

**Appendix 9:  
Texas Workforce Development Board Plan Modifications  
Guidelines: Review Criteria**

Boards must complete and submit Appendix 9 indicating the page number of all new information as well as any revisions or additions to the existing narrative. (New information in Appendix 9 is italicized.)

<b>Narrative</b>	<b>Y</b>	<b>N</b>	<b>Page #</b>
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:			
<b>Appendix 1. Elements of System Operation</b>			
<b>System Description</b> (What do you do? Who are your potential customers, and why will they use your services?)	<b>Y</b>	<b>N</b>	<b>Page #</b>
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:			
<b>Partners and Stakeholders (Who is involved?)</b>	<b>Y</b>	<b>N</b>	<b>Page #</b>
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 Wagner-Peyser Employment Service.			
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:			

<b>System Structure</b> (How is it done?)	<b>Y</b>	<b>N</b>	<b>Page #</b>
Describes the Business Services Unit, its involvement in the planning process, and its functions in supporting an market-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 Individual Training Account (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.			
Describes 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.			
<b><u>Child Care</u></b>			
<ul style="list-style-type: none"> <li>• <i>Describe how the Board integrates the delivery of child care services with other workforce services [§809.12(a)].</i></li> </ul>			
<ul style="list-style-type: none"> <li>• <i>Briefly describe the Board's coordination efforts with the following entities in developing the Board plan modification and policies for the design and management of child care services [§809.14(a)]:</i> <ul style="list-style-type: none"> <li>➤ <i>Federal, state, and local child care and early development programs</i></li> <li>➤ <i>Representatives of local governments</i></li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• <i>Briefly describe the Board's efforts to coordinate with the following entities regarding the availability of full-day, full-year child care [§809.14(b)]:</i> <ul style="list-style-type: none"> <li>➤ <i>School districts</i></li> <li>➤ <i>Head Start and Early Head Start program providers</i></li> </ul> </li> </ul>			

<p><b><u>Training Funds</u></b>  <i>What percentage of the Board’s total Workforce Investment Act (WIA) allocation will be devoted to training costs?</i></p>			
<p><b><u>Structure</u></b></p> <ul style="list-style-type: none"> <li>• <i>Provide a description of the Board’s workforce service delivery contracting structure. Include the management structure and contracting model or method. Reference compliance with WD Letter 02-07 in your response.</i></li> </ul>			
<ul style="list-style-type: none"> <li>• <i>Indicate whether the Board or the workforce service contractors use a staff leasing company or professional employer organization. If so, describe the arrangement in detail, including whether the entities are licensed by the Texas Department of Licensing and Regulation.</i></li> </ul>			
<ul style="list-style-type: none"> <li>• <i>Describe how the Board ensures separate staffing between the Board and the staff of the workforce service contractors.</i></li> </ul>			
<p><b><u>Reprocurement</u></b></p> <ul style="list-style-type: none"> <li>• <i>Indicate whether the Board will reprocure for delivery of workforce services based on WD Letter 02-07.</i></li> </ul>			
<ul style="list-style-type: none"> <li>• <i>If so, state when the reprocurement took place or will take place. State whether this time frame is the renewal option point or the end of the current contract.</i></li> </ul>			
<ul style="list-style-type: none"> <li>• <i>State the terms of the Board’s contracts for workforce services.</i></li> </ul>			
<p><b><u>Employer Involvement</u></b></p> <ul style="list-style-type: none"> <li>• <i>Provide a list of the local economic development entities, chambers of commerce, and industry/employer associations that are actively engaged in the workforce system.</i></li> </ul>			
<ul style="list-style-type: none"> <li>➤ <i>Describe the relationships and types of interaction these partners have within the workforce system.</i></li> </ul>			
<ul style="list-style-type: none"> <li>➤ <i>Provide a brief description of any model projects or best practices the Board is implementing in collaboration with local economic development entities, chambers of commerce, and industry/employer associations.</i></li> </ul>			

<ul style="list-style-type: none"> <li>Describe the Board's role in local and regional economic development efforts.</li> </ul>			
<ul style="list-style-type: none"> <li>Provide a brief, but detailed, summary of any economic development or labor market projects in which the Board may be participating during the FY'08 plan modification time frame.</li> </ul>			
Comments:			
<b>Performance and Feedback</b> (When is it complete?)	<b>Y</b>	<b>N</b>	<b>Page #</b>
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:			
<b>Appendix 2. List of High-Priority Occupations Identified through Direct Employer Input and Labor Market Analysis</b>			
<ul style="list-style-type: none"> <li>Provides a list of high-priority occupations for which WIA-funded training will be made available.</li> </ul>			
<ul style="list-style-type: none"> <li>Provides O*NET codes for each high-priority occupation on the list.</li> </ul>			
<ul style="list-style-type: none"> <li>➤ Provides adequate justification for each occupation on the list.</li> </ul>			

➤ <i>Provides the level of projected demand for skilled workers expressed as a number.</i>			
• <i>Provides a narrative explanation of how the Board identifies the transferable skills possessed by workers in occupations that are in decline in the regional labor market for the purposes of placement with other local employers and retraining in another occupation with significant impact on the regional economy.</i>			
➤ <i>Explain how this information is provided to and used by the Business Services Unit.</i>			
Comments:			
<b>Appendix 3. Local Workforce Development Board Strategic Planning Alignment with Texas Workforce System Strategic Plan</b>			
Comments:			
<b>Appendix 4. Process Elements</b>			
<b>Public Comment</b>	<b>Y</b>	<b>N</b>	<b>Page #</b>
Comments:			
<b>Fiscal Agent</b>	<b>Y</b>	<b>N</b>	<b>Page #</b>
Comments:			
<b>Priority of Service</b>	<b>Y</b>	<b>N</b>	<b>Page #</b>
Restricted			
Unrestricted			
Comments:			

<b>Signature Page</b>			
<b>Assurances</b>			
<b>Memoranda of Understanding</b>			
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			
Unemployment Insurance			
Texas Department of Family and Protective Services			