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Columbia, SC 29202  
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Nikki R. Haley  
Governor

Cheryl M. Stanton  
Executive Director

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## STATE INSTRUCTION NUMBER 15-16

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

**Subject:** Regional and Local Planning Guidance

**Issuance Date:** June 1, 2016

**Effective Date:** Immediately

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

**Background:** Planning regions provide an opportunity for local workforce development areas to collaborate more formally within the larger regional economy to provide coordinated and efficient services to jobseekers and employers. WIOA requires the Governor to identify regions consisting of one or more local areas. State Instruction 15-08 issued October 28, 2015 provided the necessary guidance regarding the identification and alignment of WIOA planning regions. Each Local Board is responsible for developing a local plan in partnership with the chief elected officials. Additionally, Local Boards and chief elected officials 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. Local Boards and chief elected officials within an identified planning region must prepare, submit, and obtain approval of a single regional plan that incorporates local plans for each of the local areas within the planning region. The plans must identify and describe the policies, procedures, and workforce activities carried out in the region and local areas as outlined in Attachments A and B of this guidance. Approval of the plans by the Local Boards and signatory officials of the local area grant recipients within the planning region must occur prior to submission of the plans to the State for approval. Documentation indicating 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 modification for approval, each Local Board 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 a 30-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 the plans (i.e. June 30, 2018).

Further, Local Boards and the appropriate chief elected officials must submit modifications of regional and local plans to reflect changes:

- In labor market and economic conditions; and
- Other factors affecting the implementation of the plan, including but not limited to:
  - Changes in the financing available to support WIOA Title I and partner-provided WIOA services;
  - Changes to the Local Board structure; and
  - The need to revise strategies to meet local performance goals.

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 local area 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 provisions, 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 comments received during the public comment period, must be submitted electronically to the Department of Employment and Workforce (DEW) at [workforcesupport@dew.sc.gov](mailto:workforcesupport@dew.sc.gov) no later than November 1, 2016. For planning regions, only one submission of the regional plan (Attachment A) is necessary. Each regional plan will incorporate all local plans (Attachment B) within the planning region.

**Inquiries:** Questions may be directed to Scott Ferguson at [RSFerguson@dew.sc.gov](mailto:RSFerguson@dew.sc.gov).



Patricia Sherlock, Director  
Policies and Procedures

**Workforce Innovation and Opportunity Act  
Regional Plan  
July 1, 2016 – June 30, 2020**

**Planning Region Name:**

**Local Areas within the Planning Region:**

**Local Area Administrators and Contact Information:**

### Attachment A: Regional Plan Requirements

The regional plan serves as an action plan to develop, align, and integrate service delivery strategies and resources among multiple local areas within a region. Local boards and chief elected officials in each planning region are required to engage in a regional planning process that results in the preparation and submission of a single regional plan. Regional plans must incorporate the local plans for each local area within the planning region. The regional plan must include:

1. A description of how each local area within the region was afforded the opportunity to participate in the regional planning process, along with a description of the planning process undertaken to produce the regional plan. The description must include how the chief elected officials and Local Boards were involved in the development of the plan.
2. An analysis of regional labor market data and economic conditions, to include existing and emerging in-demand industry sectors and occupations, and the employment needs of employers in those existing and emerging in-demand industry sectors and occupations. The analysis shall include:
  - The knowledge and skills necessary to meet the employment needs of the employers in the region, including those in in-demand industry sectors and occupations;
  - An analysis of the current workforce in the region, including employment and unemployment data, labor market trends, and the educational and skill levels of the workforce, including individuals with barriers to employment; and
  - An analysis of workforce development activities in the region, including available education and training opportunities. This analysis must indicate the strengths and weaknesses of workforce development activities necessary to address the education and skill needs of job seekers, including individuals with barriers to employment, and the employment needs of employers in the region.
3. A description of plans for the development and implementation or expansion of sector initiatives for in-demand industry sectors or occupations for the region. Regions should consider:
  - Current in-demand industry sectors and occupations within the region;
  - The status of regional collaboration in support of the sector initiatives;
  - Current sector-based partnerships within the region;
  - Data-driven sector priorities within the region;
  - The extent of business involvement in current initiatives; and
  - Potential public-private partnerships in the region to support sector strategies.
4. A description of regional service strategies that may be established as a result of the regionally coordinated delivery of services, including the use of cooperative service delivery agreements, when appropriate. Regions should consider:



- Existing service delivery strategies that will be expanded, streamlined, or eliminated;
  - New service strategies necessary to address regional education and training needs;
  - Strategies to address geographic advantages;
  - Approaches to improve services to individuals with disabilities, veterans, youth, or other hard-to-serve populations;
  - Strategies to connect the unemployed with work-based learning opportunities; and
  - Strategies to integrate existing regional planning efforts among core partners.
5. A description of any administrative cost arrangements that currently exist or that will be established within the region, including the pooling of funds for administrative costs, as appropriate. Regions should consider:
- Current or proposed resource leveraging agreements.
  - Establishing a process to evaluate cost sharing arrangements.
6. A description of how transportation and other supportive services are coordinated within the region, as appropriate. Regions should consider:
- How the provision of transportation or other supportive services could be enhanced regionally;
  - What organizations currently provide or could provide supportive services; and
  - Establishing a process to promote coordination of the delivery of supportive services.
7. A description of how workforce development services are coordinated with economic development services and providers within the region. Regions should consider:
- Current economic development organizations engaged in regional planning; and
  - Education and training providers involved with economic development.
8. A description of the region's plan regarding coordination of local performance negotiations. Each local area will continue to negotiate performance goals with the State and will remain ultimately responsible for ensuring performance meets or exceeds the agreed upon goals.

Regional Plan Signatures

***Local Workforce Development Boards:***

\_\_\_\_\_ Workforce Development Board  
Name- Chair

\_\_\_\_\_  
Signature Date

\_\_\_\_\_ Workforce Development Board  
Name- Chair

\_\_\_\_\_  
Signature Date

\_\_\_\_\_ Workforce Development Board  
Name- Chair

\_\_\_\_\_  
Signature Date

\_\_\_\_\_ Workforce Development Board  
Name- Chair

\_\_\_\_\_  
Signature Date

***Local Grant Recipient Signatory Officials:***

\_\_\_\_\_ Workforce Development Area  
Name- Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_ Workforce Development Area  
Name- Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_ Workforce Development Area  
Name- Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_ Workforce Development Area  
Name- Title

\_\_\_\_\_  
Signature Date

## Regional Plan Comments

<b>Comment 1</b>	
<b>Originating Entity:</b>	
<b>Comment:</b>	
<b>Comment 2</b>	
<b>Originating Entity:</b>	
<b>Comment:</b>	
<b>Comment 3</b>	
<b>Originating Entity:</b>	
<b>Comment:</b>	
<b>Comment 4</b>	
<b>Originating Entity:</b>	
<b>Comment:</b>	

**Workforce Innovation and Opportunity Act  
Local Plan  
July 1, 2016 – June 30, 2020**

**Local Area:**

**Counties within the Local Area:**

**Local Area Administrator and Contact Information:**



## Attachment B: Local Plan Requirements

The local plan serves as a four-year action plan to develop, align, and integrate local area service delivery strategies with those that support the State's strategic and operational goals. In partnership with the chief elected officials, each Local Board must develop and submit a local plan to identify and describe the policies, procedures, and activities that are carried out in the local area, consistent with the strategic vision and goals outlined in the State Plan and the respective regional plan. The local plan must include:

- Section I: Workforce and Economic Analysis
- Section II: Strategic Vision and Goals
- Section III: Local Area Partnerships and Investment Strategies
- Section IV: Program Design and Evaluation
- Section V: Compliance

### Section I: Workforce and Economic Analysis

1. An analysis of regional labor market data and economic conditions, to include existing and emerging in-demand industry sectors and occupations, and the employment needs of employers in those existing and emerging in-demand industry sectors and occupations. The analysis shall include:
  - The knowledge and skills necessary to meet the employment needs of the employers in the region, including those in in-demand industry sectors and occupations;
  - An analysis of the current workforce in the region, including employment and unemployment data, labor market trends, and the educational and skill levels of the workforce, including individuals with barriers to employment; and
  - An analysis of workforce development activities in the region, including available education and training opportunities. This analysis must indicate the strengths and weaknesses of workforce development activities necessary to address the education and skill needs of job seekers, including individuals with barriers to employment, and the employment needs of employers in the region.

### Section II: Strategic Vision and Goals

1. A description of the Local Board's strategic vision to support regional economic growth and self-sufficiency, including:
  - Goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment; and
  - A description of the Local Board's strategy to work with entities that carry out the core programs and required partners to align local resources available to the area to achieve the strategic vision and goals referenced above.

**Section III: Local Area Partnerships and Investment Strategies**

1. A description of the planning process undertaken to produce the local plan. The description must include how the chief elected officials and Local Board were involved in the development of the plan.
2. A description of the workforce development system in the local area, including:
  - Identification of the programs that are included in the system; and
  - How the Local Board will support the strategies outlined in the State Plan to support service alignment among the entities carrying out core programs and other workforce development programs.
3. A description of how the Local Board works with the entities carrying out core programs to:
  - Expand access to employment, training, education, and supportive services for eligible individuals, including individuals with barriers to employment;
  - Facilitate the development of career pathways and co-enrollment in core programs, as appropriate; and
  - Improve access to activities leading to a recognized post-secondary credential, including an industry-recognized certificate or certification that is portable and stackable.
4. A description of the strategies and services that will be used in the local area to:
  - Facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations;
  - Support a local workforce development system that meets the needs of businesses in the local area;
  - Improve coordination between workforce development programs and economic development; and
  - Strengthen linkages between the SC Works delivery system and unemployment insurance programs.
5. A description of the strategies and services for employers that may include the implementation of initiatives such as Incumbent Worker Training (IWT) programs, On-the-Job Training (OJT) programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers and support the Local Board's strategic vision and goals.
6. A description of how the Local Board will coordinate local workforce investment activities with regional economic development activities that are carried out in the local area, including how the Local Board will promote entrepreneurial skills training and microenterprise services.

**Section IV: Program Design and Evaluation**

1. A description of the SC Works delivery system in the local area, including:
  - How the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers, and jobseekers;
  - How the Local Board will facilitate access to services provided through the SC Works delivery system, including in remote areas, through the use of technology and other means;
  - How entities within the SC Works delivery system, including center operators and partners, will comply with the nondiscrimination provisions of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities; and
  - Identification of the roles and resource contributions of the SC Works partners.
2. A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.
3. A description of how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.
4. A description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities.
5. A description of how the fourteen (14) youth program elements are integrated in program design.
6. A description of how the local board will coordinate relevant secondary and post-secondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.
7. A description of how the local board will coordinate the WIOA Title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area.
8. A description of plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act services and other services provided through the SC Works delivery system.

9. A description of how the local board will coordinate the WIOA Title I workforce investment activities with adult education and literacy activities under the WIOA Title II, including how the local board will carry out the review of local applications submitted under Title II consistent with WIOA requirements.

**Section V: Operations and Compliance**

1. Copies of executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local SC Works system. This includes agreements between the local board or other local entities with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as the cross-training of staff, technical assistance, the use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
2. A description of the entity responsible for the disbursement of grant funds as determined by the chief elected official(s).
3. A description of the competitive process that will be used to award the sub grants and contracts for WIOA Title I activities.
4. Local Boards will not be required to include proposed performance goals for Program Years 2016 or 2017 in the local plan. Further guidance will be issued by the State regarding the negotiation of local levels of performance. Agreed upon performance goals must be incorporated into the local plan after negotiations are finalized.
5. A description of actions the Local Board will take toward becoming or remaining a high-performing workforce area, including:
  - The effectiveness and continuous improvement criteria the Local Board will implement to assess their one-stop centers;
  - A description of the methodology used by the Local Board to allocate SC Works center infrastructure funds; and
  - A description of the roles and contributions of SC Works partners, including cost allocation.
6. A description of how Adult and Dislocated Worker training services will be provided through the use of individual training accounts, including:
  - If contracts for training services will be used;
  - How the use of training service contracts will be coordinated with the use of individual training accounts; and
  - How the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.

7. A description of the process used by the Local Board to provide a 30-day public comment period prior to submission of the plan, including an opportunity to have input into development of the local plan, particularly for representatives of businesses, labor organizations, and education.
8. A description of how SC Works centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and by SC Works partners.
9. A description of how the Local Board ensures compliance with the Adult priority of service requirements under WIOA Title I.
10. A description of how the Local Board is serving special populations, including those with barriers to employment, as required by WIOA.
11. Copies of current Local Board policies and definitions, including:
  - Supportive Services policy;
  - On-the-Job Training (OJT) reimbursement policy;
  - Incumbent Worker Training (IWT) policy, when using local funds;
  - Youth Incentives policy;
  - Local training cap policy;
  - Local definition for youth who “require additional assistance”; and
  - Adult and Dislocated Worker Self-sufficiency definition(s) for training.
12. Copies of current local workforce area documents, including:
  - Memorandum(s) of Understanding, including signature sheets;
  - Resource Sharing Agreements, including signature sheets;
  - All service provider grants, including statements of work and budgets;
  - Statements of work for in-house operational staff (where applicable);
  - Current or most recent Grant Application Request(s)/Request(s) for Proposals;
  - Local Workforce Development Board By-Laws;
  - Local Workforce Development Board and Committee meeting schedules;
  - Local Workforce Development Board budgets; and
  - Local monitoring schedule.

**Local Plan Signatures**

***Local Workforce Development Board:***

\_\_\_\_\_ Workforce Development Board  
Name- Chair

\_\_\_\_\_  
Signature Date

***Local Grant Recipient Signatory Official:***

\_\_\_\_\_ Workforce Development Area  
Name- Title

\_\_\_\_\_  
Signature Date



## WIOA Local Workforce Development Board Membership

Total Seats \_\_\_\_\_ Seats Occupied \_\_\_\_\_ Seats Vacant \_\_\_\_\_ Name of Board Chair \_\_\_\_\_

<b>Business (per statute)</b>				
No.	Name	Affiliation and Title	Contact Phone and Email	Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

<b>Not Less Than 20% (per statute)</b>				
No.	Name	Affiliation and Title	Contact Phone and Email	Address
1				
2				

3				
4				
5				
6				
7				
8				

<b>Education &amp; Training (per statute)</b>				
<b>No.</b>	<b>Name</b>	<b>Affiliation and Title</b>	<b>Contact Phone and Email</b>	<b>Address</b>
1				
2				
3				
4				
5				

<b>Governmental, Economic, and Community Development (per statute)</b>				
<b>No.</b>	<b>Name</b>	<b>Affiliation and Title</b>	<b>Contact Phone and Email</b>	<b>Address</b>
1				
2				
3				
4				
5				
6				

<b>Others as Chief-Elected Officials Determine Appropriate (per statute)</b>				
<b>No.</b>	<b>Name</b>	<b>Affiliation and Title</b>	<b>Contact Phone and Email</b>	<b>Address</b>
1				
2				
3				

Denote multiple representations with an asterisk (\*).

Total Number of Seats Filled	
Number of Seats Filled Representing Business	
Percentage of Seats Filled Representing Business	
Number of Seats Filled Representing Not Less than 20%	
Percentage of Seats Filled Representing Not Less than 20%	
Number of Seats Filled Representing Education & Training	
Number of Seats Filled Representing Gov't, Economic & Comm. Dev.	
Number of Seats Filled Representing Others by Chief Elected Officials	

**Local Administrative Entity  
Roster of Workforce Staff**  
(Non-operational staff)

Name	Job Title	Workforce Job Duties/Responsibilities

**Comprehensive/Satellite SC Works Center**

(Use one form for each Center)

<b>Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Website:</b>	
<b>Hours of Operation:</b>	
<b>List all Co-located Partners and available Center Services</b>	





## Local Plan Comments

Comment 1	
Originating Entity:	
Comment:	
Comment 2	
Originating Entity:	
Comment:	
Comment 3	
Originating Entity:	
Comment:	
Comment 4	
Originating Entity:	
Comment:	