


EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA – General Guidance for One-Stop Operations - Change 1
	CORRESPONDENCE SYMBOL ETA-OWI
	DATE June 16, 2017

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER ONE-STOP OPERATING GUIDANCE FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT NO. 16-16, Change 1

TO: STATE AND LOCAL STAKEHOLDERS IN THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
AMERICAN JOB CENTER DIRECTORS
SECTION 166 INDIAN AND NATIVE AMERICAN GRANTEEES
NATIONAL FARMWORKER JOBS PROGRAM GRANTEEES
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEEES
YOUTHBUILD GRANTEEES
ALL DEPARTMENT OF LABOR GRANTEEES
STATE AND LOCAL VETERANS ADMINISTRATORS
STATE APPRENTICESHIP AGENCY DIRECTORS
TRADE ADJUSTMENT ASSISTANCE LEADS

FROM: BYRON ZUIDEMA
Deputy Assistant Secretary 

SUBJECT: Change 1 to Training and Employment Guidance Letter (TEGL) 16-16 One-Stop Operations Guidance for the American Job Center Network

- Purpose.** To correct and change the word “infrastructure” to “additional” in the last full sentence of the third bullet on page 37 of Attachment II. The statement should read, “MOUs can also consider how SCSEP will consider SCSEP participants’ community service hours as an in-kind contribution for purposes of SCSEP’s contribution towards *additional* costs;” not infrastructure costs. Everything else remains the same. TEGL 17-16 provides additional clarification on infrastructure funding and additional costs that are shared by one-stop partners in the one-stop local delivery system.
- Background.** Infrastructure costs are defined as *non-personnel* costs necessary for general American Job Center operations (WIOA sec. 121(h)(4), 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)). Additional costs, such as shared operating costs and shared services are

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other costs that support the operations of the one-stop centers and may include personnel expenses associated with a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center (WIOA sec. 121(i)(2), 20 CFR 678.760, 34 CFR 361.760, and 34 CFR 463.760). Therefore, this change is to clarify that SCSEP participants' community service hours may be considered a contribution toward additional costs, rather than infrastructure costs.¹ See TEGL 17-16, Infrastructure Funding of the One-Stop Delivery System for specific guidance on One-Stop Operating Costs.

3. **Action Requested.** State Administrators are requested to provide the above information and attachment to appropriate staff and grantees.
4. **Inquiries.** Please direct all inquiries to the appropriate Regional Office.
5. **Attachment.**
Attachment I – References

¹ This TEGL addresses the circumstances where a SCSEP participant is a direct employee of the SCSEP partner program. However, if a SCSEP participant is not an employee of the SCSEP partner program, but is instead employed by a third party that provides services to the American Job Center under a contract, the costs for that service may be charged to infrastructure costs similar to contracted security or janitorial services. Contracted services charged to infrastructure costs are further discussed in TEGL 17-16, Section 4.

Attachment I – References

- TEGL 16-16, One-Stop Operations Guidance for the American Job Center Network, January 18, 2017
- TEGL 17-16, Infrastructure Funding of the One-Stop Delivery System, January 18, 2017