



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-1031

November 4, 2010

Workforce Investment Act Memorandum Number 10-47

Topic: Program Design of Youth Services

Subject: Allowable procedures, concerning the ten (10) program elements, regarding the program-element waiver and referrals to agencies closely linked to the local Workforce Investment Act (WIA) system.

Purpose: To clarify allowable program elements for Local Workforce Investment Areas (LWIAs) to administer through local staff. To clarify the procedures for providing access to services within the ten program elements by means of referrals without use of WIA youth formula funds.

Background: The state currently has a waiver which must be renewed annually. This waiver allows the state to waive the requirement for competitively selecting providers of three program elements. This approved waiver, of WIA Section 123, only waives the requirement for three of the ten elements: supportive services, follow-up services, and paid or unpaid work experience. The Summer Employment opportunity is allowed within WIA to be administered by the local fiscal agent, however, if this element is procured, it must go through the competitive bidding process. (Section 666.140). The process for using this waiver is outlined in Employment & Training 06-31. The state directs LWIAs to continue the competitive bidding process (for the ten program elements) with eligible youth providers who have met performance and service requirements.

Instructions: Concerning providing the ten (10) program elements, the local Youth Council may determine that some services, for example tutoring and mentoring, are so widely available that it would be a duplication of service and not fiscally sound to use WIA funds to pay for these services. Local grant recipients need not provide all ten program elements with the WIA funds if certain services are already accessible for all eligible youth in the local area. If an activity is not funded with WIA title I funds, the local area must ensure that those activities are closely connected and coordinated with the WIA system. If services are not readily

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accessible to all youth, the Youth Council must ensure that existing services can be expanded to serve all WIA eligible youth, or else the Local Board, with recommendations by the Youth Council, must competitively select providers to provide the services with WIA funds.

If an LWIA, at the direction of the Youth Council and Local Workforce Investment Board, chooses to provide program elements through referrals, the area shall complete a Resource Mapping of all services available to WIA eligible youth. Letters of Agreement must be obtained with any agency which is providing any of the ten program elements by means of referrals.

Contact: For questions concerning this policy please contact Susan Cowden, Administrator, Division of Workforce Development at (615) 741-1031.

Effective Date: Immediate

Expiration Date: Indefinite



Susan Cowden, Administrator
Division of Workforce Development

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