



## **WIOA COMMITTEE**

GoToMeeting® 11:00 – 1:00 PM  
Tuesday, November 28, 2017  
Walt Sullivan Building, Helena, MT

**MEMBERS PRESENT:** Commissioner Jane Weber (Chair); Paul Hopfauf, Commissioner Mike McGinley, and Casey Blumenthal (12:00 PM)

**MEMBERS EXCUSED:** Superintendent Elsie Arntzen (Katie Madsen)

**STAFF:** Shannon Lewis, Casey Schreiner, Jenny Harris

**CALL TO ORDER/ROLL CALL:** Chair Weber called the meeting to order at 11:00.

**ROLL CALL:** Shannon Lewis conducted roll call and established a quorum.

**AGENDA:** Chair Weber asked for a motion to approve the agenda.

***Mr. Hopfauf moved, and Mr. McGinley seconded a motion to approve the agenda.***

***The motion carried.***

### **NEW BUSINESS:**

**JMG POLICY:** Ms. Harris walked the committee through the JMG Policy and answered questions about the policy. Ms. Lewis explained that the WIOA Committee will serve as the oversight to the program as the Youth Committee, which used to oversee the program, no longer exists under the SWIB's structure. Members of the Committee agreed that the WIOA Committee is a good fit for the oversight of the program; however, the Committee would also like a breakdown of all of its responsibilities. Staff agreed to put together a full list of committee responsibilities for presentation at the December meeting.

Chair Weber asked for a motion to approve the JMG Policy.

***Mr. McGinley moved and Mr. Hopfauf seconded a motion to approve the JMG Policy.***

***The motion carried.***

### **SELECTIVE SERVICE REGISTRATION REQUIREMENTS POLICY:**

Ms. Harris walked the Committee through the Selective Service Registration Requirements Policy and answered questions about the policy to members of the committee.

***Mr. Hopfauf moved and Mr. McGinley seconded a motion to approve the Selective Service Registration Requirements Policy.  
The motion carried.***

**GENERAL ELIGIBILITY DETERMINATION POLICY:**

Ms. Harris walked the Committee through the General Eligibility Determination Policy and discussed the options offered within the policy.

***Mr. McGinley moved and Mr. Hopfauf seconded a motion to approve the General Eligibility Determination Policy.  
The motion carried.***

**APPROVED LANGUAGE:**

Application:

- The client must complete the WIOA Application Form, form number WIOA.o8.
- Service providers must input the information provided by the client on the WIOA Application Form into MWorks date fields.
- The application requires evidence of all necessary eligibility documentation regarding citizenship, age, income (for youth and adults) and selective service registration (if applicable).
- All documentation necessary to establish eligibility for the WIOA program must be collected and reviewed within 45 days of the application date.
- An application that has not had determination made after 45 days is determined expired. An applicant that wishes to continue in the application process after the initial 45 days must complete and submit a new application.
- After the determination of eligibility has been made in the Equal Opportunity is the Law Form, form number WIOA.O1 must be signed by the client prior to enrollment.
- Upon completion of eligibility determination, service providers may enroll the eligible applicant directly into the WIOA program or place them in an applicant pool that is good for 45 days from the application determination date. Applicants placed in the applicant pool will be served in the order they were placed into the applicant pool.

**MONITORING, AUDITS, PERFORMANCE, AND SANCTIONS POLICY:**

Ms. Harris walked the Committee through the Monitoring, Audits, Performance, and Sanctions Policy, explained the options within the policy, and answered questions about the policy to members of the committee.

***Mr. Hopfauf moved and Mr. McGinley seconded a motion to approve the Monitoring, Audits, Performance, and Sanctions Policy.  
The motion carried.***

**APPROVED LANGUAGE:**

Methods of Repayment of Debt:

- Lump Sum: Payment in full may be made by certified check, money order, cashier's check, or bank draft.

- **Installment Payments:** cash installment repayment agreements are usually short-term duration, from three to twelve months, and are limited to 36 months by the Federal Claims Collection Standards. Duration is negotiated based on the size of the debt and the debtor entity's ability to pay.
- **Adjustment in Payments:** when cash repayment in lump sum or in installments is impossible, an agreement may be entered into with the debtor whereby the contract is reduced by the amount of the debt repayment while the program is maintained at an undiminished cost level through nonfederal contributions.
- **Withholding:** this repayment method will involve withholding amounts owed the debtor for past services or for other considerations already provided in satisfaction of the debt owed.
- **Offset:** this method involves reducing the contract up to the amount of the debt. The SWIB Administrative Entity may use this option with the approval of the U.S. Secretary of Labor.
- **Non-Cash methods** must be negotiated with the SWIB Administrative Entity prior to being considered as a method for debt recovery.
  - **Stand-in Costs:** this method is not actually a debt repayment, but is a way of "erasing" the debt. The debtor must identify allowable non-federal costs associated with the contract but not charged to the contract, and substitute those costs for the disallowed costs, thus erasing the debt. These expenditures must have been reported to the SWIB Administrative Entity with the quarterly financial status report or closeout package for the year the costs were incurred in order to be considered for disallowed costs incurred during that same time period. This method would require negotiation and agreement with the debtor that such costs are subject to audit. Documentation that will establish a clear audit trail must be maintained when such agreements are made.

**NEXT MEETING DATE:**

The WIOA Committee will have its final meeting during the week of December 11.

**ADJOURNMENT:**

Chair Weber adjourned the meeting at 12:25 PM.