

POLICY MEMOS

DLR emphasizes continuous improvement to benefit customers, use staff time efficiently, and comply with laws and regulations. Changes and additions to the [South Dakota WIOA Manual](#) are managed by the DLR Workforce Development Division in collaboration other DLR divisions and in alignment with federal regulations and state law. Updates to the WIOA manual will be communicated formally to One-Stop Career Centers, or job service offices, through policy memos.

MEMO

The purpose of the policy memo is to cohesively communicate updates to policies and procedures with job service office staff.

The memo includes a(n):

- Numbered title that precedes the current year (i.e. the first memo of 2022 is titled “2022-001”)
- Sender and recipient
- Effective date
- Summary of updates to internal procedure guides and additional guides and resources added
- Enclosed list of the policies in the WIOA Policy Manual that have been updated, added, or removed with a summary for each item

Circulation

Upon DLR Secretary approval, the memo is released internally prior to the effective date identified on the first page of the memo. The link to the memo is shared by email to all job service office staff.

REVIEW OF POLICY AND PROCEDURE UPDATES

Review Period

A review period of two to three weeks in length begins after the memo is released. During this time:

- Proposed policies are available internally in draft
- Job service office staff are encouraged to send in questions and make contact with Labor Program Specialists for comments and clarification
- Labor Program Specialists will evaluate questions and prepare for a review meeting.

Review Meeting

At the end of the review period, a review meeting is:

- Led by the Workforce Development Division to verbally outline updates and additions to the WIOA Policy Manual and internal procedure guides
- Hosted virtually statewide and recorded for temporary availability

REVISION DATES

The updated policies will not be effective or enforceable until after the review period and subsequent review meeting unless otherwise communicated and will not be posted on the DLR website with updated revision dates. Revision dates of the policies and forms are the dates on the bottom right corner preceded by “REV.”