

Helpful Tips for Completing the State Plan, June 2016 Edition

1. Signature Requirements

As previously discussed, there are some challenges in the current SPIL process where the blanks provided in the existing documents do not fit the information required under the law (the Rehabilitation Act as amended by WIOA).

In this situation:

- CIL directors signing the SPIL (who will be counted toward the 51%) should be indicated with the words “SPIL signatory” by the CIL name in section 3.1, Existing Network. If you already submitted your SPIL, it has been open up so you can include this information.
- Email a pdf of the signature page to the ILA point of contact for your State.

2. SPIL justification for allocating more than 30% for the SILC resource plan

Where the SPIL allocates more than 30% of the funds paid to the State under Section 712 to the SILC resource plan, the SPIL must include a detailed justification for doing so.

- When the SPIL includes an amount higher than 30%, the SPIL must not only state the amount, but must include a detailed justification to be approvable. This information should be entered in section 1.3B(4), Additional information about the financial plan.

3. Designated State Entity (DSE)

As ILA shared previously, “Under the current law, nothing prohibits the current DSU from being designated to serve as the new DSE.”

- For all DSEs: Signature of an agency as the DSE on the SPIL constitutes acceptance of the DSE role and the responsibilities of the DSE identified in the law. The DSE must be identified in 4.1, Administrative Support Services.
- New DSE: In addition, a change in DSE requires some evidence from the appropriate State authority. This requirement may be fulfilled by a letter from the Governor’s office, or the appropriate authority under state law. Where there is a change in the DSE, these accompanying documents must be received by the ILA project officer for your State before the plan can be approved. These documents should be emailed directly to the ILA project officer for your State.