

## WDB Annual Report Guidance

**N.J. Stat. § 34:15C-15e.** Each local workforce board shall:

- (1) Provide policy guidance for, and exercise oversight with respect to, all workforce investment programs within its labor market area in partnership with the unit or units of general local government within the area. To provide the policy guidance and oversight, the board shall review and evaluate the programs and, as appropriate, make recommendations to the Governor, the Legislature, or any State agency or local governing entity involved in the funding or administration of the programs. The recommendations shall be based primarily on how effective each program is in meeting relevant performance standards, including standards regarding the cost and quality of training and the characteristics of participants. The board shall provide any planning, policy guidance or oversight with respect to workforce investment programs in accordance with any agreement entered into pursuant to subsection g. of section 9 of this act by the commission and the department administering or funding the programs.
- (2) Establish skill level and competency guidelines, which may be above the criteria established by the commission, consistent with the provisions of this act to be used as a basis for the selection of skill training programs and competency curriculum in its local area;
- (3) Assist in the development, approval and submission of the State workforce investment operating plan for its labor market area;
- (4) Prepare, approve and submit to the Department of Labor and Workforce Development and the State Employment and Training Commission a budget for itself in accordance with the Workforce Investment Act of 1998, Pub. L. 105-220 (29 U.S.C. s. 2801 et seq.);
- (5) **Submit to the State Employment and Training Commission, by September 1 of each year, an annual report covering the immediately preceding program period of July 1 to June 30. The report shall contain:**
  - (a) **An account of activities during the program period**, including all coordination activities undertaken by the board to eliminate unnecessary duplication of services and foster a unified One-Stop delivery system;
  - (b) **Information describing the extent to which the activities failed or succeeded** in meeting relevant performance standards; and
  - (c) **The skill level and competency guidelines to be used in the upcoming year;**
- (6) Fulfill any other role or function of a Workforce Investment Board required pursuant to Pub. L. 105-220 (29 U.S.C. s. 2801 et seq.); and
- (7) Assume any additional responsibilities assigned to it by the Governor in consultation with the State Employment and Training Commission.

### **Suggested Language for Annual Reports:**

In the upcoming year, the \_\_\_ WDB will use any and all criteria established by the State Employment and Training Commission regarding **skill level and competency guidelines** to be used as a basis for the selection of skill training programs and competency curriculum in the local areas.