org/resource-guide/disability-etiquette/](http://www.ucp.org/resource-guide/disability-etiquette/)
  - **KS Commerce Disability Resources** – [www.kansascommerce.gov/program/workforce-services/disability-resources/](http://www.kansascommerce.gov/program/workforce-services/disability-resources/)
- **Kansasworks.com Specific Sites**
  - **Kansasworks.com Employer Online User Guide** - [www.ajla.net/joblink/Content/Employers/Getting\\_Started.html](http://www.ajla.net/joblink/Content/Employers/Getting_Started.html)
  - **Kansasworks.com Jobseeker Online User Guide** – [www.ajla.net/joblink/Content/Job\\_Seekers/Getting\\_Started.html](http://www.ajla.net/joblink/Content/Job_Seekers/Getting_Started.html)
  - **Creating a Resume** – [www.kansascommerce.gov/wp-content/uploads/2021/07/Creating-Uploading-Resume.pdf](http://www.kansascommerce.gov/wp-content/uploads/2021/07/Creating-Uploading-Resume.pdf)
  - **Forgot Username/Password Guide** – [www.kansascommerce.gov/wp-content/uploads/2021/07/Forgot-Password-Username-Using-Reset-Code.pdf](http://www.kansascommerce.gov/wp-content/uploads/2021/07/Forgot-Password-Username-Using-Reset-Code.pdf)

***Local Area Websites have the option to link to these shortcuts on kansasworks.com, as the easiest way to provide jobseekers and employers resources:***

- **Program List** - [kansasworks.com/programs](http://kansasworks.com/programs)
- **Job Seeker Resources** - [kansasworks.com/job\\_seeker#resources](http://kansasworks.com/job_seeker#resources)
- **Employer Resources** - [kansasworks.com/employer#resources](http://kansasworks.com/employer#resources)

**References:**

Policy #6-02-00 Workforce System Brand (Common Identifier)

**Contact:** Questions regarding this guidance should be directed to the Workforce Services Program Outreach Manager Email @ [workforcesvcs@ks.gov](mailto:workforcesvcs@ks.gov)