

***Workforce Innovation and Opportunity Act (WIOA) Title I***  
**Policy Broadcast**  
**PB #18-018**  
***Local Plan Modifications***  
***Immediately***

This Policy Broadcast is to inform all Local Workforce Development Areas (LWDA) and interested parties of the requirements for modifications and submission of the local plans.

The Workforce Innovation and Opportunity Act (WIOA) requires that each Local Workforce Development Board (LWDB) within a planning region, in partnership with the appropriate Chief Elected Official (CEO), must review, prepare, and submit the local plan modification at the end of the first 2-year period of the 4-year local plan. The plan must identify and describe the policies, procedures, and local activities that carried out in the local area, consistent with the state plan.

A. Modification Requirements for Local Plans:

1. The LWDB in partnership with the CEO must review, prepare, and submit local plan modifications that reflect changes to:
  - a. Labor market and economic conditions; and
  - b. Other factors affecting the implementation of the local plan including:
    - i. Significant changes in local economic conditions;
    - ii. Changes in available financing to support WIOA Title I and partner-provided WIOA services; and
    - iii. Changes to LWDB structure; and
    - iv. The need to revise strategies to meet local performance goals.
2. LWDBs must ensure the following information is also included in the local plan modifications:
  - a. Procurement requirements for youth service providers, as described in the WIOA Title I-B Youth Program policy section 202;
  - b. Definition of the “Requires additional assistance to complete an educational program or to secure and hold employment” criterion,

as defined by the LWDB, that is used as part of the definition of “in-school” youth and “out-of-school” youth, as described in the WIOA Title I-B Youth Program Policy section 205.05;

- d. The self-sufficiency income level, as a percentage of the Lower Living Standard Income Level, for the LWDA.
- c. The definition of “underemployed” which may be used to determine whether employed adults and dislocated worker are in need of individualized career and training services through the WIOA Title I-B Adult and Dislocated Worker Programs:
  - i. Options defining “underemployed” are described in United States Department of Labor Training and Employment Guidance Letter TEGl 19-16, section 11).
  - ii. When the LWDA decides to use the self-sufficiency income for the LWDA in the local plan to define “underemployed”, the LWDA must ensure that the self-sufficiency income level has been reviewed and is set at the appropriate level.
- d. Limitations to Individual Training Accounts, as described in the WIOA Title I-B Training Services policy section 504.02.D.

B. Public Comment Period

- 1. To provide an adequate opportunity for public comment:
  - a. Make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media;
  - b. Include an opportunity for comments by members of the public, including representatives of business, labor organizations, and education;
  - c. Provide no more than a 30-day period of comment of the plan before its submission to the State, beginning on the date which the proposed plan is made available, prior to its submission to the State;
  - d. The LWDB must submit any comments that express disagreement with the local plan to the State along with the plan; and

- e. The LWDB must make information about the plan available to the public on a regular basis through electronic means and open meetings.

C Submission of Local Plans:

1. The modification of the local plan that is submitted to DES must include *track changes or changes must be highlighted* so that updates to the local plan may be identified.
2. LWDBs must submit local plan modifications by December 15, 2018.
3. Modifications must be submitted to the DES via email to [WIOAQandA@azdes.gov](mailto:WIOAQandA@azdes.gov).