

**Kansas Department of Commerce
Workforce Services
Policies and Procedures Manual**

Policy Number: 1-01-04 *(This replaces Policy No. 1-01-03)*

Originating Office: Workforce Services

Subject: Workforce Services Policy Process

Issued: June 12, 2006

Revised: February 18, 2010 (Policy Committee); April 27, 2010 (**KANSASWORKS** State Board)

Programs: Select federally funded workforce programs administered by the Kansas Department of Commerce.

Purpose: To transmit state policy and guidance regarding developing, reviewing, and distributing new and updated policies for select federally funded workforce programs administered by the Kansas Department of Commerce.

Reference: None.

Background: This document applies to all workforce policies previously contained in the Employment and Training Policies and Procedures Manual (through the Kansas Department of Human Resources) as well as new, select federally funded workforce development policies issued by the Kansas Department of Commerce.

Action: The procedures described in this document should be made available to all associates responsible for overseeing select federally funded workforce programs.

Contact: Questions should be directed to the **KANSASWORKS** State Board executive director, (785) 296-0607, TTY: 711, e-mail workforcesvcs@kansasworks.com.

Attachment: None.

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Workforce Services Policy Process

The following procedures will be abided by to review, approve and distribute updated and new workforce policies issued by the Kansas Department of Commerce.

Definitions

Subject expert = Commerce staff person overseeing program for which the policy is being drafted/ revised.
Content proofers = A committee of Commerce staff charged with reviewing policies for content and accuracy.
KWSB = **KANSASWORKS** State Board.
KWSB executive director = Commerce staff person overseeing KWSB activities.
State Level Changes = changes the state of Kansas proposes/mandates.
Federal Level changes = changes the federal government mandates.

Policy Process for State Level Changes

1. Subject expert drafts new policy or revised current policy and sends via e-mail to administrative staff.
2. Administrative staff sets format, proofs for grammar and punctuation, checks for adherence to *Commerce Communications Guidelines* and assigns a policy number. Changes should be tracked and a red lined copy returned to the subject expert. The subject expert is to accept or reject the changes prior to sending the policy to the content proofers.
3. Content proofers meet to review the policy. Changes are tracked and a red lined version is developed.
4. The subject expert develops talking points summarizing the new/revised policy and reviews them with the Workforce Services Deputy Secretary for approval.
5. The KWSB executive director sends the red lined version and a clean copy to local area executive directors for comment.
6. Administrative staff creates *Public Comment Action Document* from comments received and forwards to KWSB executive director.
7. Content proofers meet to review comments from local area executive directors and recommend action to take based on the comments.
8. The KWSB executive director sends a clean copy of the policy, a red lined version, subject expert's talking points and local area executive directors' comments to the KWSB Policy Committee for review.
9. At the KWSB Policy Committee meeting the subject expert summarizes the policy. The KWSB executive director presents local area executive director comments and recommended action.

10. If the Policy Committee does not approve release of the draft for public comment then steps 3-10 are repeated. If the Policy Committee approves release of the draft for public comment the policy is sent to the KWSB executive director.
11. The KWSB executive director posts a clean copy and red lined version on the policy website. Administrative staff notifies all interested parties that public comments are being accepted. Public comments are submitted to workforcesvcs@kansasworks.com.
12. Administrative staff creates the *Public Comment Action Document* and forwards to KWSB executive director.
13. Content proofers meet to review the public comments and recommend action to take based on the comments.
14. The KWSB executive director sends comments and options for action to Policy Committee.
15. The Policy Committee meets to review the comments and recommended actions and determine if the policy should be referred to the KWSB for adoption.
16. If the Policy Committee requests changes to the policy, the KWSB executive director makes requested changes and prepares policy to present to the KWSB.
17. The subject expert prepares talking points for the Policy Committee to present at the KWSB meeting and reviews them with the Workforce Services Deputy Secretary.
18. A representative of the Policy Committee uses the talking points to present the policy and actions taken to the KWSB.
19. If the KWSB does not approve the policy, steps 15-19 are repeated. If the KWSB approves the policy, the KWSB executive director makes changes to the policy as requested by the KWSB and forwards to administrative staff.
20. Administrative staff obtains a signature of approval from the Workforce Services Deputy Secretary. The KWSB executive director posts the policy on the policy website. Administrative staff notifies interested parties of its approval as well as maintains the hard file documenting policy history.

This process may be abbreviated for just cause as approved by the **KANSASWORKS** State Board Executive Committee.

Policy Process for Federal Level Changes

1. Subject expert drafts new policy or revises current policy and sends via e-mail to the administrative staff.
2. Administrative staff sets format, proofs for grammar and punctuation, checks for adherence to *Commerce Communications Guidelines* and assigns a policy number. Changes should be tracked and a red lined copy returned to the subject expert. The subject expert is to accept or reject the changes prior to sending the policy to the content proofers.
3. Content proofers meet to review the policy. Changes are tracked and a red lined version is developed.
4. The next step is defined by whether the changes are significant or minimal.
 - a) If changes are significant, the subject expert develops talking points summarizing the new/revised policy, reviews them with the Workforce Services Deputy Secretary for approval and obtains signature of approval. Administrative staff is then responsible for maintaining the hard files documenting policy history.
 - b) If changes are minimal, the subject expert prepares a Recommendation Memo and submits the policy and memo to the Workforce Services Deputy Secretary for approval. Administrative staff is then responsible for obtaining a signature of approval notifying interested parties, and maintaining the hard files documenting policy history.
5. The KWSB executive director posts the policy on the policy website.
6. The KWSB executive director provides a summary of the changes to the Policy Committee including the impact on the workforce system.

Rescission Process

1. If changes at the *federal level* necessitate the rescission of a state policy:
 - a) The subject expert discusses the need for rescission with the Workforce Services Deputy Secretary and obtains a signature of approval.
 - b) Subject expert then notifies KWSB executive director and administrative staff the policy has been rescinded.
 - c) KWSB executive director archives the policy on the **KANSASWORKS** Policy Web site.
 - d) Administrative staff notifies interested parties and prepares and files the hard copies documenting policy history.
 - e) The KWSB executive director provides a summary of the rescission to the Policy Committee including the impact on the workforce system.

2. If changes at the *state level* necessitate the rescission of a state policy:
 - a) The subject expert obtains a signature of approval from the Workforce Services Deputy Secretary.
 - i. If reasoning is complicated, the subject expert develops talking points summarizing the need and reviews them with the deputy secretary and obtains approval.
 - ii. If the reasoning is brief, the subject expert prepares and submits a recommendation memo to the deputy secretary for approval.
 - b) Following the deputy secretary's approval, the KWSB executive director sends a copy of the policy and reason for rescission to local area executive directors for comment.
 - c) Administrative staff creates *Public Comment Action Document* from comments received and forwards to KWSB executive director.
 - d) Content proofers meet to review comments from local area executive directors and recommend action to take based on the comments.
 - e) The KWSB executive director sends a copy of the policy, subject expert's talking points and local area executive directors' comments to the KWSB Policy Committee for review.
 - f) At the KWSB Policy Committee meeting:
 - iii. the subject expert summarizes the need to rescind the policy.
 - iv. the KWSB executive director presents local area executive director comments.
 - v. the KWSB Policy Committee determines if the policy should be referred to the State Board for approval of the rescission requested by state staff.
 - g) The policy is rescinded upon approval of the KWSB.
 - h) KWSB executive director archives the policy on the **KANSASWORKS** Policy Web site.
 - i) Administrative staff notifies interested parties and prepares and files the hard copies documenting policy history.