



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

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WORKFORCE INVESTMENT NOTICE: 10-16

TO: WORKFORCE INVESTMENT AREAS

FROM: David Tremblay, Administrator-Workforce Investment Office

SUBJECT: Instructions for Submitting Workforce Investment Act Local Plans for Program Year 2011.

DATE: April 19, 2011

- 1. Purpose** To issue guidance information regarding:
- Options for local Areas to have in place approved Workforce Investment Act (WIA) Local Plans for Program Year (PY) 2011.
 - When Local Plan modifications are required.

2. References Workforce Investment Act; WIA Final Regulations dated August 11, 2000; [Workforce Investment Notice \(WIN\) 06-07](#); and [Training and Employment Guidance Letter \(TEGL\) 17-10](#)

3. Background All WIA State and Local Plans currently in place will expire on June 30, 2011. States and Local Areas must have approved plans in place to receive formula allotments under WIA. Given that the Department of Labor (DOL) acknowledges the continued potential for the reauthorization of WIA within the next year, and the Employment and Training Administration's (ETA) intention to revise State Planning Guidance for PY 2012 and beyond, ETA is provided two options to extend or modify current plans in order to enable states to have an approved plan in place for PY 2011 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 2011. There are two options for the local areas to secure approval of the Local Plan for PY 2011, the second year of the new PY2010-2014 five-year planning cycle, July 1, 2010 – June 30, 2015.

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A. Option I: The State approves an extension of the current WIA Local Plan for an additional year, through PY 2011 (July 1, 2011 – June 30, 2012).

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 2011.

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 2011 (July 1, 2011 – June 30, 2012).

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

However, local areas with newly elected Local Elected Officials (LEO) may not have the organizational changes in place to submit a plan modification for approval prior to the start of the new program year. Local areas meeting the above conditions will be required to submit a plan modification during PY 2011. Guidance regarding the plan modification will be forthcoming.

4. Action 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, Charles J. Fogarty, 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 2011 Chart of Performance Measures (same as PY 2010);
- Current listing of Workforce Board members and request for re-certification;
- Current listing of Youth Council members and request for re-certification.

The State will send to each local area meeting the above criteria a letter by June 30, 2011 approving an extension of the existing Local Plan for the period of July 1, 2011 through June 30, 2012.

B. Local Plan Modifications

Local Areas submitting a Local Plan modification must follow the Local Planning instructions and questions included in [WIN #06-07](#).

5. 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 17, 2011 to:

David Tremblay
Administrator
State Workforce Investment Office
Department of Labor and Training
1511 Pontiac Avenue
Cranston, Rhode Island 02920

6. Inquiries Questions concerning this WIN may be directed to [me](#) at 462-8812 or to [Mavis McGetrick](#) at 462-8791.