

**TEIN 04-01 Attachment A**  
**Short-Term Actions**

**One-Stop:**

The One-Stop workgroup discussed three key topics: (1) Service Integration; (2) Cost Allocation and Resource Sharing; and (3) Partnership and Memorandum of Understanding (MOU) development.

Desired Result	Action	Timing
Demonstration of federal partner commitment to and support of the One-Stop delivery system and its coordinated services.	Develop a national issuance that communicates a common message that can be signed and distributed by all federal partner agencies.	Issuance drafted and circulated to the federal partners for comment by November 2001
Increased awareness of promising practices to better serve customers in a One-Stop Career Center.	Develop a website that links all current accounts of promising practices; periodically update with current information.	Prototype of website to be developed by State of Illinois-led consortium by February 2002.
Increased communication and discussion among One-Stop partner program representatives at the federal, state and local level on cross-cutting issues such as cost allocation and partnership (MOU) development.	Convene, in partnership with the federal partner agencies, a series of regional forums to discuss One-Stop system issues and experiences.	Six forums to be held by May 2002.

## Short-Term Actions

### Youth Services:

The Youth Workgroup has been discussing issues related to: (1) engaging Youth Councils; (2) determining eligibility of low-income youth; (3) meeting the 30 percent requirement for serving out-of-school youth; and (4) youth program design.

Desired Result	Action	Timing
<p>Youth Council members and staff have greater understanding about function and responsibilities of Youth Council.</p>	<ol style="list-style-type: none"> <li>1. Disseminate to states and local areas a youth resource guide that provides information on strategic planning and community resource/asset mapping that may be done by Youth Councils.</li> <li>2. Sponsor an "Institute" for Youth Council members on strategic planning; evaluate approach and disseminate results as appropriate.</li> <li>3. Develop a tool kit of resource materials for Youth Council members and staff.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dissemination began August 2001; guide available via the Internet at <a href="http://www.doleta.gov/youth_services/maps-founding.asp">http://www.doleta.gov/youth_services/maps-founding.asp</a></li> <li>2. October 2001.</li> <li>3. Tool kit to be completed by November 2001.</li> </ol>
<p>Increased enrollment of and services to youth, both in-school and out-of-school, using appropriate eligibility criteria.</p>	<p>In collaboration with Adult Services, develop system guidance to facilitate the development at state and local levels of appropriate eligibility determination policies and procedures.</p>	<p>Guidance to be issued in January 2002.</p>
<p>Increased enrollment of and services to out-of-school youth.</p>	<ol style="list-style-type: none"> <li>1. Develop guidance clarifying the definition of alternative schools; use of ITA's and eligible training providers for older youth; and documentation and verification of youth eligibility.</li> <li>2. Develop tips and identify existing resources for effective strategies for recruiting, retaining and providing program services to out-of-school youth.</li> </ol>	<ol style="list-style-type: none"> <li>1. Guidance to be issued in December 2001.</li> <li>2. Guidance to be issued by January 2002.</li> </ol>

## Short-Term Actions

### Adult Services:

The Adult Services Workgroup has been discussing issues related to: (1) Individual Training Accounts and Eligible Training Providers; (2) eligibility determination; (3) the implications of service design and mix on WIA title I programs; and (4) the point of registration for adult and dislocated worker programs.

Desired Result	Action	Timing
Increased participation of training providers as Eligible Training Providers.	Develop system guidance that discusses ways to address barriers to training provider participation in the One-Stop system.	Guidance to be issued by November 2001.
Eligibility determination policies and procedures developed by states and local areas.	In collaboration with Youth Services, convene workgroup to develop appropriate framework and guidance on aspects of eligibility that require the development of state and/or local policies, eligibility determination processes and documentation. Communicate outcomes to system.	Guidance to be issued by January 2002.
Appropriate services provided to job seeker customers, including reemployment services and post-placement services and follow up.	Develop system guidance clarifying WIA policy on work first and customer-focused services, including reemployment services.	Guidance to be issued by December 2001.
Appropriate classification of services.	Develop system guidance clarifying types of services and eligibility for each service.	Guidance to be issued by December 2001.
Consistent measurement of participant services throughout the system.	<ol style="list-style-type: none"> <li>1. Convene workgroup of partner representatives to develop additional indicators of performance, including measures of self-service and informational activities.</li> <li>2. Identify current practices of collecting data on non-registrants.</li> </ol>	<ol style="list-style-type: none"> <li>1. Workgroup formed in September 2001; guidelines will be available for PY 2002.</li> <li>2. Report drafted for comment by November 2001.</li> </ol>

## Short-Term Actions

### Employer Involvement on Boards:

The Employer Involvement Workgroup examining employer involvement on Workforce Investment Boards focused on two issues: the difficulty in attracting employers and the difficulty retaining employers on the Boards. To attract employers to the workforce boards it is important that elected officials understand the role of the board and to retain employers it is critical that the boards be recognized within the system as an essential component.

<b>Desired Result</b>	<b>Action</b>	<b>Timing</b>
Elected officials have greater understanding of the functions and role of workforce boards, leading to more strategic employer appointments to boards.	Continued outreach to elected officials by intergovernmental organizations, including development of brochures and informational seminars.	Ongoing
Workforce boards have greater understanding about their operations and responsibilities.	Develop and distribute a list of products and information available for board members.	Guidance to be disseminated by December 2001.