**Workforce Investment Act Title I-B  
Washington State Policies**

**SECTION C: General Administration**

*Grantees, subrecipients, and contractors funded under the Workforce Investment Act (WIA), whether in whole or in part, must abide by the Workforce Investment Act of 1998, the WIA Regulations, all applicable Office of Management and Budget (OMB) Circulars, state regulations in laws and rules (Revised Code of Washington and Washington Administrative Code), Office of Financial Management (OFM) policies, and the Washington State WIA policies.*

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| **EFFECTIVE DATE: WIA POLICY NUMBER: SUBJECT:** | June 9, 2005 3465 Designating a Workforce Development Council as a One-Stop Operator |

[BACKGROUND](http://www.wa.gov/esd/1stop/policies/documents/archive/3465.htm#BACKGROUND) | [PURPOSE](http://www.wa.gov/esd/1stop/policies/documents/archive/3465.htm#PURPOSE) | [POLICY](http://www.wa.gov/esd/1stop/policies/documents/archive/3465.htm#POLICY) [REFERENCES](http://www.wa.gov/esd/1stop/policies/documents/archive/3465.htm#REFERENCES) | [SUPERSEDES](http://www.wa.gov/esd/1stop/policies/documents/archive/3465.htm#SUPERCEDES:) | [WEBSITE](http://www.wa.gov/esd/1stop/policies/documents/archive/3465.htm#WEBSITE) | [INQUIRIES](http://www.wa.gov/esd/1stop/policies/documents/archive/3465.htm#IRECT INQUIRIES TO)

**BACKGROUND**

The preamble to the Final Rules (CFR 652) states, “WIA provides options for the designation of One-Stop Operators and intends for each local area to determine the approach that best meets the local need”. The Workforce Development Councils (WDC) and their partners have continued to develop and improve their service delivery system since the law was enacted on August 7 of 1998 and continue to implement diverse delivery models that meet the local needs of each of the twelve areas.

**PURPOSE**

The purpose of this policy is to clearly articulate the expectations of the Governor regarding designating the WDC as a one-stop operator and to ensure that the designation process is completed in a timely and appropriate manner.

**POLICY**

If a local Workforce Development Council (WDC) seeks to become a One-Stop Operator it must do so as a result of a competitive bid or “in accordance with an agreement reached between the local board and a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners” (WIA 121 (d)(2)(A)(ii). This policy applies to WDCs who are not a One-Stop Operator as of the date of this policy.

Designating the WDC as the One-Stop Operator must be consistent with the local area plan and be approved by the Chief Local Elected Official (CLEO) and the Governor. [WIA Public Law 105-220, 117(f)(2)], (20 CFR Part 652, Final Rules Section 662.420).

**To be considered for approval by the governor the WDC must provide the following information:**

1. A written explanation of the business reasons for changing the one-stop operator.
2. A description of the process used to change the designated operator.
3. A copy of a signed agreement reached between the WDC and the three one-stop partners, if applicable.
4. A copy of a document signed by the chief local elected official.
5. A description of the process and results used to satisfy the “sunshine provision”.
6. A signed letter from the executive director and local elected official requesting that the local area plan be amended to reflect the aforementioned changes.

**In addition, if WDC staff also function as One-Stop Operator staff the CLEO must describe, in detail and in writing, how the WDC will:**

1. Keep its primary focus on strategic planning and accountability.
2. Avoid conflict of interest and equitably oversee high quality WIA Title I-B program services as measured by performance and customer satisfaction.
3. Be accepted by other local workforce development program leadership as the legitimate and proper entity to create the Local Strategic Plan and evaluate the results of the local workforce development system. Program leadership may include schools, apprenticeship programs, community-based organizations, employer-based training entities and others. (Part II.B. of the 2000-2005 Local Operations Plan Instructions – WIA Title I-B and Wagner Peyser - As Revised December 1999)

**Modifying the local area plan**

A formal modification to the local operations plan is required whenever the designated One-Stop Operator changes (WIA Policy # 3625, Revision 1). The information required by this policy (#3465), when accepted and approved by the Governor, will be used as an addendum to the local operations plan and will meet this requirement.

The Employment Security Department and the Workforce Board will respond to the request to designate the WDC as the One-Stop Operator within forty five (45) days of receipt of the request.

**REFERENCES:**

Public Law 105-220 (WIA) Section 117(f)(2)  
Final Rules CFR 662.420  
State Policy 3625, Revision 1 “Local Operations Plan Modification for WIA Title-IB and Wagner Peyser”

**SUPERSEDES:**

NONE

**WIA POLICY WEBSITE:**

<http://www.wa.gov/esd/policies/title1b.htm>

**D****IRECT INQUIRIES TO:**

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