



Ohio Valley Employment Resource

PO Box 181
Marietta, OH 45750



Proudly serving Monroe, Morgan, Noble & Washington Counties, since 2000

Ohio Valley Employment Resource Policy Letter No. 1-15 (Policy Letter Procedures)

I. 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 state policy additional local policy decisions as a cover to the applicable state policy whenever possible.

It is the WDB's objective to reduce duplication and increase clarity and timeliness by utilizing this process. However, there will be instances where the topic is contained in multiple state policies or is a local decision, in which case, a local policy will be created instead.

II. 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

III. Requirements

The local area will follow all state policies on the state policy page: http://ifs.ohio.gov/owd/WorkforceProf/policy_info.stm. The local area will post local guidance on the local policy page on the 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 specific policies will be at the top of the local policy page on the www.OMJ15.com site and be referenced in the local cover of the state policy when applicable.

IV. 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.