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## STATE INSTRUCTION NUMBER 21-09

**To:** Local Workforce Area Signatory Officials  
Local Workforce Area Board Chairs  
Local Workforce Area Administrators

**Subject:** Program Year 2022 Regional and Local Plan Modifications

**Issuance Date:** June 30, 2022

**Effective Date:** July 1, 2022

**Purpose:** To provide guidance regarding the modification of regional and local plans in compliance with the requirements of the Workforce Innovation and Opportunity Act (WIOA).

### **References:**

- Workforce Innovation and Opportunity Act, Public Law 113-128 § 108(a)
- 20 CFR §§ 679.530, 679.580
- Training and Employment Guidance Letter (TEGL) 4-21
- State Instruction 15-16, Change 1 and Change 2
- Combined Center Operations and Business Engagement Plan Memo

**Background:** Each Local Workforce Development Board (LWDB) is responsible for developing a four-year local plan in partnership with the chief elected officials (CEOs). LWDBs and CEOs must also engage in a regional planning process to develop a regional plan incorporating the local plans within the region. These plans must be updated after two years.

The regional and local plans serve as a four-year action plan to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. The following WIOA planning priorities were highlighted in TEGL 4-21 for state plan modifications:

- Data-driven decisions
- Reemployment
- Equity in service delivery and educational programming
- Enhance supportive service offerings.

It was with these planning priorities in mind that South Carolina developed its state plan modification which was submitted in March 2022.

**Policy:** LWDBs and the appropriate CEOs must submit modifications of regional and local plans using the templates provided in **Attachments A and B of State Instruction 15-16, Change 1**, to reflect substantive changes to any portion of the original submission. Substantive changes include, but are not limited to, the following:

- Labor market information (LMI) about the Local Workforce Development Area (LWDA) or planning region, including significant demographic shifts or changes to key industries

**NOTE:** Regional and local plans should be modified based on updated LMI.

- Adjustments in strategies and goals

**NOTE:** Updated negotiated levels of performance must be included in the regional and local plan modifications.

- Changes in the financing available to support WIOA Title I and partner-provided WIOA services
- Changes to the LWDB structure
- Changes to service providers

While modifying their local plans, LWDBs are encouraged to review the WIOA planning priorities discussed in TEG 4-21: date-driven decision making, reemployment, equity in service delivery and educational programming, and enhancement of supportive service offerings.

LWDBs must also submit their Combined Center Operations and Business Engagement Plans (COBE Plans) as an attachment to their local plan modifications. Historically, areas have developed and submitted these plans separately as part of the center certification process; however, submission with the LWDBs local plans ensures that LWDBs have additional time to modify previous versions of their center operations plans and business engagement plans, as appropriate, based on the Combined Center Operations and Business Engagement Plans Memo.

Approval of the local and regional plans by the LWDBs within the planning regions must occur prior to submission of the modifications to the State for approval. Documentation that the appropriate CEOs received the modified local plan and attachments (i.e., email confirmation) must be submitted with the plans. To provide adequate opportunity for public comment prior to submitting a plan modification to the State for approval, each LWDB must complete the following:

- Make the proposed plans available to the public through electronic and other means, such as public hearings and local news media
- Provide a 7-day period, at a minimum, for comment by members of the public, including representatives of business, labor organizations, and education

- Include all comments received regarding the proposed plans when submitting the plans to the State

The content of the plans will be reviewed and approved within 90 days of receipt unless the State makes a written determination that:

- There are deficiencies in workforce investment activities that have been identified through audits and a LWDA has not made acceptable progress in implementing plans to address deficiencies.
- Changes to the plan do not comply with applicable provisions of WIOA and/or the WIOA regulations, including the required consultations and public comment provisions, and the nondiscrimination requirements.
- Changes to the plan do not align with the state plan or its modification, including with regard to the alignment of the core programs to support the strategy identified in the state plan and required by WIOA.

**Action:** All regional and local plans, including all attachments, must be submitted electronically to the Department of Employment and Workforce (DEW) via the Globalscape Web Transfer Client no later than **January 13, 2023**. For planning regions, only one submission of the regional plan is necessary. Each regional plan will incorporate all local plans within the planning region.

- Once all files have been uploaded using the drop box, notification must be emailed to [WorkforceSupport@dew.sc.gov](mailto:WorkforceSupport@dew.sc.gov).
- Documents for review must either be submitted in Microsoft Word or in an accessible PDF format.
- Actual documentation must be submitted; web links to documents intended for review will not be accepted.
- All additions within the regional and local plan modifications must be highlighted in yellow. All omissions must be struck-through and highlighted in yellow.

**Inquiries:** Questions may be directed to Policies and Procedures at [PolnPro@dew.sc.gov](mailto:PolnPro@dew.sc.gov).



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Technical Services, Policies, and Reporting