

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

Policy Number: 6-00-00

Originating Office: Workforce Services

Subject: Workforce Services Policy Process

Issued: July 1, 2016

Revised: March 15, 2021

Programs: Select federally funded workforce programs administered by the Kansas Department of Commerce.

Purpose: To transmit state policy and guidance regarding developing, reviewing, and distributing new and updated policies for select federally funded workforce programs administered by the Kansas Department of Commerce.

Reference: None

Background: This document applies to all workforce policies including select federally funded workforce services development policies issued by the Kansas Department of Commerce.

Action: The procedures described in this document should be made available to all associates responsible for overseeing select federally funded workforce programs.

Contact: Questions should be directed to the **KANSASWORKS** State Board Manager:
workforcesvcs@ks.gov

Attachment: None

Workforce Services Policy Process

Definitions

Subject Expert: Commerce Staff person overseeing program for which the policy is being developed or revised.

KWSB Director: Commerce Staff Person responsible for overseeing KWSB activities.

Deputy Administrator,

Policy: Commerce Staff person responsible for providing policy guidance and technical assistance.

State Level

Changes: Non-Substantive changes the state of Kansas proposes or mandates including procedural changes (e.g. contact information, reference to state function, term revisions per Commerce Communications Guidelines, adding attachment detailing format of an email message, rewrites to clarify with changing policy intent, etc.)

Federal Level

Changes: Changes the Federal Government mandates.

Policy Level Changes

This policy is to transmit state and federal policy, which would include additions, deletions and modifications to existing policies or procedures. Policy changes require approval from the Director, Employment Services and Deputy Administrator.

Procedure to Change Policies

1. Subject expert drafts new policy or revised current policy and sends redlined version via email to Deputy Administrator.
2. KWSB Manager sets format, proofs for grammar and punctuation and assigns policy number. Changes are tracked and a redlined version is returned to the subject expert. The subject expert is to accept or reject the changes and forward draft to staff tasked to review and proof the policy.

Rescission Process

1. The subject expert circulates policy to the KWSB Director and the Deputy Administrator to obtain approval to rescind/eliminate the policy.
2. The subject expert provides a summary as to the need to rescind the policy.
3. The KWSB Manager is notified of the policy rescission and tracks the information (e.g. date, person requesting rescission, reason for rescission, etc.)

