

ELEMENTS OF STATE & LOCAL WORKFORCE INNOVATION & OPPORTUNITY ACT PLANS

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Under the Workforce Innovation and Opportunity Act (WIOA) statute, local and state WIOA boards must develop and submit four-year strategic and operational plans to guide their implementation of WIOA.

Here is a snapshot of the items that must be included in local and state WIOA plans, including Combined State Plans.

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STATE WIOA PLANS

For a State to be eligible to receive funds for WIOA programs, the Governor will submit a unified State plan to the Secretary of the Department of Labor. The unified State plan shall outline a 4-year strategy for the core WIOA programs of the State and meet these requirements.

Strategic Planning Elements

The unified State plan will include strategic planning elements consisting of a strategic vision and goals for preparing an educated and skilled workforce, that include—

- an analysis of the economic conditions in the State, including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers, including a description of the knowledge, skills, and abilities, needed in those industries and occupations; an analysis of the current workforce, employment and unemployment data, labor market trends, and the educational and skill levels of the workforce, **including individuals with barriers to employment** in the State;
- an analysis of the workforce development activities (including education and training) in the State, including an analysis of the strengths and weaknesses of such activities, and the capacity of State entities to provide such activities, in order to address the identified education and skill needs of the workforce and the employment needs of employers in the State;
- a description of the State's strategic vision and goals for preparing an educated and skilled workforce (**including preparing youth and individuals with barriers to employment**) and for meeting the skilled workforce needs of employers;
- a strategy for aligning the core programs, as well as other resources available to the State, to achieve the strategic vision.

LOCAL WIOA PLANS

Each local board will develop and submit to the Governor a comprehensive 4-year local plan, in partnership with the chief elected official. The local plan will support the strategy described in the State plan. At the end of the first 2-year period of the 4-year local plan, each local board will review the local plan.

The local plan will include:

- a description of the strategic planning elements consisting of an analysis of the regional economic conditions including existing and emerging in-demand industry sectors and occupations and the employment needs of employers in those industry sectors and occupations.
- an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
- an analysis of the workforce in the region, including current labor force employment (and unemployment) data, and information on labor market trends, and the **educational and skill levels of the workforce in the region, including individuals with barriers to employment.**
- an analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services, and the capacity to provide such services, to address the identified education and skill needs of the workforce and the employment needs of employers in the region.
- a description of the local board's strategic vision and goals for preparing an educated and skilled workforce (**including youth and individuals with barriers to employment**), including goals relating to the performance accountability measures based on primary indicators of performance in order to support regional economic growth and economic self-sufficiency.

Operational Planning Elements

The unified State plan shall include operational planning elements to support the strategy including a description of how the State board will implement its functions.

The unified State plan describes how the lead State agency with responsibility for the administration of WIOA will implement the strategy described in paragraph, including a description of:

- the activities that will be funded by the entities carrying out the respective core programs to implement the strategy and how such activities will be aligned across the programs and among the entities administering the programs, including using co-enrollment and other strategies;
- how the activities described will be aligned with activities provided under employment, training, education, including career and technical education, and human services programs not covered by the plan, as appropriate, assuring coordination of, and avoiding duplication;
- how the entities carrying out the respective core programs will coordinate activities and provide comprehensive, high-quality services including supportive services, to individuals;
- how the State's strategy will engage the State's community colleges and area career and technical education schools as partners in the workforce development system and enable the State to leverage other Federal, State, and local investments that have enhanced access to workforce development programs at those institutions;
- how the activities described will be coordinated with economic development strategies and activities in the State; and
- how the State's strategy will improve access to activities leading to a recognized postsecondary credential.

- taking into account analyses a strategy to work with the entities that carry out WIOA programs to align resources available to the local area, to achieve the strategic vision and goals.
- a description of the workforce development system in the local area that identifies the programs that are included in that system and how the local board will work to support alignment to provide services, that support the strategy identified in the State plan.
- a description of how the local board, working with the entities carrying out core programs, **will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment**, including how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary credential.
- a description of the strategies and services that will be used in the local area to facilitate engagement of employers, support a local workforce development system that meets the needs of businesses, better coordinate workforce development programs and economic development, strengthen linkages between the one-stop delivery system and unemployment insurance programs and that may include the implementation of initiatives such as incumbent worker training programs, on-the-job training 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 employers in the corresponding region in support of the strategy.
- a description of how the local board will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the region and promote entrepreneurial skills

The unified State plan should describe the State operating systems and policies that will support the implementation of the strategy, including a description of:

- the State board;
- how WIOA programs and one-stop partner programs will be assessed each year;
- the results of an assessment of the effectiveness;
- the methods and factors the State will use in distributing funds;
- how the lead State agencies with responsibility for the administration of the core programs will align and integrate available workforce and education data on core programs, unemployment insurance programs, and education through postsecondary education;
- how agencies will use the workforce development system to assess the progress of participants that are exiting from core programs in entering, persisting in, and completing postsecondary education, or entering or remaining in employment;
- (vi) how the State will implement the priority of service provisions for veterans;
- how the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with the physical and programmatic accessibility of facilities, programs, services, technology, and materials, for individuals with disabilities, including complying through providing staff training and support for addressing the needs of individuals with disabilities.

Program Specific Requirements.

The unified State plan shall include:

- State policies or guidance, for the statewide workforce development system and for use of State funds for workforce investment activities;

training and microenterprise services.

- a description of the one-stop delivery system in the area, how the local board will ensure the continuous improvement of eligible providers and ensure that such providers meet the employment needs of local employers, and workers and jobseekers, a description of how the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means and a description of how entities within the one-stop delivery system, including one-stop operators and the onestop partners, will comply with provisions of the Americans with Disabilities Act and a description of the roles and resource contributions of the one-stop partners.
- a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.
- a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.
- 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 description and assessment shall include an identification of successful models of such youth workforce investment activities.
- a description of how the local board will coordinate education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities.
- a description of how the local board will coordinate workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area.

- the local areas designated in the State;
- with respect to youth workforce investment activities, information identifying the criteria to be used by local boards in awarding grants for youth workforce investment activities and describing how the local boards will take into consideration the ability of the providers to meet performance accountability measures based on primary indicators of performance for the youth program in awarding such grants;
- a description of how the eligible agency will, if applicable, align content standards for adult education with State-adopted challenging academic content standards;
- how the State will fund programs for corrections education, programs for integrated English literacy and civics education and integrated education and training;
- how the state will assess the quality of providers of adult education and literacy activities under title II and take actions to improve quality.

COMBINED STATE PLANS

A State may develop and submit to the appropriate Secretaries a combined State plan for the core WIOA programs and one or more of these programs or activities:

- Career and technical education programs
- Programs authorized under part A of title IV of the Social Security Act. **(TANF)**
- Programs authorized under Food and Nutrition Act of 2008.
- Work programs authorized under the Food and Nutrition Act of 2008. **(SNAP E&T)**

- a description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system, to improve service delivery and avoid duplication of services.
- a description of how the local board will coordinate workforce investment activities with adult education and literacy.
- a description of efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
- an identification of the entity responsible for the disbursement of grant funds.
- a description of the competitive process to be used to award the subgrants and contracts in the local area for activities.
- a description of the local levels of performance negotiated with the Governor and chief elected official.
- a description of the actions the local board will take toward becoming or remaining a high performing board, consistent with the factors developed by the State board.
- a description of how training services under will be provided including, if contracts for the training services will be used, how the use of such 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.
- a description of the process used by the local board, to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan.

- Activities authorized under chapter 2 of title II of the Trade Act of 1974.
- Activities authorized under chapter 41 of title 38, United States Code.
- Programs authorized under State unemployment compensation laws.
- Programs authorized under Title V of the Older Americans Act of 1965. **(SCSEP)**
- Employment and training activities carried out by the Department of Housing and Urban Development.
- Employment and training activities carried out under the Community Services Block Grant Act.
- Programs authorized under section 212 of the Second Chance Act. **(REO formerly REXO)**

- a description of how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system.
- Prior to the date on which the local board submits a local plan, the local board will make available copies of a proposed local plan to the public through electronic and other means, such as public hearings and local news media, allow members of the public, including representatives of business, representatives of labor organizations, and representatives of education to submit to the local board comments on the proposed local plan and include with the local plan submitted to the Governor under this section any such comments that represent disagreement with the plan.

Source:

Workforce Innovation and Opportunity Act of 2014, 29 U.S.C § 3101 [Sec 102 (a- c) Sec 103 (a-d)]. (2014).

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