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(SN 09)

WIOA BULLETIN NO. 09-16

DATE: June 17, 2016
TO: WIOA Partners
SUBJECT: Workforce Innovation and Opportunity Act (WIOA)
2017 – 2020 Initial Local Plan Guidance

Purpose

The purpose of this bulletin is to provide information and guidelines for the February 1, 2017 – June 30, 2020 WIOA Local Plans.

Background

The WIOA, Section 108 provides instructions for the preparation, contents and submission of WIOA Local Plans which are required to be consistent with Hawaii's Unified State Plan. It is the basis for the guidance contained in Attachment 1 to this bulletin. The Local Workforce Development Boards (LWDBs) are responsible for convening their workforce partners in a collaborative, transparent process to develop and implement a Local Plan that aligns with requirements of WIOA and the vision and goals in the Unified State Plan.

Policy

The WIOA local plan will be effective from February 1, 2017 - June 30, 2020. By January 31, 2019, each local board shall review its local plan and submit modifications to reflect changes in labor market and economic conditions or other factors affecting implementation of the plan.

The plan must explain how the LWDB will foster strategic alignment, improve service integration, ensure that the workforce system is industry-relevant, respond to local economic needs and match employers with skilled workers. The plan should also describe current and future strategies that lead to greater efficiencies through reduction of duplication and maximized use of financial and human resources that result in continuous improvement of Hawaii's workforce system and excellent customer service.

Procedures

Required Plan Format

1. Use the structure and format provided.
2. The plan must be one continuous and searchable PDF document that includes all attachments or a single Word document with attachments.
3. A table of contents with page numbers is required with each page numbered.
4. Text must be typed with a font size of 11 and no greater than 14 points.

Public Comment Period

Prior to the date on which the local board submits a local plan, the local board shall—

1. Make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media;
2. Allow no fewer than 14 days and no more than 30 days for comments to the local board on the proposed local plan by members of the public, including representatives of business, representatives of labor organizations, and representatives of education;
3. Attach comments that express disagreement with the plan to the local plan; and
4. Review and approve the local plan.

Required Plan Format

1. The board chair and the chief elected official must sign the signature page, and the original must be submitted to the Workforce Development Council by mail at:

Workforce Development Council
830 Punchbowl Street, Room 417
Honolulu, HI. 96813

OR

Have an e-signed copy sent with the plan;

2. A submitted local plan (including a modification) shall be considered to be conditionally approved by the end of the 90-day period; unless a written determination during the 90-day period that—
 - a. Deficiencies in activities carried out under this subtitle or subtitle B have been identified, through audits conducted under WIOA Section 184 or otherwise, and the local area has not made acceptable progress in implementing corrective measures to address the deficiencies;
 - b. The plan does not comply with the applicable provisions of WIOA; or

- c. The plan does not align with the State plan, including failing to provide for alignment of the core programs to support the strategy identified in the State plan in accordance with WIOA Section 102(b)(1)(E).

Submission Deadline

All plans must be submitted no later than 4:30 p.m. (HST) on Monday, October 31, 2016 to: dlir.workforce.council@hawaii.gov.

Inquiries

Inquiries regarding this bulletin may be directed to Linda Sakamoto at (808) 586-9167 or Jeanne Ohta at (808) 586-9170.

Attachments/Additional Resources

Attachment 1, Workforce Innovation and Opportunity Act Local Plan Guidance/Template: <http://labor.hawaii.gov/wdc/wia-docs/>

Attachment 2, WIOA Definitions: <https://labor.hawaii.gov/wdc/files/2013/01/Local-Plan-Definitions-061715.pdf>

Hawaii Unified State Plan: <http://labor.hawaii.gov/wdc/reports/>

WIOA Public Law 113-128, July 22, 2014: <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>



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c: ASO-WIOA Unit