

Department of Community Colleges and Workforce Development	Number: 589-20.7
	Effective Date: 05/22/13
	Page 1 of 3
SUBJECT: Workforce Investment Act Title IB Local Workforce Investment Boards as One-Stop Operators	Approved: 

Purpose: This policy provides guidance and establishes procedures regarding the limited conditions under which a Local Workforce Investment Board (LWIB) may be designated as a One-Stop operator.

LWIBs

In Oregon, LWIBs play a vital role as conveners, collaborators, and coordinators, with specific functions further detailed in the State Plan, Local Plans, and other documents.

LWIBs guide and support the development of a system-wide approach that achieves the purposes of the Workforce Investment Act (WIA) including:

- increasing employment, retention and earnings of Oregonians,
- increasing occupational skill attainment,
- improving the quality of the workforce,
- increasing self-sufficiency, and,
- enhancing the productivity and competitiveness of the state's and nation's economy.

One-Stop Operators

One-Stop operators are responsible for administering the One-Stop centers.

In areas where there is more than one *comprehensive physical center* (20 CFR 662.100) there may be separate operators for each center or one operator for multiple centers.

The operator may be selected by the Local Board through a competitive process, or the Local Board may designate a consortium that includes three or more required One-Stop partners as an operator. The Local Board itself may serve as a One-Stop operator only with the consent of the chief local elected official (LEO) and the Governor.

[Note: WIA uses the terms “designated or certified” when referring to One-Stop operators; for consistency, Oregon’s policy and procedure(s) use the term “designate.”]

References: Workforce Investment Act (WIA) Public Law 105-220
20 CFR 661.310
20 CFR 662.100
20 CFR 662.400-420
20 CFR 667.200
Training and Employment Guidance Letter (TEGL) 35-10, *Transparency and Integrity in Workforce Investment Board Decisions*

Policy: An LWIB may be designated a WIA Title I-B One-Stop operator only with the agreement of the LEO and the Governor and must include proof that local workforce investment area (LWIA) partners support the request. CCWD is the designated review and approval agency for the Governor of the State of Oregon.

LWIBs seeking to be designated a One-Stop operator for an LWIA must follow the procedure detailed below.

The WIA local planning process (including plan modifications) and LWIB (re)certification are the mechanisms through which operator designation will be requested and maintained. (See procedure below.)

Procedure:

LWIBs seeking designation as a One-Stop operator will need to include the following in their Local WIA Plan, or a Plan Modification, for consideration by CCWD:

- A. A statement from the LEO indicating his/her request to designate the LWIB as a One-Stop operator. Including the following details:
 - i. Whether the LWIB will be the operator solely or as a member of a consortium. (If part of a consortium, include a list of the other consortium members.)
 - ii. In areas where there is more than one comprehensive One-Stop center, a description of the operator for each center (e.g., is the LWIB the operator for a single center or for a system of multiple centers, etc.)
 - iii. A description of which One-Stop functions the LWIB will perform. (Note: The extent to which LWIBs may function as providers of WIA Title I-B services is limited in duration, **through June 30, 2015**, and must meet the criteria described by, and be approved by, CCWD accordance with WIA IB Policy 589-20.6.)
- B. The LEO's signature, indicating the LWIB's agreement.
- C. Evidence that the request for designation of the LWIB as a One-Stop operator was made available to the public for review for at least 15 days.
- D. The views expressed by the local (Oregon) WIA mandatory One-Stop partner programs.
 - i. Submit copies of any letters of support and other views received by the LWIB.
- E. Identification of other provider(s) requesting to be the One-Stop operator and the rationale for not selecting that provider(s).
- F. Evidence of a separation of staff responsibility that demonstrates the LWIB's ability to successfully operate the One-Stop(s) and provide leadership for the entire workforce investment and One-Stop delivery system.

All correspondence to CCWD concerning this matter should be delivered in person or be sent by certified mail, return receipt requested, to:

Workforce Programs Director
Oregon Department of Community Colleges and Workforce Development
255 Capitol Street NE, Third Floor,
Salem, Oregon 97310-1600

SUBJECT: Workforce Investment Act Title IB Local Workforce Investment Boards as One-Stop Operators	Number: 589-20.7
	Page 3 of 3

Decisions on Requests for Designation

Decisions on requests to allow LWIBs to be designated as a One-Stop operator will be issued in the local plan approval, or in the plan modification approval, letter.

The decision to designate an LWIB to be a One-Stop operator is final and is not subject to review. However, requests may be reconsidered if additional information is provided that addresses the reasons for the denial.

Duration and Extension

The One-Stop operator designation will be in effect concurrent with the dates of the LWIA's Local Plan, and shall be subject to any plan extensions.

Additionally, the designation will be reviewed whenever LWIB (re)certification occurs.

Revocation, termination

CCWD, as directed by the Governor, may revoke or terminate an LWIB's eligibility to be a One-Stop operator at any time. LWIBs will be given at least 60 days' notice of the Governor's intent to revoke or terminate designation as an operator.

Notification of revocation or termination will be sent in writing to the LEO and the LWIB Chair. If the LEO and the LWIB Chair do not agree with the reasons for the revocation, they will have fifteen days to respond in writing to the revocation. The final determination will be made within 15 days of receiving the response letter and will be sent in writing to the LEO and LWIB chair.