



Mark Sanford  
Governor

**SOUTH CAROLINA**  
DEPARTMENT OF COMMERCE

Robert A. Faith  
Secretary

**STATE WIA INSTRUCTION NUMBER: 02-03, Change # 1**

**TO:** Local Workforce Investment Areas

**SUBJECT:** Sanctions Policy for Failure to Meet Negotiated Performance Levels under the Workforce Investment Act (WIA)

**ISSUANCE DATE:** September 6, 2005

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Indefinite

**PURPOSE**

The purpose of this change to the original State Sanctions Policy Instruction is to provide guidance on the application of sanctions for failure to meet local negotiated performance levels for a specific measure(s) for four or more consecutive program years. The original Sanctions Instruction addressed failure for one, two and three program years.

**INSTRUCTION**

**Failed Same Performance Measure(s) in Four or More Consecutive Program Years**

If a local workforce investment area fails to meet the negotiated level for a specific performance measure(s) or customer satisfaction measure(s) for **four or more consecutive program years, the local area 1) will be required to modify its Corrective Action Plan (CAP); 2) must participate in quarterly performance review meetings with the State; and 3) will be ineligible to receive any funds that may be awarded under the State's Incentive Policy. A revised format for the CAP is attached.** The quarterly performance review meetings will be used to analyze and discuss the local area's progress towards correcting its performance deficiencies and to assess the effectiveness of technical assistance provided.

**ACTION:**

Local workforce investment areas shall comply with the requirements of this instruction.

**INQUIRY**

Questions regarding this Instruction should be directed to Mr. Samuel R. "Sam" Jordan at (803)737-2789 or [sjordan@scommerce.com](mailto:sjordan@scommerce.com).

**Samuel R. "Sam" Jordan, Manager/EEO  
Workforce Planning and Development**

# CORRECTIVE ACTION PLAN (CAP)

Submission of the Corrective Action Plan (CAP) constitutes a modification to the approved local area strategic plan.

## SECTION I. Identifying Information

Local Workforce Investment Area (LWIA): \_\_\_\_\_

LWIA Board Chair (typed name) \_\_\_\_\_

LWIA Board Chair (signature) \_\_\_\_\_

LWIA Administrator (signature) \_\_\_\_\_

Submission Date \_\_\_\_\_

**SECTION II. This section addresses the performance goals that were failed in consecutive program years. Respond to items A-E for each individual performance goal failed in consecutive years.**

- A. Identify the performance goal that was failed in consecutive program years and specify the years of the failure.**
- B. Identify the factors contributing to the performance failure.**
- C. Summarize the performance improvement strategies previously implemented and indicate the effectiveness of each.**
- D. Describe, in detail, the plan of action that will be taken during the next 12 months to correct performance deficiencies. At a minimum, your plan must identify the steps to be taken, specify the benchmarks which will be used to indicate progress and provide a timetable for each step and benchmark.**
- E. Identify and request the technical assistance that will be needed to effectively implement the corrective action strategies.**

The local area will submit quarterly progress reports describing the progress of the corrective action taken, the attainment or non-attainment of benchmarks and any necessary revision of the Corrective Action Plan. Submission dates for your progress reports will be issued by your grants manager.