

DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 18-15

Daryl E. Bassett, Director

May 15, 2019

TO: Local Workforce Development Board Chairs
Local Workforce Development Board Directors
Local Elected Officials

SUBJECT: Workforce Innovation and Opportunity Act (WIOA) Regional and Local Plan Updates

- I. **Purpose:** The purpose of this workforce system guidance is to provide instructions to local workforce development boards regarding the coordinated submission of updates for the final year of the PY16-PY19 regional and local plans.
- II. **General Information:** The Workforce Innovation and Opportunity Act (WIOA) requires local workforce development boards and chief elected officials within each of Arkansas's ten established local workforce development areas to engage in an integrated regional and local workforce planning process to prepare, submit, and obtain approval of a single collaborative regional plan that incorporates local plans for each of the local areas within a given workforce planning region. This is a new requirement for local workforce boards. Regional and local plans must comply with the requirements outlined in WIOA and this guidance document, support the strategies described in the State Plan, and be otherwise consistent with the State Plan.

Due to the fact that Regional and Local Plans have not been officially updated since Spring 2017, it is time for these official updates. All updates of current regional and local plans will apply to the final year (PY19) of these plans.

All current Regional and Local Plans must be reviewed and submitted to the Arkansas Department of Workforce Services no later than June 21, 2019.

III. Action Required:

- A. **Regional Plan.** Each local workforce development board and their respective chief elected official(s) must collaborate with the other local workforce boards and chief elected official(s) within their respective planning region to review and update their current four-year regional plan for PY19.
- B. **Local Plan.** Each local workforce development board within a workforce planning region must review and update their current four-year local plan for PY19.

C. **Changes.** The PY19 updates of all current plans should include the following:

1. Any new projects that have been implemented since the Calendar Year 2017
2. Any major changes in the Regional or Local Labor Market, and
3. Local Area WIOA PY19 Negotiated Performance Goals

D. **Public Comment Period.** The transitional regional/local plan(s) may be posted as one cohesive document for a 30-day period of public comment. Notification of the posting of the regional/local plan(s) must be made simultaneously to all relevant regional/local stakeholders, as well as to the Arkansas Department of Workforce Services. The 30-day public comment period must begin and be completed in order to meet the June 21, 2019 submission date.

Any comments received in relation to the content of the updated regional plan (and/or its associated local plan(s)) must be addressed within the plan prior to submission to the Arkansas Department of Workforce Services.

E. **Revised Current Plan Submission and Approval.**

1. **Submission.** All revised current regional/local plan packages must be submitted electronically to the following email by close of business on **Friday, June 21, 2019**: wioa@arkansas.gov.
2. **Approval.** Revised current Region/Local plan(s) submitted to the Department are considered approved if:
 - i. the Department provides the regional POC with a notification of approval; or
 - ii. at least 90 days has passed, since the submission of the draft plan, without the regional POC receiving any communication from the Department.

The Department may choose not to approve a draft plan submission for any of the following reasons:

- Deficiencies exist in activities carried out in WIOA subtitles A and B;
- The plan does not comply with the applicable provisions of WIOA;
- The plan does not align with the State Plan;
- The plan does not include local plan submissions from each of the local workforce development boards within the workforce planning region; or
- Other reasons as the Department may determine.

F. **Four-Year Planning Requirements.** Following the receipt of the Department's comments on a region's PY19 (to include local plans), the workforce planning regions and local workforce areas must begin to make immediate preparations for the development and completion of WIOA four-year (PY20 – PY23)

regional and local plan requirements. Guidance for the four-year plan will be provided in separate guidance.

IV. Inquiries: To ensure a successful process in the development of the regional/local plan updates, the Department is prepared to partner with regions and their local boards in providing any necessary assistance, or in hearing recommendations that may prove helpful to other regions/local areas. Any and all questions or concerns are welcome and may be submitted to the following email: wioa@arkansas.gov.

V. Expiration Date: June 30, 2020

**Local Plan Update
 PY2016 – PY 2019**

Appendix A: Local Area WIOA Negotiated Performance Goals

Name of local workforce development area: _____

WIOA Performance Measures	Local Area PY19 Performance Goals
Employment (Second Quarter after Exit)	
Adult	%
Dislocated Worker	%
Youth	%
Employment (Fourth Quarter after Exit)	
Adult	%
Dislocated Worker	%
Youth	%
Median Earnings (Second Quarter after Exit)	
Adult	\$
Dislocated Worker	\$
Youth	\$
Credential Attainment Rate	
Adult	%
Dislocated Worker	%
Youth	%
Measurable Skill Gains	
Adult	Baseline
Dislocated Worker	Baseline
Youth	Baseline
Effectiveness in Serving Employers	
Adult	Baseline
Dislocated Worker	Baseline
Youth	Baseline