



## Ohio Valley Employment Resource

PO Box 181  
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Proudly serving Monroe, Morgan, Noble & Washington Counties, since 2000

### Ohio Valley Employment Resource Policy Letter No. 1-15

#### Policy Letter Procedures

##### **Purpose**

To ensure policies have a standardized format including full review and approval prior to implementation.

It will be the policy of the Workforce Development Board (WDB) to follow the most recent State policies issued. The Workforce Development Board will communicate the link to the state policy and provide local policy decisions related to that policy without repeating the state policy.

It is the WDB's objective to reduce duplication and increase clarity and timeliness by utilizing this process.

##### **I. Effective Date with WDB and COG motion #s**

July 1, 2015; COG motion 9-15 on 1/25/16; WDB motion 10-15 on 12/14/15

##### **II. Requirements**

The local area will follow all state policies on the state policy page: [http://jfs.ohio.gov/owd/WorkforceProf/policy\\_info.stm](http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm). The local area will post local guidance on the local policy page on the [www.OMJ15.com](http://www.OMJ15.com) site. The combination of policy at the two sites will govern the topic addressed.

In instances where the topic is contained in multiple state policies or is a local decision, a local policy will be created instead. The local only policies will be at the top of the local policy page on the [www.OMJ15.com](http://www.OMJ15.com) site.

The policies will be identified as “OVERPL” if there is no corresponding state policy. Ohio Valley Employment Resource Policy Letters = OVERPL will be consecutively numbered and include the year of original implementation at the end.

If there is existing state policy to also be consulted, the policy will be identified as “OVERWIOAPL” and given the same number as the state policy for ease of reference. The state may further modify the current state policy with additional numbers, such as “WIOAPL 15-20.2.” It will be understood that the most recent state policy listed on their website is the governing policy and corresponds to the local policy using the ## - ## sequencing without additional numbers.

### **III. Technical Assistance**

At the county level, it is the county’s discretion to contact the state directly or to start with the Area Executive Director. However, regardless of choice, the Area Executive Director must be consulted, whether directly or by cc: on email, so that the WDB is informed and engaged in local implementation.

If the guidance needed is solely on local policy, the county may request that the issue be addressed at the next WDB meeting, if the Area Executive Director’s guidance is not sufficient or responsive to the county need.