

How to Apply

Required Elements to Request Workflex and Workflex Quarterly Report Requirements OMB No. 1205-0432

Workflex Plan Instructions

States requesting designation as a workflex state under WIOA Section 190 and 20 CFR 679.630(b) must submit to the Department of Labor, Employment and Training Administration, a workflex plan which includes descriptions of:

1. The process by which local areas in the state may submit and obtain state approval of applications for waivers of requirements under title I of WIOA;
2. A description of the criteria the state will use to approve local area waiver requests and how such requests support implementation of the goals identified in the State Plan;
3. The statutory and regulatory requirements of title I of WIOA that are likely to be waived by the state under the workforce flexibility plan;
4. The statutory and regulatory requirements of sections 8 through 10 of the Wagner-Peyser Act that are proposed for waiver, if any;
5. The statutory and regulatory requirements of the Older Americans Act that are proposed for waiver, if any;
6. The outcomes to be achieved by the waivers described in 20 CFR 679.630(b)(1) through (5) including, where appropriate, revisions to adjusted levels of performance included in the WIOA State or Local Plan under title I of WIOA, and a description of the data or other information the state will use to track and assess outcomes; and
7. The measures to be taken to ensure appropriate accountability for Federal funds in connection with the waivers.

Quarterly Report Template

For approved workflex plans, WIOA regulations at 20 CFR 679.640(b) require a state to demonstrate that it has met agreed-upon outcomes contained in its workflex plan. This can be demonstrated by describing how waivers and workflex are used. States with an approved workflex plan should submit a quarterly report containing the following information:

1. Waiver (assigned by State)
2. Regulation/Statue affected
3. Date received
4. Date granted
5. Local area(s) requesting waiver
6. Purpose and goals of each waiver, proposed outcomes, and outcomes to date
7. State-imposed conditions of waiver use, as appropriate

States that have an approved workflex plan in place should submit the quarterly report to WIOA.PLAN@dol.gov with a copy to the appropriate Regional Administrator within 30 days of the end of the quarter, e.g. by April 30 for the quarter ending March 31.

Paperwork Reduction Act: The Paperwork Reduction Act of 1995 (PRA) provides that an agency may not conduct, and no person is required to respond to, a collection of information unless it displays a valid OMB control number. Public reporting burden for this information collection is estimated to be 210 hours per state; including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Responding to this collection is required to obtain or retain the Federal grant benefit. In addition, responses to this information collection are public, and the agencies offer no assurances of confidentiality. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Workforce Investment, and reference OMB control number 1205-0432 Note: Please do not return the completed plan to this address.