

DIRECTIVE
WORKFORCE INVESTMENT ACT

Number: WIAD03-6

Date: July 31, 2003
69:214:pc:7255

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LWIA PERFORMANCE LEVELS FOR PY 2002-03, 2003-04, AND
2004-05

EXECUTIVE SUMMARY:

Purpose:

The purpose of this directive is to make the Local Workforce Investment Area (LWIA) performance goals for Program Year (PY) 2002-03 (PY 2002) final and to outline the process to begin LWIA negotiations for PY 2003-04 (PY 2003). This directive provides State-level goals for PY 2003, and PY 2004-05 (PY 2004), and explains that PY 2004 local performance negotiation is being deferred due to changing Department of Labor (DOL) policy.

Scope:

This directive applies to the LWIAs.

Effective Date:

This directive is effective on the date of issuance.

REFERENCES:

- Workforce Investment Act (WIA) Sections 136(b) and 136(c)
- Title 20 Code of Federal Regulations (20 CFR) Part 666
- DOL Training and Employment Guidance Letter (TEGL) 7-99, Subject: Core and Customer Satisfaction Performance Measures for the Workforce Investment System (March 3, 2000)
- DOL TEGL 8-99, Subject: Negotiating Performance Goals; and Incentives and Sanctions Process under Title I of WIA (March 3, 2000)
- DOL TEGL 11-01, Subject: Guidance on Revising WIA State Negotiated Levels of Performance (February 12, 2002)
- DOL TEGL 22-02, Subject: Negotiation of Performance Goals for Program Years Four and Five Under Title I of WIA (March 24, 2003)
- WIA Directive WIAD01-11, Subject: Exemplary Performance Incentive Award (March 11, 2002)

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~ INACTIVE 8/3/12 ~

- WIA Information Bulletin WIAB02-37, Subject: Final PY 2001-02 WIA Performance Goals (November 6, 2002)
- WIA Information Bulletin WIAB00-17, Subject: WIA Supplemental Planning Instructions Changes (August 11, 2000)
- DOL Training and Employment Notice (TEN) 8-02, Subject: Implementation of Common Performance Measures for Job Training and Employment Programs (March 27, 2003)

STATE-IMPOSED REQUIREMENTS:

This directive contains some state-imposed requirements. These requirements are indicated by ***bold, italic type***.

FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD02-10, dated January 23, 2003, and finalizes WIA Draft Directive WIADD-57, issued for comment on June 19, 2003. Retain this directive until further notice.

BACKGROUND:

The WIA requires that states reach agreement with the Secretary of Labor on state-level performance goals for the 15 WIA Title IB core performance measures and two measures of customer satisfaction. In addition, WIA Section 136(c)(2) states that the Local Board, the chief elected official and the Governor shall negotiate and reach agreement on the local levels of performance. Working in collaboration with the California Workforce Investment Board, the Employment Development Department's (EDD) Workforce Investment Division (WID) has been delegated the responsibility for the negotiation of the State and local performance goals under the WIA Title IB. The performance measures are described in WIA Section 136 and defined in detail in [TEGL 7-99](#).

In accordance with WIA Section 136(b)(3)(A)(iii), the WID reached an agreement with the Secretary of Labor on PY 2000 through PY 2002 state-level performance goals in June 2000. The PY 2000 local area goals were issued in a letter to the local areas on July 27, 2000 (refer to Information Bulletin [WIAB00-17](#)), and WID issued PY 2001 local area goals in Information Bulletin [WIAB02-37](#).

As required under WIA Section 136(b)(3)(v), the WID has reached an agreement with the Secretary of Labor regarding State levels of performance for PY 2003 and PY 2004. These negotiations were completed May 7, 2003, and confirmed in a letter from the Director of EDD to the DOL Region VI Administrator dated May 22, 2003.

POLICY AND PROCEDURES:

Attachments 1-4 to this directive provide the final State and LWIA performance levels for PY 2002. These goals will be used for evaluation of performance and the award of incentives as specified in [WIAD01-11](#).

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The LWIAs should prepare their local performance proposals for PY 2003 and submit them to the WID for approval no later than August 29, 2003. Please note that the Credential rates and Diploma rate are not negotiable. The LWIAs' goals for these measures will be the same as the State goal. Because we anticipate redefinition of the performance measures by the DOL for PY 2004 and, consequently, expect full renegotiation of these goals with the Secretary of Labor, WID is not requesting local performance proposals for PY 2004.

When preparing the local area's performance proposal, the Local Board should consider:

- **The Governor's performance goals for PY 2003;**
- **Local area economic conditions, client characteristics and the service mix available to clients relative to the balance of the State; and**
- **The degree to which the proposed goals reflect continuous performance improvement.**

The timeline for submission of local performance proposals is intended to allow local boards to consider performance goals as part of the Local Plan Modification process. However, the performance proposals should not be submitted with the Plan Modification packet. To begin the negotiation process for PY 2003, each local area should send a performance proposal to:

**Mr. Bob Hermsmeier, Chief
Workforce Investment Division
Employment Development Department, MIC 69
PO Box 826880
Sacramento, CA 94280-0001**

Letters must be postmarked no later than August 29, 2003, and signed by the Chair of the Local Workforce Investment Board or the Chair's designated alternate. (Note: Alternates must be formally designated by official action of their respective boards or locally-approved policy.) Some local areas may be unable to obtain the required signatures by the due date. If so, they must submit the unsigned letter by the due date and provide an explanation and date by which the signed original will be sent. Letters should include the following information:

- **The LWIA's desired performance levels, taking into account the statewide performance levels. These levels are included as Attachment 5 to this directive.**
- **The rationale for the proposed performance goals based on the economics, demographics and service mix within the LWIA. This analysis should explain how these goals promote continuous improvement.**
- **A designated contact person responsible for the local performance negotiation process.**

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ACTION:

This directive should be called to the attention of the Chief Elected Official (CEO) and the Local Board for consultation. Local boards, local area administrators, and staff should carefully review the final performance goals for PY 2002 and take action at the local level, as appropriate. The CEO and local boards should take immediate action to prepare initial performance proposals for PY 2003.

INQUIRIES:

Questions regarding this policy and procedure should be directed to Ms. Tina Fitzgerald in the WID Performance Management Unit at (916) 654-6634, or the [Regional Advisor](#) assigned to your LWIA.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachments

PY 2002-03 Performance Goals by Local Area

ADULT	% Entered Employment	% Retention Rate	Earnings Change (\$)	% Employment & Credential Rate
Alameda	66	78	3600	50
Anaheim	71	80	3800	50
Carson/Lomita/Torrance	67	72	3400	50
Contra Costa	71	81	3900	50
Foothill	67	75	3600	50
Fresno	63	72	3400	50
Golden Sierra	70	75	3800	50
Humboldt	77	82	4000	50
Imperial	63	70	3400	50
Kern/Inyo/Mono	63	72	3400	50
Kings	63	72	3400	50
Los Angeles City	68	76	3700	50
Los Angeles County	68	76	3700	50
Long Beach	67	74	3700	50
Madera	63	72	3400	50
Marin	68	75	3500	50
Mendocino	76	82	3700	50
Merced	63	72	3400	50
Mother Lode	71	81	3400	50
Monterey	69	73	3400	50
Napa	74	77	3800	50
North Central Consortium	68	74	3600	50
NORTEC	75	82	3600	50
NOVA	72	83	4700	50
Oakland	62	73	3500	50
Orange	72	80	3800	50
Richmond	72	81	3500	50
Riverside	77	84	3500	50
Sacramento	68	74	3600	50
Santa Ana	73	81	3700	50
Santa Barbara	78	88	4000	50
San Benito	65	70	3500	50
San Bernardino City	70	79	3500	50
San Bernardino County	72	80	3500	50
South Bay	68	73	3600	50
Santa Cruz	71	79	3500	50
San Diego	73	81	3600	50
SELACO	67	73	3500	50
San Francisco	68	80	3800	50
San Joaquin	70	73	3500	50
San Jose City	69	73	3900	50
San Luis Obispo	72	87	3500	50

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Adult, Continued

San Mateo	70	77	4100	50
Solano	68	87	3400	50
Sonoma	72	78	4200	50
Stanislaus	63	72	3400	50
Tulare	63	72	3400	50
Verdugo	70	81	3600	50
Ventura	65	75	3500	50
Yolo	71	78	3800	50
CALIFORNIA TOTAL	70	78	3400	50

PY 2002-03 Performance Goals by Local Area

DISLOCATED WORKERS	% Entered Employment	% Retention Rate	% Earnings Replacement	% Employment & Credential Rate
Alameda	72	87	86	45
Anaheim	70	85	88	45
Carson/Lomita/Torrance	66	83	86	45
Contra Costa	75	88	88	45
Foothill	67	82	86	45
Fresno	68	81	85	45
Golden Sierra	72	85	87	45
Humboldt	72	86	88	45
Imperial	63	75	84	45
Kern/Inyo/Mono	68	81	85	45
Kings	68	81	85	45
Los Angeles City	68	83	88	45
Los Angeles County	68	83	88	45
Long Beach	70	85	88	45
Madera	68	81	85	45
Marin	73	89	87	45
Mendocino	69	85	88	45
Merced	68	81	86	45
Mother Lode	74	85	88	45
Monterey	69	82	87	45
Napa	72	87	88	45
North Central Consortium	68	81	86	45
NORTEC	69	84	88	45
NOVA	69	85	88	45
Oakland	69	84	86	45
Orange	70	85	88	45
Richmond	71	85	87	45
Riverside	72	85	88	45
Sacramento	72	84	86	45
Santa Ana	69	85	87	45
Santa Barbara	71	86	86	45
San Benito	66	80	86	45
San Bernardino City	70	85	87	45
San Bernardino County	74	85	88	45
South Bay	69	83	88	45
Santa Cruz	72	84	87	45
San Diego	71	86	87	45
SELACO	66	82	86	45
San Francisco	70	85	86	45
San Joaquin	69	83	86	45
San Jose City	69	84	88	45
San Luis Obispo	73	89	88	45
San Mateo	72	87	86	45
Solano	76	86	88	45

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Dislocated Workers, Continued

Sonoma	75	86	88	45
Stanislaus	68	81	85	45
Tulare	68	81	85	45
Verdugo	68	83	88	45
Ventura	72	88	88	45
Yolo	73	86	85	45
CALIFORNIA TOTAL	70	85	88	45

PY 2002-03 Performance Goals by Local Area

OLDER YOUTH	% Entered Employment	% Retention Rate	Earnings Change (\$)	% Credential Rate
Alameda	58	71	2500	30
Anaheim	56	71	2600	30
Carson/Lomita/Torrance	62	66	2300	30
Contra Costa	55	71	2700	30
Foothill	58	73	2700	30
Fresno	55	69	2300	30
Golden Sierra	61	76	2600	30
Humboldt	60	74	2600	30
Imperial	55	70	2300	30
Kern/Inyo/Mono	55	69	2300	30
Kings	55	69	2300	30
Los Angeles City	58	72	2700	30
Los Angeles County	58	72	2700	30
Long Beach	56	69	2700	30
Madera	55	69	2300	30
Marin	57	73	2700	30
Mendocino	60	76	2700	30
Merced	55	69	2400	30
Mother Lode	65	71	2500	30
Monterey	60	77	2600	30
Napa	59	81	2500	30
North Central Consortium	55	69	2400	30
NORTEC	60	75	2900	30
NOVA	63	73	2700	30
Oakland	52	72	2600	30
Orange	56	71	2500	30
Richmond	56	75	2100	30
Riverside	56	70	2400	30
Sacramento	59	75	2500	30
Santa Ana	58	73	2600	30
Santa Barbara	58	71	2500	30
San Benito	55	70	2700	30
San Bernardino City	56	68	2800	30
San Bernardino County	58	78	2500	30
South Bay	65	75	2600	30
Santa Cruz	52	71	2600	30
San Diego	61	76	3400	30
SELACO	62	63	2300	30
San Francisco	55	80	2900	30
San Joaquin	57	69	2300	30
San Jose City	59	73	2700	30
San Luis Obispo	55	68	2800	30
San Mateo	55	80	2700	30

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Older Youth, Continued

Solano	60	70	2500	30
Sonoma	59	74	2800	30
Stanislaus	55	69	2300	30
Tulare	55	69	2300	30
Verdugo	60	76	2700	30
Ventura	59	78	2600	30
Yolo	58	79	2900	30
CALIFORNIA TOTAL	58	74	2700	30

PY 2002-03 Performance Goals by Local Area

YOUNGER	Skill Attainment	Diploma	Retention
YOUTH	Rate	Rate	Rate
Alameda	71	45	43
Anaheim	77	45	46
Carson/Lomita/Torrance	74	45	43
Contra Costa	79	45	47
Foothill	72	45	43
Fresno	69	45	43
Golden Sierra	76	45	46
Humboldt	77	45	46
Imperial	70	45	42
Kern/Inyo/Mono	72	45	43
Kings	71	45	43
Los Angeles City	74	45	44
Los Angeles County	74	45	44
Long Beach	76	45	46
Madera	73	45	43
Marin	79	45	47
Mendocino	75	45	45
Merced	70	45	42
Mother Lode	73	45	44
Monterey	74	45	44
Napa	73	45	44
North Central Consortium	72	45	43
NORTEC	75	45	45
NOVA	77	45	46
Oakland	74	45	42
Orange	77	45	46
Richmond	77	45	46
Riverside	77	45	46
Sacramento	76	45	46
Santa Ana	75	45	46
Santa Barbara	77	45	46
San Benito	70	45	42
San Bernardino City	74	45	44
San Bernardino County	76	45	45
South Bay	75	45	45
Santa Cruz	75	45	44
San Diego	77	45	45
SELACO	72	45	43
San Francisco	73	45	44
San Joaquin	71	45	43
San Jose City	75	45	45
San Luis Obispo	75	45	45
San Mateo	78	45	47

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Younger Youth, Continued

Solano	76	45	45
Sonoma	79	45	48
Stanislaus	70	45	43
Tulare	72	45	43
Verdugo	74	45	44
Ventura	76	45	46
Yolo	73	45	44
CALIFORNIA TOTAL	75	45	45

STATE PERFORMANCE GOALS FOR PY 2003-2004

Performance Measure	Negotiated Agreement	
	PY 2003-04	PY 2004-05
	Goal	Goal
<u>Adult Program</u>		
Entered Employment	72%	72%
Retention	81%	82%
Wage Gain	\$3,400	\$3,450
Employment and Credential	50%	55%
<u>Dislocated Workers</u>		
Entered Employment	79%	79.5%
Retention	88%	88%
Wage Replacement	96%	96%
Employment and Credential	58%	58%
<u>Older Youth</u>		
Entered Employment	66%	67%
Retention	76.5%	78%
Wage Gain	\$3,000	\$3,000
Employment and Credential	30%	30%
<u>Younger Youth</u>		
Skill Attainment	76%	76.5%
Diploma or Equivalent	55%	55.5%
Retention ¹	53%	53.0%
<u>Employer Customer</u>		
Satisfaction (Index)	75	75
<u>Job Seeker Customer</u>		
Satisfaction (Index)	75	75

¹Retention for younger youth is not limited to employment, but may also be attained in post secondary education, advanced training, military service, or qualified apprenticeships.