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Henry McMaster
Governor

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Executive Director

STATE INSTRUCTION NUMBER 15-16, Change 2

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

Subject: Regional and Local Planning Guidance

Issuance Date: August 14, 2020

Effective Date: Immediately

Purpose: This change revises the required public comment period for regional and local plans from 30 days to a minimum of 10 days. No other changes have been made to the policy.

Background: Planning regions provide an opportunity for local workforce development areas (LWDAs) to collaborate more formally within the larger regional economy to provide coordinated and efficient services to jobseekers and employers. WIOA requests that the Governor identify regions consisting of one or more local areas. State Instruction 15-08 provided the necessary guidance regarding the identification and alignment of WIOA planning regions. Each local workforce development board (LWDB) is responsible for developing a local plan in partnership with the chief elected official(s) (CEO) every four years. Additionally, LWDBs and CEOs are required to engage in a regional planning process that results in the development of a regional plan which incorporates the local plans within the region.

Policy: 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. LWDBs and CEOs within an identified planning region must prepare, submit, and obtain approval of a single regional plan that incorporates local plans for each of the LWDAs within the planning region. The plans must identify and describe the policies, procedures, and workforce activities carried out in the region and LWDAs as outlined in Attachments A and B of State Instruction 15-16 Change 1. Approval of the plans by the LWDBs and signatory officials of the LWDA grant recipients within the planning region must occur prior to submission of the plans to the state for approval. Documentation that indicates regional and local plans were presented to the applicable county councils (e.g., council meeting minutes) must also be submitted with the plans. To provide adequate opportunity for public comment prior to submitting a plan or modifications for approval, each LWDB must:

- Make copies of the proposed plans available to the public through electronic and other means, such as public hearings and local news media;
- Provide, at a minimum, a 10-day period for comment by members of the public, including representatives of business, labor organizations, and education; and
- Include all comments received regarding the proposed plans when submitting the plans to the State.

During the four-year lifecycle of the regional and local plans, local areas may be required to submit annual modifications to the plans as changes in regional and local conditions occur and as the state determines necessary. At a minimum, modifications for both regional and local plans will be required at the end of the first two-year period of plans.

Further, LWDBs and the appropriate CEOs must submit modifications of the regional and local plans to reflect substantive changes. Substantive changes include:

- Labor market information about the area or planning region, including significant demographic shifts or changes to key industries;
- Adjustments in strategies and goals;
- Changes in the financing available to support WIOA Title I and partner-provided WIOA services;
- Changes to the LWDB structure; and
- Changes to service providers.

Regional and local plans submitted to the state, including modifications to such plans, will be considered approved 90 days after submission unless the state makes a written determination within the 90-day period 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; or
- The plan does not comply with applicable provisions of WIOA and/or the WIOA regulations including the required consultations and public comment provision, and the nondiscrimination requirements; or
- The plan does not align with the State Plan, 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 from State Instruction 15-16 Change 1 and all comments received during the public comment period, must be submitted electronically to the Department of Employment and Workforce (DEW) via the Globalscape Web Transfer Client no later than October 1, 2020. Once all files have been uploaded using the drop box, notification must be emailed to WorkforceSupport@dew.sc.gov. For planning

regions, only one submission of the regional plan is necessary. Each regional plan will incorporate all local plans within the planning region.

Inquiries: Questions may be directed to Technical Services, Policies and Reporting at PolnPro@dew.sc.gov.

A handwritten signature in black ink, appearing to read "Kevin Cummings", written over a horizontal line.

Kevin Cummings, Director
Technical Services, Policies and Reporting