

**Fiscal Years 2007–2008 Texas Workforce Development Board Planning Guidelines:
Review Criteria**

Narrative	Y	N	Page #
The plan describes the mission of the Board.			
Comments:			
The plan identifies the Board’s strategic goals and objectives established through the strategic planning process.			
Comments:			
The plan describes how the Board identified the current and projected high-growth, high-demand occupations by industry, industry sector, or industry cluster (based on the Board’s preference) and the entry-level job skills necessary to obtain the occupations, through the labor market analysis.			
Comments:			
The plan describes the methods used to involve local employers, including small employers (defined as less than 100 employees), in the validation of high-growth, high-demand occupations associated with the high-growth, high-demand industries in the workforce area.			
Comments:			
The plan describes the types of resources available at the local level and how the Board will use these resources to operate more efficiently in light of declining federal resources.			
Comments:			
Appendix 1 Elements of System Operation			
System Description (What do you do? Who are your potential customers, and why will they use your services?)	Y	N	Page #
Describes the service delivery system.			
Describes the number of employers and job seekers to be served and the planned service mix.			
Describes how the Board plans to devote increased resources to training.			
Describes how the Board will ensure physical and programmatic accessibility for individuals with disabilities at the Texas Workforce Centers.			
Describes the role of the youth advisory committees, if appropriate, and any existing subcommittees.			

Addresses the education and training needs of individuals with limited English proficiency.			
Comments:			
Partners and Stakeholders (Who is involved?)	Y	N	Page #
Lists the Board's partners, including educational and economic development entities.			
Describes what services along the continuum of services will be delivered by each of the partners and how they will be provided.			
Outlines the roles and responsibilities of each partner and the Board's respective roles and responsibilities to the partners.			
Identifies resources contributed by each partner.			
Describes the Board's working relationships with its partners.			
Describes how the Board will coordinate employment and training activities with local economic development activities, including the promotion of entrepreneurial skills training and microenterprise services.			
Describes how the Texas Model is operationalized for ES.			
Describes how the Board coordinates with the Texas Veterans Commission to provide services to veterans.			
Describes how the Board coordinates services with adult education programs.			
Describes how the Board identifies and outreaches training providers who can meet the training needs identified as supportive of employer needs.			
Describes how the Board facilitates the certification of local training providers through the Eligible Training Provider Certification System.			
Comments:			
System Structure (How is it done?)	Y	N	Page #
Describes the Business Services Unit, its involvement in the planning process, and its functions in supporting an employer-driven system.			
Describes how the Board markets its products and services by customer (employer, job seeker, and the public).			
Describes the Board's policies for implementing the ITA system and procedures for ensuring that exceptions to using ITAs are justified.			

Describes the Board’s policies for focusing on short-term versus long-term training needs in a period of diminishing resources.			
Describes how workforce service information is shared between partners and customers.			
Describes how job seekers are referred along the continuum of services, including how individuals are referred to training.			
Describes how the Board works with community colleges, technical colleges, or other training providers to create customized employer training.			
Describes co-enrollment strategies that maximize resources by integrating service delivery.			
Describe how the Board facilitates access to services in remote areas, including the use of technology.			
Describes how the Board coordinates transportation services, including public transportation.			
Comments:			
Performance and Feedback (When is it complete?)	Y	N	Page #
Describes the system, including key milestones, the Board uses to evaluate its performance in meeting its adopted strategic goals and objectives.			
Evaluates the effectiveness of the Board’s own and other workforce services, activities, and service providers for both youth and adults.			
Describes how the Board obtains customer feedback.			
Identifies the points in the system where the Board collects customer feedback.			
Outlines how the Board uses customer feedback to ensure continuous improvement to its service delivery strategies and mix.			
Comments:			

Appendix 2 List of High-Growth, High-Demand Industry Sectors and Occupations Identified through Labor Market Analysis			
Provides a list of high-growth, high-demand industries and the sectors that comprise them, including their corresponding NAICS codes.			
Provides a list of high-growth, high-demand occupations—eligible for WIA-funded training—and their corresponding SOC codes.			
Identifies high-growth, high-demand occupations and the occupational career ladder for which training may be provided and supported by WIA funds.			
Comments:			
Appendix 3 Statewide Goals and Objectives – Texas Workforce Investment Council			
Comments:			
Appendix 4 Process Elements			
Public Comment	Y	N	Page #
Comments:			
Fiscal Agent	Y	N	Page #
Comments:			
Priority of Service	Y	N	Page #
Restricted			
Unrestricted			
Comments:			
Signature Page			
Assurances			

Memoranda of Understanding			
WIA Title I – Adult, Dislocated Worker, and Youth Programs			
TANF Choices			
FSE&T			
Child Care Services			
Project RIO			
Trade Act			
Wagner-Peyser Employment and Training, as amended by WIA (includes Migrant and Seasonal Farmworkers)			
Veterans’ Employment and Training Programs, as amended by the Jobs for Veterans Act			
Apprenticeship Programs			
WIA Title II – Adult Education and Family Literacy Act			
National and Community Services Act			
Postsecondary Vocational Education Activities under the Carl D. Perkins Act			
Senior Community Service Employment Program			
Coordinated Choices Case Management with the Texas Health and Human Services Commission			
UI Compensation			
Texas Department of Family and Protective Services			