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(SN 22)

WIOA BULLETIN NO. 22-18

DATE: June 29, 2018

TO: WIOA Partners

SUBJECT: Workforce Innovation and Opportunity Act (WIOA) Guidance for Modified Local Plans

Purpose

The purpose of this bulletin is to provide information and guidelines for the February 1, 2019 to June 30, 2020 WIOA Local Plans.

Background

On June 20, 2018, the modified Hawaii Unified State Plan was approved. 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. The Local Workforce Development Boards (LWDBs) are responsible for convening their workforce partners in a collaborative, transparent process to amend and update their respective Local Plans to meet the requirements of WIOA, and align with the vision and goals in the modified Unified State Plan.

Policy

The WIOA modified local plans will be effective from February 1, 2019 – June 30, 2020. Each local board shall review its local plan and submit modifications to reflect changes in labor market and economic conditions, updated policies and procedures, 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, maximized use of financial and human resources, and program and special population outreach that result in continuous improvement of Hawaii's workforce system and excellent customer service.

Procedures

Required Plan Modifications

1. Requested Revisions
The plan must include all of the approved revisions requested during the original review process.
2. Update the existing plan as directed in Attachment 1.

Required format

1. The modified plan must be one continuous and searchable PDF document that includes all attachments, or a single Word document that includes all attachments.
2. A table of contents with page numbers is required, with each page numbered.
3. Text must be typed with a font size of at least 11 and no greater than 14 points.
4. Responses to all questions must be accurate and concise.

Public Comment Period

Prior to the date on which the local board submits a modified local plan to the Workforce Development Council (WDC), the local board shall:

1. Make copies of the proposed modified 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 modified local plan by members of the public, including representatives of business, representatives of labor organizations, representatives of education, and stakeholders;
3. Attach comments that express disagreement with the modified local plan to the plan as *Attachment J*; and
4. Review and approve the local plan.

Required Modified Plan Submission Format

1. The board chair and the chief elected official must sign the signature page (*Attachment K*), and the original must be submitted with the modified plan 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 conditionally approved by the end of the 90-day review period after the plan is received, unless a written determination during the 90-day period indicates that:
 - a. Deficiencies in activities carried out 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 15, 2018, to: dllr.workforce.council@hawaii.gov.

Inquiries

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

Attachments


Attachment 1, Required Local Plan Modifications
Attachment 2, Modified Local Plan Signature Page

References:

Hawaii Unified State Plan: <https://labor.hawaii.gov/wdc/files/2018/04/Unified-State-Plan-2018.pdf>

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

WIOA Definitions: <https://labor.hawaii.gov/wdc/files/2018/06/2018-WIOA-Attmt-3-Local-Plan-Definitions.pdf>



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Executive Director

C: ASO-WIOA Unit

Attachment 1
Required Local Plan Modifications

Section 1: Workforce and Economic Analysis

Update this section to reflect the current situation.

Section 2: Strategic Vision and Goals

Update this section to include the current board's vision, goals and strategies.

Section 3: Local Area Partnerships and Investment Strategies

Update this section, paying special attention to the local area's current efforts to coordinate services.

Question 3.5: do not update.

Section 4: Program Design and Evaluation

Additional Questions:

4.1a. Describe the local area's outreach strategies to increase enrollment of individuals with barriers to employment. Address each of the categories listed in 4.1.

4.1b. Describe the local area's outreach strategies to increase enrollment in Title I Youth and Adult programs.

4.5f. What is the local area's policy on language access for participants with limited or no English language proficiency?

4.5g. What is the local area's affirmative outreach strategies for underserved populations?

4.8a. Has the local area issued and Eligible Training Provider Policy? Provide the link to the policy.

Section 5: Compliance

When providing updated documents in this section, use the original attachment letters (A-H and add "2018").

5.2 Provide updated information.

5.3 Update if necessary.

5.4 Provide an updated roster with the requested information if there are any changes to the board membership, *Attachment C 2018*.

5.4a. Provide the list of WDB committees, the chairs of each committee, and committee members, *Attachment K*.

5.4b. Describe the priorities, responsibilities and scope of work for each committee, also on *Attachment K*.

5.9 Include the local area negotiated performance measures for PY18 and PY19.

5.10a. How will the board address under performance by one stop operators and service providers?

5.12a. Describe the process as in 5.12 for this local plan modification.

5.13-5.14 Provide updates.

Provide the following documents:

1. The Agenda and Minutes of WDB meetings for PY16 and PY17, *Attachment L*
2. The list of policies issued in PY16 and PY17, *Attachment M*; include the web link for each policy

Attachment 2

SIGNATURE PAGE

The County of [Click here to enter County](#) and the [Click here to enter Board name](#). Workforce Development Board submit this 2019-2020 modified local plan to implement the Workforce Innovation and Opportunity Act of 2014.

We will operate in accordance with the plan and applicable federal and state laws, rules, and regulations.

Workforce Development Board Chair

Chief Elected Official

[Click here to enter NAME of Board Chair.](#)

[Click here to enter NAME of CLEO](#)

[Click to enter a date.](#)

[Click enter a date.](#)