



**WorkSource Information Notice (WIN)**  
Employment System Administration and Policy

Policy-related | 
  Fiscal | 
  Performance | 
  Q&A | 
  Other

Number: WIN 0139 Change 1  
 Date: January 31, 2024  
 Expiration Date: N/A

**TO:** Washington WorkSource System

**FROM:** Gary Kamimura, Policy Manager

**SUBJECT:** Required Local Workforce Development Board Policies

**Purpose:**

To communicate the policies that Local Workforce Development Boards (LWDB) are required to develop and implement in order to comply with Workforce Innovation and Opportunity Act (WIOA) law, rule, and guidance. LWDBs must have local policies as listed in sections 1 and/or 2 in place within 120 days of the publication date of this WIN.

For future WIN revisions, board members must be involved in developing local policies and LWDBs will have 120 days to develop and implement the newly required local policies.

Change 1 adds the following:

1. All grantees must have an internal control structure and written policies in place that provide safeguards to protect personally identifiable information (PII) (see Policy 1026).
2. Clarification of conditions on written policies and revisions

**Action Required:**

LWDBs must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

**Content:**

1. LWDBs are required to have the following local board-developed\* written policies in place and available on their websites or upon request:

Policy Name	Policy Number(s)
Debt Collection	<a href="#">5265</a>

Equal Opportunity and Nondiscrimination	<a href="#">5402</a> and <a href="#">1017</a>
Procurement and Selection of One-Stop Operators and Service Providers- <i>must include complaint, allowable use of sole source, conflict of interest- firewalls-internal controls</i>	<a href="#">5404</a>
Conflict of Interest ( <i>with 6 elements</i> )	<a href="#">5405</a>
Restrictions/Disclosures on Political Activity (can fall under Conflict-Of- Interest policy)	<a href="#">1018</a>
Property Management and Inventory	<a href="#">5407</a>
Dispute Resolution and Appeals	<a href="#">5255</a> , and <a href="#">1025</a>
Monitoring Policy	<a href="#">5414</a>
Personnel Responsibilities and Limitations Under WIOA Title I-B - <i>(LWDBs and subrecipients must define in writing their personnel, travel, and leave policies including restrictions defined herein)</i>	<a href="#">5413</a>
Individual Training Accounts	<a href="#">5601</a>
Supportive Services and Needs-Related Payments	<a href="#">5602</a>
Incumbent Worker Training Criteria	<a href="#">5607</a>
Co-Enrollment of TAA Certified Workers into WIOA Title I-B DW Program	<a href="#">5617</a>
WIOA Title I Follow-Up Services for Adult and DW Exiters	<a href="#">5620</a>
Priority of Service to Veterans	<a href="#">1009</a>
Eligibility Guidelines and Documentation Requirements + Eligibility Policy Handbook- <i>including priority of service for low income and other barriered populations beyond Categories 1-3 in WIOA Sec.3(36)</i>	<a href="#">1019</a>
Complaint Resolution	<a href="#">1012</a>
Safeguarding Personally Identifiable Information (PII)	<a href="#">1026</a>

2. LWDBs are required to have the following local board-developed\* written policies in place and available on their websites or upon request if the activities are undertaken locally:

<b>Policy Name</b>	<b>State Policy Number</b>
Customized Training	<a href="#">5616</a>
Increased Capacity Training	<a href="#">5619</a>
Incentive Payments to WIOA Title I Participants	<a href="#">5621</a>
Integrated Service Delivery Policy and Operations Manual	<a href="#">1023</a>
Verbal Attestation and remote eligibility documentation during COVID Emergency specifically regarding policies for securing and protecting PII ( <i>until USDOL COVID-19 FAQs are rescinded or 12/31/23, whichever comes first</i> )	<a href="#">WIN 0109</a>
Stipends/Food Assistance/Needs-related Payments/Medical and Mental Health Care payments using State EcSA Funds	<a href="#">WIN 0129</a>

- \* Local workforce development board members must in some way be involved in developing local policies to ensure they are fulfilling the functions described in WIOA Final Rule.

20 CFR 679.300(a):

*“The vision for the LWDB is to serve as a strategic leader and convener of local workforce development system stakeholders. The LWDB partners with employers and the workforce development system to **develop policies** and investments that support public workforce system strategies that support regional economies, the development of effective approaches including local and regional sector partnerships and career pathways, and high quality, customer centered service delivery approaches;”*

20 CFR 679.310(b):

*“In partnership with chief elected official(s), the LWDB **sets policy** for the portion of the statewide workforce development system within the local area and consistent with State policies.”*

Therefore, LWDBs must be able to demonstrate that their board members were involved with the development of local policies. Involvement can be demonstrated a number of ways:

- (1) Through policy-adoption votes of the full board or executive committee;
- (2) Through full board, board sub-committee, work group, or task team discussions where at least one board member is present, and policy is being developed;
- (3) Through the periodic convening of a committee of the Board, which reviews the impact policies may be having on populations served and/or outcomes against LWDB goals and directs changes needed to be consistent with Local Plan; or
- (4) Through email communication between board members and/or board chair regarding development of policy(ies) and directing staff.

Regardless of the method used to demonstrate local Board involvement, it must be documented through written agendas, minutes, or email communication.

### 3. Policy Revisions

Local policies listed and published prior to January 30, 2024 need not necessarily demonstrate board involvement. However, for all subsequent changes, revisions, or updates made to any policy on this list, whether considered substantive, meaningful, or seemingly inconsequential, LWDBs must demonstrate board members were involved in the development process as indicated above.

#### References:

- [WIOA Law, Section 107\(d\)](#)
- [20 CFR 679.300](#)
- [20 CFR 679.310](#)
- Policy links in the tables

#### Website:

[Workforce Professionals Center](#)

**Direct Inquiries To:**

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**Attachments:**

None