



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JB Pritzker, Governor

WIOA NOTICE NO. 23-NOT-02

TO: Chief Elected Officials
Local Workforce Innovation Board Chairpersons
Local Workforce Innovation Board Staff
WIOA Fiscal Agents
WIOA Grant Recipients
WIOA Program Services Administrators
Illinois workNet® Operators
WIOA State Agency Partners
Other Interested Persons

SUBJECT: Local Workforce Area Contact System (LWACS)

DATE: December 26, 2023

I. SUBJECT INDEX

CEO Agreement
EO
LWIBs
One-Stop
Performance

II. PURPOSE

To provide information to all workforce professionals on using the Local Workforce Area Contact System (LWACS).

III. ISSUANCES AFFECTED

A. References:

WIOA Policy on LWIB Membership Requirements (August 4, 2023)
WIOA Policy on LWIB Certification and Recertification Requirements (August 4, 2023)

B. Rescissions:

None

IV. BACKGROUND

The [Local Workforce Area Contact System \(LWACS\)](#) was developed as an online repository on Illinois workNet to identify and update key individual Local Workforce Innovation Area (LWIA) contacts, including Local Workforce Innovation Board (LWIB) members.

The maintenance of the LWACS is the shared responsibility of the State, LWIBs, chief elected officials (CEOs), core and required one-stop partners, and one-stop operators.

LWACS is a resource available for workforce professionals with an Illinois workNet Account and is given the appropriate user rights by Illinois workNet staff to access the system. An account can be created at www.illinoisworknet.com.

The contact information entered in the system creates an on-demand LWIA Matrix Report and listservs.

A Listserv is an automated email distribution list that sends announcements to communicate important issues, policies, technical assistance, and other topics. Therefore, contact information must be updated promptly to ensure these communications reach the intended audience.

The designated LWIB Staff and Personal Data Entry Person is responsible for maintaining local contact information, such as adding and removing (departed) members who hold one of the roles listed in the system, and it should be reviewed and updated regularly to ensure accuracy.

State-level Office of Employment and Training (OET) staff may be provided with the State View right to access the components listed below.

This notice describes the various components of LWACS.

V. COMPONENTS

Key Local Contacts (Individual Contacts)

Contact information for individuals in the local area who hold one or more of the roles listed below must be entered into LWACS. Since local contacts may have a wide range of responsibilities and duties within the local area, all applicable roles must be checked.

Individuals may allow additional staff to receive any communications through the listservs by designating them to be courtesy copied as a "cc."

Persons who hold the following roles must be entered into the LWACS by those with the LWIB Staff and Personal Data Entry Person user rights:

LWIB

Local Workforce Innovation Board Chair
Local Workforce Innovation Chair cc
Local Workforce Innovation Board Member
Local Workforce Innovation Board Staff
Local Workforce Innovation Board Staff cc

Chief Elected Official (CEO)

Chief Elected Official – Primary
Chief Elected Official – Primary cc
Chief Elected Official – Other

LWIA Staff

Title IB Director
Title IB Director cc
Performance Manager
Performance Manager cc
Equal Opportunity Officers
One-Stop Operator
One-Stop Operator cc
Grant Recipient
Grant Recipient cc
Grant Quarterly Reporting
Fiscal
Fiscal cc
Trade Adjustment Assistance Contacts

The State Matrix Editor is responsible for updating the following individuals in LWACS:

Office of Employment and Training (OET) Staff

OET Staff – Regional Manager
OET Staff – Rapid Response

Additional Roles

Other Interested Persons
WIOA State Agency Partners

The system allows state-level users to view local contacts by local area, role type, and organization. Those with LWIB Staff and Personal Data Entry Person user rights can only view contacts from their local area.

LWIA Matrix Export

The individual contact information entered by those users with the applicable rights is utilized to create the LWIA Matrix Report on demand.

The report, which is available to the public, lists by local area the CEO(s), the LWIB Chair(s), LWIB Staff, the Title IB Director, the Comprehensive Illinois workNet Centers, the assigned State Rapid Response staff, and the counties served. It also lists Other Interested Persons and WIOA State Agency Partner contact information.

If individuals notice an error, they should contact either the State Matrix Editor for the state-level staff or the LWIB Staff or Personal Data Entry Person for local area contacts to update the information in the system.

Local Workforce Innovation Board (LWIB) Members and Reports

LWACS is the mechanism for submitting documents related to LWIB membership and recertification to OET. This section is only available to those with State Matrix Editor, State Approver, Personal Data Entry Person, and LWIB Staff user rights.

Following guidance in ePolicy Chapters 1.4 Local Workforce Innovation Board (LWIB) Membership Requirements and 1.5 Local Workforce Innovation Board (LWIB) Certification and Recertification Requirements, the LWIB Staff or Personal Data Entry Person must enter and manage the required nomination, appointment, reappointment, and recertification forms as necessary. LWIB Staff must approve LWIB member information when individuals with the Personal Data Entry Person enter the information before it is available for the State Reviewer to act upon.

LWIB Reports

- Composition Summary Form – This grid outlines the makeup of the selected LWIAs' board members. It is used for all LWIB submissions--appointments, reappointments and recertifications.
- Departed Report - This tells which LWIB members (by local workforce innovation area) are no longer on the board.
- Check Report - This tells which LWIB members (by local workforce innovation area) were approved within the last 30 days. This is used to compare the approved LWIB members with a new submission. It is used for all LWIB submissions--appointments, reappointments and recertifications.
- Member List - This is a list of the approved LWIB members (by local workforce innovation area). It is used for appointments and reappointments and is attached to the approval letter. It could be used for recertification also.
- Member List Report Recertification - This is a list of the approved LWIB members (by

local workforce innovation area) that have been recertified.

Document Library

Upload documents required as part of the LWIB Recertification - CEO Agreements, CEO LWIB Agreements, LWIB By-Laws, Business Member Narrative, Statements of Meeting Accessibility, and any associated mark-ups.

Listserv

A listserv is used to create an email distribution list generated from local area contacts grouped by their respective role(s) for users with the LWIB Staff, Personal Data Entry Person, State Matrix Editor, State Approver, and State View rights.

A listserv, once created, can be used to send announcements or other important communication to the field. It is, therefore, essential to ensure that contact information is updated timely. For example, if someone changes their email address, anything sent to them by the listserv won't reach them, and the sender will receive an undeliverable message.

Conversely, if an individual no longer acts in the capacity of a role, they must either be made inactive or the box for the role they no longer hold unchecked by the LWIB Staff or Personal Data Entry Person in LWACS.

For instance, emails for policy issuances go to the individuals that have an active role of Primary Chief Elected Official, Local Workforce Innovation Board (LWIB) Staff, LWIB Chair, Grant Recipient, Fiscal, One-Stop Operator, or 1B Director and their designated cc's.

Resources

This tab contains links to ePolicy LWIB Policies, the Help Desk, and Partner Resources such as a User Guide and Training Videos.

System Maintenance

LWIB Staff and the Personal Data Entry Person must review the contact information in the system regularly to ensure accuracy.

Any updates to local contacts, such as contact information or the role(s) the individual holds, must be made to the LWACS as soon as possible after learning of a change to avoid disruption of communication.

The only exception is when a new LWIB Chair has been selected, or a new CEO has been elected. The Personal Data Entry Person and LWIB Staff must update the LWACS as soon as possible and no later than thirty (30) calendar days consistent with current policy.

When a local contact leaves employment with the organization, they must be marked inactive.

VI. ACTION REQUIRED

The LWIB, including local board staff, CEO, One-Stop Operator, WIOA Program Directors and other LWIA representatives, shall review this notice and distribute it to all appropriate individuals within the organization.

VII. INQUIRIES

Inquiries about the notice and local contacts should be directed to OET, Michael Baker at michael.baker@illinois.gov. Inquiries pertaining to LWACS issues should be directed to the Illinois workNet Help Desk at helpdesk.illinoisworknet.com

VIII. EFFECTIVE DATE

This notice is effective on release.

IX. EXPIRATION DATE

This notice will remain in effect until amended or rescinded by DCEO, Office of Employment and Training.

Sincerely,

A handwritten signature in black ink, appearing to read "Julio Rodriguez", with a stylized flourish at the end.

Julio Rodriguez, Deputy Director
Office of Employment and Training

JR:ld

Attachments: None