



**Department of Labor and Training**

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## **WORKFORCE INVESTMENT NOTICE: 09-16**

**TO:** WORKFORCE INVESTMENT AREAS

**FROM:** Donna Treglia, Administrator-Workforce Investment Office

**SUBJECT:** Instructions for Submitting Workforce Investment Act Local Plans for Program Year 2010

**DATE:** April 28, 2010

**PURPOSE.** The purpose of the Workforce Investment Act Notice (WIN) is to provide information on:

- Options for Local Areas to have in place approved Workforce Investment Act (WIA) Local Plans for Program Year (PY) 2010.
- When Local Plan modifications are required.

**REFERENCES.** Workforce Investment Act; WIA Final Regulations dated August 11, 2000; [WIN #06-07](#); [Training and Employment Guidance Letter \(TEGL\) 21-09](#).

**BACKGROUND.** All WIA State and Local Plans currently in place will expire on June 30, 2010. This is the end of the five-year planning cycle which began on July 1, 2005. States and Local Areas must have approved plans in place to receive formula allotments under WIA. Given that the Department of Labor (DOL) is anticipating the reauthorization of WIA within the next year, the Employment and Training Administration is providing two options to extend or modify current plans in order to enable states to have an approved plan in place for PY 2010 without engaging in full five-year planning. The State is, therefore, offering similar options to the Local Areas.

If WIA is reauthorized and requires changes to Local Plans, the State will issue subsequent guidance on implementing any new requirements.

**LOCAL PLAN OPTIONS FOR PY 2010.** There are two options for local areas to secure approval of the Local Plan for PY 2010, the first year of the new PY2010-2014 five-year planning cycle, July 1, 2010 – June 30, 2015.

**A. Option I: The State approves an extension of the current WIA Local Plan for an additional year, through PY 2010 (July 1, 2010 – June 30, 2011).**

As noted above, WIA and the State require local areas to have an approved WIA Local Plan in place in order to receive WIA allotments. The ETA and the State will consider this legislative requirement met by approving for all interested Local Areas an extension of their current Local Plan for an additional year.

**B. Option II: The State reviews and approves the WIA Local Plan modification submitted by a local area for PY 2010.**

Local areas may submit modifications to Local Plans at any time during the five-year period covered by the plan. Any local area that wishes to revise its local plan instead of receiving an extension of its current Plan should submit a Local Plan modification for the period of PY 2010 (July 1, 2010 through June 30, 2011).

Under WIA regulation §661.355, the Governor must establish procedures governing the modification of local plans. Local Areas that meet the criteria listed below **must** submit a modification:

- Significant changes in local economic conditions
- Changes in the financing available to support WIA title I and partner-provided WIA services
- Changes to the Local Board structure
- A need to revise strategies to meet performance goals

In determining whether it is appropriate for your local area to submit a modified Local Plan, it may be helpful to review the current Local Plan in light of these requirements.

**ACTIONS REQUIRED:**

**A. Local Plan Extensions**

The following documents are required in order for a Local Plan to be extended:

- A letter, addressed to the WIA Liaison, Sandra Powell, from the Board Chair requesting the extension;
- An affirmation that the administrative and operational systems that are described in the current plan remain unchanged;
- Executed Memoranda of Understanding with all One-Stop partners;
- PY 2010 Chart of Performance Measures (same as PY 2009);
- Current listing of Workforce Board members and request for re-certification;
- Current listing of Youth Council members and request for re-certification; and
- One-Stop Consortium Agreement, if applicable.

The State will send each local area meeting the above criteria a letter by June 30, 2010 approving an extension of the existing Local Plan for the period of July 1, 2010 through June 30, 2011.

## **B. Local Plan Modifications**

Local Areas submitting a Local Plan modification must follow the Local Planning instructions and questions included in [WIN #06-07](#), as well as updating their responses to the questions listed in [WIN #08-17](#) which were required as part of the Local Plan modification to describe implementation of the Recovery Act.

**SUBMISSION PROCESS:** Whether the Local Area opts for an extension or a modification, the Local Board approval process must be utilized.

Extensions and modifications must be submitted prior to June 15, 2010 to:

Mavis McGetrick  
Policy & Compliance Coordinator  
State Workforce Investment Office  
Department of Labor & Training  
1511 Pontiac Avenue  
Cranston, Rhode Island 02920

**INQUIRIES.** Questions concerning this WIN may be directed to [me](#) at 462-8784 or to [Mavis McGetrick](#) at 462-8791.