

Questions and Answers: WIA Local Roles and Responsibilities

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These questions and answers are not official policy, so please note that when official policies are posted, they will automatically take precedence over this guidance. Any changes to these answers or the addition of new questions will be highlighted in red and/or dated.

If you have any questions regarding the application of a question or answer to your particular circumstances, please contact the Virginia Employment Commission, WIA Unit, at 804-786-4161 or bdavis@vec.state.va.us.

DECISION MAKING PROCESS IN THE LOCAL AREA

At the end of the Q & A, we have attached a handy table that shows which roles and responsibilities belong solely to the LWIB, which ones belong to the CLEO (grant recipient) and which roles and responsibilities are shared.

There is confusion in our area as to who the fiscal agent is accountable to...is it to the LWIB, the CLEO or to the one-stop operator?

The fiscal agent is the agent for the local government grant recipient (the CLEO). As such, the fiscal agent will receive the funds from the State and will be responsible for the legal use of those funds under WIA. The fiscal agent, however, does not make the decisions about who gets the money or how the money is spent. Rather, the fiscal agent will disburse the funds "immediately" at the direction of the LWIB, as long as those directives do not violate any provision of the Act. The one-stop operator or other providers will be responsible to the fiscal agent for turning in legitimate expenses in their reimbursement requests.

Can the CLEO act alone in designating a local grant subrecipient/fiscal agent or does the LWIB have to agree?

This would be the CLEO's decision as the responsible entity for the funds and could act alone.

Can the LWIB hire staff?

Yes. The LWIB could determine the job description(s) and hire, using WIA administrative funds.

Does the LWIB or the CLEO decide who will be the one-stop operator(s)?

The LWIB must designate or certify the one-stop operator(s), with the agreement of the CLEO. Also, the LWIB can terminate, for cause, the one-stop operator(s), with the agreement of the CLEO.

What role does the one-stop operator play in making budget decisions?

That will probably depend on the LWIB and the agreement it has with the one-stop operator(s). The Board has responsibility for developing a budget for the purpose of carrying out the duties of the LWIB, subject to the approval of the CLEO. Several of the policies that the LWIB sets will impact the local budget. Typically the LWIB will ask the one-stop operator to then develop a detailed budget within the broader parameters set by the LWIB.

Does the LWIB or the CLEO decide who will provide youth services?

The LWIB identifies eligible providers of youth activities by awarding grants or contracts on a competitive basis, based on the recommendations of the Youth Council.

Does the CLEO or the LWIB appoint the Youth Council?

The Youth Council is appointed by the LWIB in cooperation with the CLEO.

Who has the responsibility for program oversight?

The LWIB, in partnership with the CLEO, must conduct the oversight with respect to local WIA title I youth programs and the one-stop delivery system.

Who negotiates the local performance measures?

The LWIB, the CLEO and the Governor negotiate and reach agreement on local measures.

SEE ATTACHMENT

**Individual and Combined Roles and Responsibilities of the LWIB and CLEOs
Under the Workforce Investment Act**

Note: This chart is meant as an overview and not a complete description of responsibilities.

<i>LWIB</i>	<i>Shared</i>	<i>CLEO</i>
Select eligible youth service providers, based on Youth Council recommendation	Local strategic plan to be developed by LWIB, in partnership with CLEOs	Apply for Local Workforce Investment Area (LWIA) designation
Identify eligible providers of intensive services for adults and dislocated workers	Selection of one-Stop operator(s), with the agreement of the CLEOs	Develop consortium agreement among jurisdictions if LWIA contains more than one unit of government
Identification of eligible training providers, to include maintaining training provider list with performance and cost information	Budget to carry out Board functions and responsibilities developed by LWIB, subject to CLEO approval	Appoint the LWIB
Assist the Governor in developing a statewide employment statistics system	LWIB, CLEOs and Governor negotiate and reach agreement on local performance measures	Serve as grant recipient for WIA funding
Coordinate workforce investment activities with local economic development strategies and develop other employer linkages	Youth Council is appointed by LWIB, in cooperation with the CLEOs	Assume liability for misuse of funds
Promote participation of private sector employers in statewide workforce system	The LWIB conducts oversight of the youth, employment and training and one-stop system programs, in partnership with the CLEOs	
Conduct business in an open manner and make LWIB activities and information known to the public on a regular and continuing basis	Develop and enter into agreement specifying roles and responsibilities of both parties	

Chart Concept Adapted from Capital Area Workforce Investment Board INITIAL DRAFT Strategic Plan, Dated June 1, 2000