



Date: July 7, 2016

To: Department of Human Resources Leadership and Staff  
Local Departments of Social Services Directors and Staff  
Department of Labor, Licensing & Regulation Leadership and Staff  
Local Workforce Development Directors and Staff  
Division of Rehabilitation Services Leadership and Staff  
Governor's Workforce Investment Board

From: Secretary Sam Malhotra, Maryland Department of Human Resources  
Secretary Kelly M. Schulz, Maryland Department of Labor, Licensing & Regulation  
Assistant State Superintendent Suzanne Page, Maryland State Department of Education Division of Rehabilitation Services

RE: Temporary Cash Assistance (TCA)/ Workforce Innovation Opportunity Act (WIOA) Partnership Update

The Department of Human Resources (DHR), in partnership with the Department of Labor, Licensing & Regulation (DLLR) and the Maryland State Department of Education Division of Rehabilitation Services (DORS), would like to provide an update about the TCA/WIOA Partnership:

➤ **Phased Approach:**

Per our [Maryland State Combined WIOA Plan](#), Maryland's TCA/WIOA partnership will be phased in over a three year period across the 12 [Local Workforce Development Areas \("Local Areas"\)](#) to allow for strategic planning and evaluation of chosen interventions and strategies within each Local Area. All 24 of [Maryland's Local Departments of Social Services \(LDSS\)](#) fall into one of the 12 Local Areas and roll into the phase in schedule respectively.

The implementation schedule below is based on the data gleaned from the TCA/WIOA Readiness Surveys completed by both the Local Areas and LDSS. The data included current levels of coordination regarding assessment tools,

data sharing, co-location of staff and/or services, shared performance goals, cross training, braiding/blending of funding, involvement on the local workforce development board, and shared innovative strategies. Further, the survey asked about preparedness to implement a TCA/WIOA partnership, potential challenges, technical assistance needed and a future vision of the partnership.

<b>PHASE ONE (January 1, 2017-December 31, 2017)</b>
<ul style="list-style-type: none"> <li>• Anne Arundel County</li> </ul>
<ul style="list-style-type: none"> <li>• Lower Shore Workforce Development Area (Somerset, Wicomico and Worcester Counties)</li> </ul>
<ul style="list-style-type: none"> <li>• Susquehanna Workforce Development Area (Cecil and Harford Counties)</li> </ul>
<b>PHASE TWO (January 1, 2018- December 31, 2018)</b>
<ul style="list-style-type: none"> <li>• Baltimore City</li> </ul>
<ul style="list-style-type: none"> <li>• Baltimore County</li> </ul>
<ul style="list-style-type: none"> <li>• Frederick County</li> </ul>
<ul style="list-style-type: none"> <li>• Upper Shore Workforce Development Area (Caroline, Dorchester, Kent, Queen Anne’s and Talbot Counties)</li> </ul>
<b>PHASE THREE (January 1, 2019-December 31, 2019)</b>
<ul style="list-style-type: none"> <li>• Mid-Maryland Workforce Development Area (Carroll and Howard Counties)</li> </ul>
<ul style="list-style-type: none"> <li>• Montgomery County</li> </ul>
<ul style="list-style-type: none"> <li>• Prince George’s County</li> </ul>
<ul style="list-style-type: none"> <li>• Southern Maryland Workforce Development Area (Calvert, Charles and St. Mary’s Counties)</li> </ul>
<ul style="list-style-type: none"> <li>• Western Maryland Workforce Development Area (Allegany, Garrett and Washington Counties)</li> </ul>

➤ **Basic Partnership Requirements:**

WIOA provides a new focus on individuals with barriers to employment. These individuals receive a priority of services offered by the workforce system. The Act’s focus also encourages Local Areas to better target strategies toward reaching individuals with barriers to employment, including, but not limited to, low income, disconnected and out of school youth, and those with disabilities and low literacy.

Through a greater partnership with Local Areas, TCA recipients, non-custodial parents, TCA connected and foster care youth can gain access to high quality training opportunities offered at the State’s American Job Centers (AJCs).

Additionally, greater partnership between DHR and DORS will open additional avenues for DHR customers with disabilities.

As a mandatory partner in the workforce system, TCA should:

- 1. Contribute to the Local Workforce Development Plans.** [Local and Regional Plan Guidance](#) was issued jointly by the Governor's Workforce Investment Board, DLLR, DHR, and DORS on April 20, 2016. Local Plans formulated under WIOA will be in place for a period of four years. The guidance provides the framework for Local Areas to formulate a local plan based on WIOA, guidance provided by federal agencies, and provisions outlined in the State's Combined WIOA Plan. As noted in the [Local and Regional Plan Guidance](#), "the State's approach to the formulation of the State Combined Workforce Plan was one of collaboration and cooperation....Local Areas are required to continue that collaborative process in the formulation of the Local Plans."

Local plans must be submitted to the Governor's Workforce Investment Board (GWIB) and the DLLR Division of Workforce Development and Adult Learning by no later than September 30, 2016. Plans will be reviewed by DLLR, DHR and DORS for approval by December 30, 2016. Local Areas are encouraged to engage their partners in a collaborative effort. Should more time be necessary to think through important service related matters, Local Areas are encouraged to "plan to plan," based on the TCA implementation schedule above and delivery of technical assistance. Further, regardless of the phased approach, LDSS should be actively involved with the development of their local areas' Workforce Plan. That is, Local Areas should provide a detailed outline of how they plan to address any unresolved issues and include deliverables and timelines to complete the work.

- 2. Enter into Memoranda Of Understanding (MOU) with the local workforce board and participate in the operation of the Local Area's service delivery system.** Additionally, MOUs developed in accordance with WIOA must be in place by January 1, 2017. MOUs are two years in duration. A joint policy from GWIB, DLLR, DHR, and DORS will be forthcoming.

MOUs will be developed by the local WIOA partners. For the LDSS, MOUs should reflect planning activities, services and interventions

planned for a two year period, according to the implementation schedule above. LDSS slotted to implement in Phases 1 and 2 will enter into a MOU during the first MOU period (January 1, 2017-December 31, 2018). Those LDSS implementing in Phase 3 will enter into a MOU during the second MOU period (January 1, 2019-December 31, 2020).

Local MOUs will be reviewed by DHR's Office of Attorney General for legal sufficiency as well as DHR's Bureau of Workforce Development for program integrity and compliance with the basic partnership requirements. Upon these reviews, the MOUs will ultimately be signed by the LDSS Director.

- 3. Provide access to TCA services through the AJCs.** Some examples include, but are not limited to:
  - Co-location of staff at the AJCs or at a LDSS office; and/or
  - myDHR (online benefits application) training for WIOA partners.
  
- 4. Contribute to AJC infrastructure costs.** Section 121(h) of WIOA requires that partners use a portion of their funds to maintain the American Job Center delivery system. Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the Center. This includes:
  - Rental of the facility;
  - Utilities and maintenance;
  - Equipment; and
  - Technology to facilitate access to the AJCs.Joint guidance from DHR, DLLR and DORS regarding this provision of WIOA will be provided as soon as possible.
  
- 5. Participate (TANF) on the Local Workforce Development Board.**
  
- 6. Maintain the TANF federal performance measure, [Work Participation Rate \(WPR\)](#), and develop a collaborative process of tracking WPR.** More in depth and specific guidance regarding WPR is forthcoming.
  
- 7. Share necessary and relevant data.** Joint guidance from DHR, DLLR and DORS regarding data sharing will be provided as soon as possible.

**8. Test and evaluate innovative intervention(s) focused on service delivery methods that are tailored to the needs of the TANF population in the Local Area being served.**

➤ **Targeted Technical Assistance:**

DHR has secured targeted technical assistance services through Maryland's TANF (TCA) Federal funder, Health and Human Services (HHS) to assist Local Areas with the development and implementation of their TCA/WIOA partnerships. Further, this technical assistance will encourage the development of innovative ideas and interventions, with the end goal of *increasing and expanding TCA participation in WIOA services*.

This technical assistance will be provided to a team of the primary WIOA partners within the Local Areas that will implement in Year One and Year Two and delivered by a national TANF expert to stimulate partnership innovation through an evidence based, structured process to assess, design and implement an intervention. This session is anticipated to happen during early August 2016 and a formal invitation will follow once details have been solidified.

In addition to working with a national TANF expert, DHR's research partner will capture the progress of the partnership and assist with the evaluation of the interventions. This documentation and evaluation will provide tremendous insight to the Local Areas implementing in Year Three.

For those Local Areas implementing in Year Three, DHR will work towards replicating this targeted technical assistance during Year Two in order to continue our collaborative path towards innovation.