

DIVISION OF EMPLOYMENT & REHABILITATION SERVICES
Workforce Innovation and Opportunity Act (WIOA) Title I-B
Informational Broadcast (PB)
20-006
Local Plan Extension Request Guidance
Effective Immediately

This guidance is to inform all Local Workforce Development Boards (LWDB), Chief Elected Officials (CEOs), and interested parties of the process for requesting PY2020-PY2023 Local Plan submission extension requests. The current deadline for local plan submission is July 15th. The DES [local plan policy](#) and [supplemental guidance](#) provides local plan requirements. Local Plan extension requests are received and approved by the Performance Excellence Committee (PEC) of the Council. The PEC will consider extension requests submitted by June 26th and requesting an extension for local plan submission on or before August 15th.

LWDBs that would like to request an extension for their local plan submission should note the following:

- Address the request for extension to the Workforce Arizona Council and send it to TitleIPolicy@azdes.gov by June 26th.
- Specify on the provided local plan checklist, IB 20-006E, which local plan requirements are not ready for review by July 15th and provide justification for each element.
 - Acceptable reasons for local plans to not be fully complete between July 1st and July 15th include, but are not limited to:
 - Key personnel retiring or leaving LWDB employment
 - LWDB / CEOs not being able to meet to review the completed local plan
 - Temporary focus on meeting immediate needs due to COVID-19
 - Site specifics, such as developing LWDB policies to support virtual service delivery.
 - Reasons that are not acceptable include, but are not limited to:
 - Stating that the plan is late due to COVID-19 without further clarification is unacceptable.
 - Other general statements without explanation
- There is no extension available for the submission of expected performance levels.
- Depending on the volume of extension requests, LWDB may be required to submit some portions of the local plans by July 15th.

All requests for clarification regarding implementation may be sent to TitleIPolicy@azdes.gov.