



**DISTRICT OF COLUMBIA  
WORKFORCE INVESTMENT AND OPPORTUNITY ACT (WIOA)  
WORKFORCE IMPLEMENTATION GUIDANCE LETTER (WIGL)**

**DATE:** September 21, 2016

**NO:** DC-WIGL-2016-001

**TO:** LOCAL WORKFORCE DEVELOPMENT SYSTEM STAKEHOLDERS  
AMERICAN JOB CENTERS  
WIOA YOUTH SERVICE PROVIDERS  
WIOA ELIGIBLE TRAINING PROVIDERS  
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)  
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)  
DEPARTMENT OF DISABILITY SERVICE (DDS)  
DEPARTMENT OF HUMAN SERVICES (DHS)  
DEPUTY MAYOR FOR GREATER ECONOMIC OPPORTUNITY (DMGEO)  
DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT (DMPED)  
DEPUTY MAYOR FOR EDUCATION (DME)

**FROM:** ODIE DONALD, Executive Director, Workforce Investment Council (WIC)

**SUBJECT:** ESTABLISHMENT OF THE WIGL PROCESS

1. **Purpose.** To formally establish the Workforce Implementation Guidance Letter process.
2. **References.** DC WIOA Unified State Plan  
District of Columbia Workforce Investment Council Policy Manual  
Prior DC WIOA Policies  
All Policy Guidance to be housed at <http://dcworks.dc.gov>
3. **Definitions.** WIGL - Workforce Implementation Guidance Letter  
WIC – District of Columbia Workforce Investment Council  
DOES – District of Columbia Department of Employment Services  
AJC – American Job Center  
LWDA - Local Workforce Development Area  
LWDB - Local Workforce Development Board (the DCWIC)  
WIA - Workforce Investment Act

WIOA - Workforce Innovation and Opportunity Act  
USDOL – United States Department of Labor

R – Revised. When updates are made to WIGL letters, the R will show a revision and its revision number if multiple revisions are made.

4. **Background.** In order to disseminate valuable standardized technical assistance, the District of Columbia Workforce Investment Council (WIC) has created the Workforce Implementation Guidance Letter (WIGL) process. WIC recognizes the need for rapid and standardized technical assistance for all stakeholders in the District’s public workforce system. The WIGL process allows the WIC to provide real time system updates, availability of funding notifications, and technical assistance that allow for the effective implementation of local, state, and/or federal policy by workforce system stakeholders. These WIGLs will provide additional guidance and supplemental information to key policy topic areas in support of the comprehensive District of Columbia Workforce Investment Council Policy Manual.
5. **WIGL Implementation.** When a WIGL is disseminated it will be posted at <http://dcworks.dc.gov/> (See References). WIGLs will also be sent via electronic mail to all local workforce system stakeholders (See Action Requested). WIGLs will provide guidance and expound upon USDOL or WIC policy or rule, particularly with regard to WIOA implementation, policies and procedures. WIGLs may also announce technical assistance and training opportunities or workforce related funding announcements, including (but not limited to) the availability of grants and contracts. When a new WIC policy or rule conflicts with a previously distributed WIGL, a notification will be distributed, noting the revision of the WIGL. The expiration section of a WIGL will be updated with the date of the revision and that same section will refer to the superseded WIGL, policy, or rule. The WIGL naming scheme will also be edited to include an “R” for revised (Ex. DC-WIGL-2016-001R).

WIC encourages stakeholders to continue to request technical assistance from the designated technical assistance representatives. Technical assistance questions gathered will inform the topics of future WIGLs.

6. **Action Requested.** WIGLs are intended for use by a range of workforce development system stakeholders. WIC requests that upon receipt of each WIGL, local workforce system stakeholders distribute the WIGL to all applicable audiences, as necessary. Stakeholders may submit a request to WIC staff to be included on this distribution list, request to include key staff, partners or other individuals on this distribution, or update contact information, by emailing a request to [dcworks@dc.gov](mailto:dcworks@dc.gov). Please include the following information:



- Name and phone number of person making request
- Full name of contact to be included on list
- Email address of contact to be included on list

The list will be updated within five business days. Distribution list updates may be made at any time.

Examples of local workforce system stakeholders include but are not limited to the following: WIC board members, American Job Center staff, WIOA system partners, WIOA Youth service providers, Eligible Training Providers, and subcontractors of WIC, DOES, DDS, DHS, OSSE and other sister agencies of the District of Columbia.

The WIC also requests that all workforce system stakeholders review notices sent via electronic mail and regularly check the WIC website for WIGLs.

7. **Inquiries.** Inquiries regarding this guidance should be directed to:

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8. **Expiration.** Continuing.