

## Dislocated Worker and Federal Adult Programs

### ADVISORY: Technical Assistance Response Letter (TAR) Letter 26-01

**TO:** Requester

**FROM:** Minnesota Department of Employment and Economic Development (DEED) DWFAP Unit

**PUBLICATION DATE:** January 23, 2026<sup>1</sup>

**EXPIRATION DATE:** None (Continuing)

**NUMBER:** 26-01 (Public Version)

**SUBJECT:** List of Required Workforce Innovation and Opportunity Act (WIOA) Adult and WIOA Dislocated Worker (DW) Local Policies

#### 1. Purpose

To provide a list of required WIOA Adult and WIOA DW local policies and guidance on what those policies should include.

#### 2. Action Requested

Please review this TAR Letter for its list of required WIOA Adult and WIOA DW local policies and guidance and update local policies as appropriate.

#### 3. Relevant Laws, Policies and References

DEED Electronic Document Storage Policy (July 2, 2024)

DWFAP Incumbent Worker Training Programs Policy (April 18, 2025)

DWFAP Supportive and Follow-Up Services Allowable Activities Policy (April 16, 2025)

DWFAP Training Services Allowable Activities Policy (April 16, 2025)

DWFAP Career Services Allowable Activities Policy (April 16, 2025)

DWFAP WIOA DW Eligibility Policy (January 10, 2023)

DWFAP WIOA Adult Eligibility and Priority of Service Policy (August 8, 2018)

DWFAP Financial Assistance for Computer Hardware and Similar Technology Policy (April 22, 2020)

#### 4. Changes to DWFAP Advisories

None

#### 5. Summary and Background

A Work Development Area (WDA) requested a comprehensive list that identifies which WIOA Adult and WIOA DW program policies require a local policy. The WDA also requested guidance on what should be reflected in those local policies. This TAR Letter does not include the required local policies for other programs and does not include optional local policies.

#### 6. List of Required WIOA Adult and WIOA DW Local Written Policies

Table One below only includes local policies that are required for the WIOA Adult and/or WIOA DW programs. Table One is considered current as of January 14, 2026.

**Table One: Required Local Policies for the WIOA Adult and WIOA DW Programs**

No.	Required Local Policy	Program(s)	Required By
1	Incumbent Worker Training	WIOA Adult and WIOA DW	DWFAP's Incumbent Worker Training Programs Policy (April 18, 2025) <a href="https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=514">https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=514</a>

<sup>1</sup> Date published on the DWFAP website. TAR Letter 26-01 originally sent to requester on January 14, 2026.

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No.	Required Local Policy	Program(s)	Required By
2	Supportive and Follow-up services	WIOA Adult and WIOA DW	DWFAP's Supportive and Follow-Up Services Allowable Activities Policy (April 16, 2025) <a href="https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=608">https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=608</a>
3	Training Services	WIOA Adult and WIOA DW	DWFAP's Training Services Allowable Activities Policy (April 16, 2025) <a href="https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=606">https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=606</a>
4	Career Services	WIOA Adult and WIOA DW	DWFAP's Career Services Allowable Activities Policy (April 16, 2025) <a href="https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=607">https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=607</a>
5	Support Services and/or Training Services Dollars to Fund Purchases of Computer Hardware or Similar Technology	WIOA Adult and WIOA DW	DWFAP's Financial Assistance for Computer Hardware and Similar Technology Policy (April, 22, 2020) <a href="https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=564">https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=564</a>
6	WIOA Adult Eligibility and Priority of Service	WIOA Adult	DWFAP WIOA Adult Eligibility and Priority of Service Policy (January 10, 2023) <a href="https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=508">https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=508</a>
7	WIOA DW Eligibility and Priority of Service	WIOA DW	DWFAP WIOA DW Eligibility Policy (August 8, 2018) <a href="https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=574">https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=574</a>
8	Electronic Document Storage	WIOA Adult and WIOA DW	DEED's Electronic Document Storage Policy (July 2, 2024) <a href="https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=578">https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=578</a>

### 7. Required WIOA Adult and WIOA DW Local Policy Guidance

When you create, review, or update your required WIOA Adult and WIOA DW local policies, make sure you look closely at each DEED policy. Local policies must include everything that DEED requires. If a DEED policy requires you to create a specific process or procedure, you must write that into your local policy or include it in an attached document.

You do not need to create a separate, stand-alone, local policy for every DEED policy. For example, the rules in the *Financial Assistance for Computer Hardware and Similar Technology* policy can be included in your general supportive services policy. Local providers should organize their policies in whatever way works best for their programs.

All policies should be clearly written, well-organized, and reviewed on a regular basis - ideally once a year. Update them whenever changes are needed. You must be able to give DEED a copy of any policy, either on paper or electronically, upon request.

### 8. Inquiries

Questions about this TAR Letter should be directed to the DWFAP email:  
[Dwfaprograms.deed@state.mn.us](mailto:Dwfaprograms.deed@state.mn.us)

### 9. Attachments

None

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### 10. Advisory History

Version Number	Description	Date
TAR Letter 26-01	Original Publication. TAR Letter 26-01 originally sent to requester on January 14, 2026.	1/23/26