

Operational Plan Outline:

- I. Overview of the Workforce System – Must include organization and delivery systems at the state and local levels for the programs covered in the plan, particularly how the organization effectively supports the coordination and alignment of the state’s workforce programs and integrated service delivery. The overview must include a description of the key state administrative personnel of the programs described in the strategic plan, and the organizational structure and membership (roster) of the SWIB and their organizational affiliation.
 - a. Organization - State
 - i. Description of organization
 - ii. Agency Personnel
 - iii. Chart
 - b. Organization - SWIB
 - i. Description of organization
 - ii. Membership Roster
 - iii. Chart
 1. Must include: how the board collaborated in the development of the plan, and how it will collaborate in carrying out the functions described in WIA Section III(d)
 2. How the SWIB member who represents Vocational Rehabilitation (VR) will effectively represent the interests, needs, and priorities of the VR program and how the employment needs of the individuals with disabilities in the state will be addressed
 - c. Organization at the Local Level
 - i. Description of Specific Workforce & Required Policies
 - ii. CMTs – Description, Function, & List of Current
 - iii. Identify Workforce Investment Areas Designated in the state & Process used for designating local areas (BOS/CEP)
 - iv. Designation of intrastate regions and interstate regions, as defined in 20 CFR 661.290, and their corresponding performance measures. For interstate regions, describe the roles of the respective governors, and state and local investment boards. OR DISCUSS OTHER TYPES OF REGIONAL STRUCTURES.
- II. Operating Systems & Policies Supporting the States Strategies: Describe how each individual program (using the funds allocated under each specific title) will align with and implement the strategies and vision outlined in the strategic plan.
 - a. Specific Programs
 - i. Strategy & Vision:
 1. Job Creation
 2. Integration of economic development and business programs into one-stops
 3. Modification of job training programs and secondary education to better meet the needs of workers and employers

4. Increased involvement of employers in 1-stop systems
 5. Re-employment of workers experiencing long-term unemployment as a result of recent economic recession
- b. State operating systems that support coordinated implementation of state strategies (e.g. – labor market information systems, data systems, communication systems, etc.)
 - c. State policies that support the coordinated implementation of the state’s strategies)
 - d. How the delivery of services to jobseeker customers and employer customers, including Registered Apprenticeship sponsors, will be aligned across programs
 - e. How the state will provide WIA rapid response activities to dislocated workers from funds reserved under Section 133 including designating a state rapid response unit
 - f. Common data collection and reporting processes used for all programs and activities’ present in one-stop career centers
 - g. State performance accountability system developed for workforce investment activities to be carried out through the statewide workforce investment system
 - h. State strategies for using Quarterly wage record information to measure the progress on state and local performance measures, including identification of which entities may have access to wage record information.
- III. Services to State Target Populations: Describe how all programs described in the plan will work together to ensure that customers who need a broad range of services receive them. This is an opportunity for the state to describe how One-Stop Career Center services will address more specific needs of targeted sub-populations identified in the economic analysis (key focus: veterans, long-term unemployed, dislocated workers); Discuss How Participant Groups will be served by the programs included in the plan.- state operational plan must describe how states will:
- a. Serve employment, reemployment, and training needs of unemployment compensation claimants; the long-term unemployed, the underemployed; dislocated workers (including trade-impacted dislocated workers and displaced homemakers); low-income individuals (including recipients of public assistance); migrant and seasonal farmworkers; veterans, individuals with limited English proficiency; homeless individuals; ex-offenders; older workers; individuals training for nontraditional employment; and individuals with multiple challenges to employment.
 - b. Serve the employment and training needs of individuals with disabilities. The discussion must include the state’s long-term strategy to improve services to and employment outcomes if individuals with disabilities, including plans for the promotions and development of employment opportunities, job counseling, and placement for individuals with disabilities.
 - c. Deliver comprehensive services for eligible youth, particularly youth with significant barriers to employment. The discussion must include how the state coordinates youth activities including coordination of WIA youth activities with the services provided by the Job Corps program in the state. Job Corps services

include outreach and admissions, center operations, and career placement and transitions services.

- d. Wagner-Peyser AOP
- e. Services to Employers: how the stat will coordinate efforts of the multiple programs included in the plan to meet the needs of business customers of the one-stop system in an integrated fashion, such as hiring plans, training needs, skill development, or other identified needs. The SOP should also describe how the state will use program funds to expand the participation of business in the statewide workforce investment system.
- f. Single Area States Only
- g. WIA Waiver Requirements
- h. TAA
- i. SCSEP