



December 16, 2013

Mr. David Hunn
Executive Director, Northern Virginia WIB
8300 Boone Blvd., Suite 450
Vienna, VA 22182

Dear Mr. Hunn:

The Virginia Workforce Council's vision and goals include ensuring that the Commonwealth remains prepared to meet the employment challenges of the twenty first century. Local workforce investment boards and youth councils are a critical part of the Commonwealth's workforce development system, and as trustees of both public and private funding, they must perform to the highest standards and in the best interests of the public. This requires that local boards and youth councils must meet the administrative and operational requirements as set forth in the Workforce Investment Act and VWC Policy 99-2 and are certified every two years by the state.

Board and youth council certification is based on:

- **Membership composition:** The local board and youth council composition must meet the criteria outlined in WIA sec 117 (b) (1) & (2) and 20 CFR §661.315 and 20 CFR§ 661.335.
- **Meeting local performance measures:** The local area is meeting the local performance measures as negotiated with the state.
- **Carrying out identified functions and responsibilities:** The local boards and youth councils must demonstrate that they are carrying out their respective functions and responsibilities as outlined in 20 CFR §661.305 and §661.340.

Re-certification criteria for 2013 will include both membership composition and performance. The final component of carrying out identified functions and responsibilities will be incorporated into the next re-certification cycle in 2015.

There are three (3) levels of certification. Each local area's certification level is based upon documentation that has been provided to the VCCS staff for review.

- **Certified:** The local area has met all of the requirements and no actions are required for full certification.

- **Provisional:** The local area has met negotiated performance measures but has membership vacancies and therefore is out of compliance with the membership composition requirement.
- **Probationary:** The local area has not met local performance measures for one or more years and may or may not also have membership vacancies.

NVWIB Certification Status: CERTIFIED

The Northern Virginia Workforce Investment Board and youth council are granted full certification status based upon the requested documentation provided to the VCCS during the provisional period.

A- Board composition: Meets Criteria

B- Youth Council: Meets Criteria

C- Performance: Meets Criteria

Certification is effective as of the date of this letter and shall be valid until **July 1, 2015**.

Required Actions:

No further actions are required.

For questions regarding board and youth council certification please contact Vicki Tanner at (804) 819-1682 or vtanner@vccs.edu.

Sincerely,



Wendy Kang
*Asst. Vice Chancellor, Workforce Research and Evaluation
Workforce Development Services
Virginia Community College System*

Enclosure:

cc: Mr. Todd W. Rowley, Chair, Northern Virginia WIB