

	NCWorks Commission
	NCWorks Commission Policy Statement Number: CPS 03-2026
	Date: February 11, 2026
	Subject: Request for Approval to Provide WIOA Basic and/or Individualized Career Services and Notice to Provide Youth Services
	From:  <hr style="width: 30%; margin: auto;"/> Tom B. Rabon, Jr. Chair, NCWorks Commission

Purpose: To inform Local Area Workforce Development Boards (WDBs) of the process to provide Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker career services and youth services.

Background: 20 Code of Federal Regulations (CFR) § 679.410 states career services for adults and dislocated workers can be provided by the Local Area WDB with the approval of the Chief Local Elected Official (CLEO)¹ of the Local Workforce Development Area (Local Area) at that time and the Governor.

All WDBs must procure career services providers for WIOA Title I Adult and Dislocated Workers in compliance with all state and federal regulations, unless there is an agreement of the CLEO and the Governor for a WDB to provide career services pursuant this policy.

20 CFR § 681.400 states that the local grant recipient/fiscal agent has the option to directly provide some or all the youth workforce investment activities.

All WDBs must competitively procure Youth services in compliance with all state and federal regulations, unless there is notice to the State pursuant to this policy.

Action: Adult and Dislocated Worker Career Services: The WDB must select career services providers pursuant to the Selection Process for Service Providers and One-Stop Operators Commission Policy Statement (CPS). The WDB itself cannot provide these services unless the WDB submits in writing a request to the Division

¹ As defined by WIOA § 3(9), a chief elected official is the chief elected executive officer of a unit of general local government in a local workforce development board, and in the case in which a local workforce development board includes more than one unit of local government, the individuals designated under the agreement described in WIOA § 107(c)(1)(B).

of Workforce Solutions (DWS) that results in a written agreement between DWS, designated by the Governor as the state's administrative entity for WIOA, and the CLEO.

The WDBs can provide basic and individualized career services by agreement of the CLEO and Governor. The WDBs must complete Attachment 1 (Request for Approval to Provide WIOA Basic and/or Individualized Career Services) and submit it to DWS.

Youth Services: The WDB must select youth services providers pursuant to the Selection Process for Service Providers and One-Stop Operators CPS, except if the WDB, itself, provides the services pursuant to this CPS. The WDB itself cannot provide these services unless the WDB submits in writing a notification to the Division of Workforce Solutions (DWS) in the form of Attachment 2 (Notice to Provide Youth Services).

All Services: Extreme care should be taken to ensure that WDBs continue to provide strategic direction and maintain an arm's length relationship in the day-to-day delivery of services to Career Center customers.

Effective Date:	Immediately
Expiration:	Indefinite
Contact:	DWS Planner
Attachments:	<ol style="list-style-type: none">1. Request for Approval to Provide WIOA Basic and/or Individualized Career Services2. Notice to Provide Youth Services