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## STATE INSTRUCTION NUMBER 14-04

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

**Subject:** Public Comment Requirements

**Issuance Date:** January 22, 2015

**Effective Date:** Immediately

**Purpose:** The purpose of this instruction is to issue guidance regarding public comment requirements.

**Background:** Federal and state law and guidance often require that adequate notice of and a reasonable opportunity for comment be provided to all interested parties and to the general public for programs, regulations and other matters, but do not specify a required amount of time.

**Policy:** A public comment period is the time during which state and local entities accept comments from the public on proposed actions. These public comment periods provide transparency and afford all interested parties an opportunity to be heard and participate in matters that impact them.

- **Comment Period:** When an opportunity for public comment is provided, and unless otherwise specified, comment periods must allow for no less than seven (7) calendar days for stakeholder and general public comments.
- **Notice to the Public:** In order to ensure that members of the public are apprised of proposed plans, policies and actions requiring solicitation of comments, local workforce areas will use, at a minimum, the following methods of publication and notice to the public:
  - a. Publishing a proposed document, policy or action on the entity's website and soliciting comments by a specified date; and
  - b. Sending notice to stakeholders through newsletters, email blasts or other social media.The notice to the public must include what method of communication will be accepted, contact information, and the time and location of any public hearings.

**Action:** Please ensure that all appropriate staff receive and understand this policy.

**Inquiries:** Questions may be directed to Mary jo Schmick at [mschmick@dew.sc.gov](mailto:mschmick@dew.sc.gov) or 803-737-2708.

  
Patricia Sherlock, Director  
Policies and Procedures