



Oregon Workforce Investment Board		
Policy		
Subject: Oregon Workforce Investment Board Policy Development and Issuance		
Number/Reference: WIOA sec. 101(d)	Effective Date: 12/9/2016	Revision # Original

Overview

The Workforce Innovation and Opportunity Act (WIOA) requires that the state workforce development board issue policy and guidance to the broader workforce system. As the designated state workforce development board, the Oregon Workforce Investment Board (OWIB) must establish a process for the development, review, revision, approval, and issuance of appropriate policies and guidance.

Policy Statement

Policies and official Guidance issued by the OWIB will be developed, approved, and issued according to the OWIB Policy Process.

Action(s)

OWIB Policy Process:

- (1) Need for OWIB policy or guidance is identified.
- (2) Draft OWIB policy or guidance is developed by state staff.
- (3) Draft OWIB policy or guidance is included on the agenda for an appropriate OWIB Executive Committee meeting when completed.
- (4) OWIB Executive Committee recommends changes (if any) and approves draft OWIB policy or guidance (with any recommended changes) to be released for public comment. OWIB Executive Committee can also reject draft OWIB policy or guidance or send it back for further development (Step (2)).
- (5) Draft OWIB policy or guidance is posted online for public review and comment. Public comment is received for approximately 30 days. Review period may be shorter or longer depending on business need.
- (6) Public comment is evaluated by state staff and any required or desired changes to the draft OWIB policy or guidance are incorporated.
- (7) Final OWIB policy or guidance is included on the agenda for an appropriate full OWIB meeting when completed.
- (8) Full OWIB recommends changes (if any) and approves final OWIB policy or guidance (with any recommended changes) to be issued. Full OWIB can also reject final OWIB policy or guidance or send it back for further development (Step (2)).
- (9) Approved OWIB policy or guidance becomes effective and is posted online and distributed to the workforce system as appropriate.