



Oklahoma Office of Workforce Development  
900 N. Portland Ave.  
Oklahoma City, OK 73107

## MEMORANDUM - #M-01-2017

**DATE:** February 6, 2017

**TO:** Chief Local Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Staff

**FROM:** Erin E. Risley-Baird, Executive Director

**RE:** Types of Oklahoma Office of Workforce Development Issuances, Memorandums, Technical Assistance, and Guidance

In an effort to continuously improve our communication with and among the local areas and our state agency partners, we have instituted a small change regarding formal communication coming from the Oklahoma Office of Workforce Development (OOWD). Although this does not change the type of communication coming from our office, it organizes it in such a way to clarify programmatic communication from that which impacts the system as a whole.

Types of policies and guidance are as follows:

- Oklahoma Workforce Development Issuances (OWDIs): Official policy released by OOWD regarding:
  - Adult, Dislocated Worker, and Youth Title I formula funded programs, and,
  - System-level policies. System-level policies impact: Title I: Adult, Dislocated Worker, and Youth programs, Title II: Adult Education and Literacy programs, Title III: Wagner-Peyser employment services programs, and Title IV: Vocational Rehabilitation programs.
- Memorandums (Memos): Official notices released from OOWD typically related to Title I: Adult, Dislocated Worker, and Youth programs.
- Technical Assistance (TA): Clarifications and other diffusions of knowledge and skills provided by OOWD regarding both Title I programs and the public workforce development system.
- **\*NEW\*** Governor's Council for Workforce and Economic Development (GCWED) Guidance Letters: Official notices typically related to system-level guidance. GCWED Guidance Letters may include milestones, expectations and other formal communication that impact all WIOA Core programs administered by our partners at the Oklahoma Employment Security Commission, the Oklahoma Department of



Rehabilitation Services, and the Oklahoma Department of Career and Technology Education.

All policies, memos, TA, and guidance letters are distributed by email, and all are uploaded to the same location on our website at the time of issuance. Issuances are organized by type: OWDIs, Memos, TA, and GCWED Guidance Letters at: [www.oklahomaworks.gov/policy-center/](http://www.oklahomaworks.gov/policy-center/).

Please distribute this memo to appropriate staff.

Copy to:

Richard McPherson, Executive Director, Oklahoma Employment Security Commission  
Dr. Marcie Mack, State Director, Oklahoma Department of Career and Technology Education  
Noel Tyler, Director, Oklahoma Department of Rehabilitation Services