

**HIGHLIGHTS OF THE GOVERNOR’S GUIDELINES – REVISION 4
FOR NEGOTIATING COSTS AND SERVICES UNDER WIOA**

The Governor’s Guidelines – Revision 4 and associated forms can be accessed here:
<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

BACKGROUND

- All 16 programs required under the Workforce Innovation and Opportunity Act (WIOA) must use funds to share in the cost of operating local workforce delivery systems in Illinois.
- WIOA requires the Governor to consult with the IWIB, chief elected officials (CEOs) and local workforce boards to develop and issue guidance for the negotiation of service delivery and shared costs for local workforce systems.
- The Governor’s Guidelines apply to:
 1. State-level agencies and entities in Illinois responsible for administering Federally-funded workforce development programs, and
 2. Local workforce innovation boards, CEOs and required partners responsible for planning, administering and delivering workforce development services in a local area.
- The original Governor’s Guidelines in Illinois were issued in 2015. Revisions have been issued each year that new Federal guidance has been issued or when new guidance is needed to assure local negotiations start off on a solid footing.
- Commitments made by required partners in each local area are documented in a Memorandum of Understanding (MOU) for shared costs and service delivery in Illinois.
- July 1, 2020 starts a new Program Year 2020 and a new, three-year term for all MOUs. Planning for the negotiation period begins in December 2019.

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1. The guidance for PY 2020 negotiations provides an opportunity to learn from this input and from past experiences to incorporate:
 - a. **Streamlined provisions** to eliminate redundancies between MOUs and other plans that are required by WIOA or by State policy.

Example: The MOU Template seeks a description of the steps that required partners will take within the term of the MOU to implement the strategies described in the local area’s Service Integration Action Plan.
 - b. **Clarifications to make explicit the required content in MOUs** to (a) comply with the State and Federal regulations and (b) help required partners specify the real commitments they will make to ensure equal access to WIOA services throughout the local workforce system.

Example 1: The MOU Template seeks specific referral methods, communications protocol and tracking of referrals between required partners in the local area.

Example 2: The MOU Template asks partners to identify any special deadlines that would affect the invoicing and reconciliation processes.

- c. **User-friendly documents** to help make the MOU a more realistic agreement to operationalize the commitments made in the plans for achieving the vision for each local workforce innovation system.

Example 1: The MOU Template includes checkboxes rather than requiring perfunctory paragraphs of text.

Example 2: The MOU Template seeks a description of the role of the local workforce board and required partners in ensuring a high-quality workforce delivery system.

PROCESS FOR ISSUING THE GOVERNOR’S GUIDELINES – REVISION 4

Date	Primary Activity
July – November 2019	Seek input from required partners, local boards, MOU negotiators, the IWIB Executive Committee and IWIB work groups <ul style="list-style-type: none"> • Surveys • Analysis of past MOUs and required revisions • Outreach to IWIB work groups for service integration • Interactive webinars for input about draft revisions
October – November 2019	Consult with the IWIB Executive Committee in drafting the Governor’s Guidelines – Revision 4 and supporting material and in identifying how local board chairs can expedite approved MOUs
November 13-14, 2019	Seek approval by the WIOA Interagency Leadership Team and Interagency Technical Assistance Team
November 20, 2019	Issue the “advance release” copy of the Governor’s Guidelines – Revision 4 and associated forms
November 2019	Formally request final approval from the Governor’s Office (The guidelines are not anticipated to change and are effective immediately to initiate PY 2020 negotiations)
November 26, 2019	Distribute a letter from the IWIB Co-Chairs to CEOs encouraging timely signatures on agreed-upon MOUs and annual budgets

If additional or new Federal guidance, Federal regulations or State policies are issued after the release of the Governor’s Guidelines – Revision 4, then the new requirements will be amended into the Governor’s Guidelines and correlating forms.