

## 1700POL OWDC Policy Approval Requirements

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Effective Date: January 1, 2022

Last Modified: July2025

This policy outlines the process for review and approval of new policies, policy revisions, and procedures and tasks. Internal review and feedback are built into the process to support alignment with applicable guidance and regulations.

### Local board approval process:

1. **New Policies:** Policies that establish new structure or strategies – such as those intended to maximize business impact (e.g., Incumbent Worker Training)-requires full vetting and formal approval by the Olympic Workforce Development Council (OWDC).
2. **Internal Review (subrecipient feedback):** Policies, procedures, and tasks are reviewed by subrecipient Managers and Supervisors prior to OWDC Director approval.
3. **Policy revisions:** Revisions made to maintain alignment with updated federal, or state guidance must be reviewed and approved by a member of the OWDC Executive Committee or the OWDC Chairperson. During the revision process, OWDC staff will engage with the designated Executive Committee member or Chairperson to obtain feedback, recommendations, and final approval.
4. **Procedures and Tasks:** Whether newly developed or revised, all procedures and tasks require approval by the OWDC Director only.
5. **State Policy Reference and Alignment:** Per Washington WorkSource System policy 0129 (Rev2) local workforce development boards are required to maintain specific policies when associated activities are occurring locally. The OWDC reserves the right to reference and adopt state policy in cases where local activities occur, but no formal local policy has been written.

### References

Required Local Workforce Development Board Policies, [Washington Information Notice \(WIN\) 0128 \(Rev2\)](#).