

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

**Policy Number:** 1-01-05    *(This replaces Policy No. 1-01-04)*

**Originating Office:** Workforce Services

**Subject:** Workforce Services Policy Process

**Issued:** June 12, 2006

**Revised:** October 5, 2011 (Policy Committee); October 26, 2011 (**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](mailto: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.
- **Procedural changes** = changes to procedures or processes for carrying out the policy (state or federal); does not affect the overall purpose of the policy (e.g. adding attachment detailing format of an e-mail message or revising submission address).
- **Strategic plan based changes** = changes necessary to achieve goals of the *KANSASWORKS State Board Strategic Plan*.

### Policy Process for State Level and Strategic Plan Based Changes

1. Subject expert drafts new policy or revised current policy and sends red lined version via e-mail to KWSB executive director. Prior to sending draft, subject expert should ensure local area executive directors are aware the new/revised policy is in process.
2. KWSB executive director 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 version 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.
4. The subject expert develops talking points summarizing the new/revised policy and reviews them with the Workforce Services deputy secretary for concept approval.
5. If new/revised policy is due to actions tied to the *KANSASWORKS State Board Strategic Plan*, the following steps occur<sup>1</sup>:
  - a) The KWSB executive director sends a clean and red lined version of the policy along with the subject expert's talking points to the KWSB Policy Committee for review.
  - b) At the KWSB Policy Committee meeting the subject expert summarizes the policy.

- c) If the Policy Committee does not approve release of the draft for public comment then steps 3-5 are repeated. If the Policy Committee approves release of the draft for public comment the policy is sent to the KWSB executive director.
  - d) The KWSB executive director posts a clean and red lined version on the policy website and notifies all interested parties that public comments are being accepted. Public comments are submitted to [workforcesvcs@kansasworks.com](mailto:workforcesvcs@kansasworks.com).
  - e) Administrative staff archives the public comments and forwards each to the KWSB executive director. A *Public Comment Action Document* is created.
  - f) Content proofers meet to review the public comments and recommend action to take based on the comments.
  - g) The KWSB executive director sends comments and options for action to Policy Committee.
  - h) The Policy Committee meets to review the comments and recommended actions and determine if the policy should be referred to the KWSB for adoption.
  - i) If the Policy Committee requests changes to the policy, the KWSB executive director makes requested changes and prepares policy to present to the KWSB.
  - j) 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.
  - k) A representative of the Policy Committee uses the talking points to present to the KWSB the policy and actions taken.
  - l) If the KWSB does not approve the policy, steps 3-5 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.
6. If new/revised policy is not due to actions tied to the **KANSASWORKS** *State Board Strategic Plan*, the following steps occur:
- a) The KWSB executive director posts a clean and red lined version on the policy website and notifies all interested parties that public comments are being accepted. Public comments are submitted to [workforcesvcs@kansasworks.com](mailto:workforcesvcs@kansasworks.com).
  - b) Administrative staff archives the public comments and forwards each to the KWSB executive director. A *Public Comment Action Document* is created.
  - c) Content proofers meet to review the public comments and recommend action to take based on the comments.

- d) The KWSB executive director makes necessary changes to the policy and forwards to administrative staff.
7. Administrative staff obtains a signature of approval from the Workforce Services deputy secretary. The KWSB executive director posts the policy on the policy website and notifies interested parties of its approval. Administrative staff maintains the hard file documenting policy history.

<sup>1</sup> *This process may be abbreviated for just cause as approved by the KANSASWORKS State Board Executive Committee.*

### **Policy Process for Federal Level and Procedural Changes**

1. Subject expert drafts new policy or revises current policy and sends red lined version via e-mail to the KWSB executive director.
2. KWSB executive director 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 version 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.
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 and notifies interested parties of the policy revision.
6. The KWSB executive director provides a summary of the changes to the Policy Committee including any impact on the workforce system.

## **Rescission Process**

1. If changes at the *federal level* necessitate the rescission of a state policy or the policy being rescinded is not tied to the **KANSASWORKS State Board Strategic Plan**:
  - 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 Website** and notifies interested parties.
  - d) Administrative staff 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 any impact on the workforce system.
2. If changes at the *state level* necessitate the rescission of a state policy or the policy being rescinded is tied to the **KANSASWORKS State Board Strategic Plan**:
  - a) The subject expert obtains a signature of approval from the Workforce Services deputy secretary as follows:
    - 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) The KWSB executive director schedules a meeting of the KWSB Policy Committee and notifies interested parties.
  - c) At the KWSB Policy Committee meeting:
    - i. the subject expert summarizes the need to rescind the policy
    - ii. the KWSB Policy Committee determines if the policy should be referred to the State Board for approval of the rescission requested by state staff
  - d) The policy is rescinded upon approval of the KWSB.
  - e) KWSB executive director archives the policy on the **KANSASWORKS Policy Website** and notifies interested parties.
  - f) Administrative staff prepares and files the hard copies documenting policy history.