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STATE INSTRUCTION NUMBER 25-12

To: Local Workforce Area Signatory Officials
Local Workforce Area Board Chairs
Local Workforce Area Administrators

Subject: **Modification of Program Year 2024 Regional and Local Plans**

Issuance Date: May 8, 2026

Effective Date: July 1, 2026

Purpose: To provide guidance regarding the modification of regional and local plans in compliance with the requirements of the Workforce Innovation and Opportunity Act (WIOA).

References:

- Workforce Innovation and Opportunity Act, Public Law 113-128 §§ 106(c)(2), 108(a)
- 20 CFR §§ 679.530, 679.580
- Training and Employment Guidance Letter (TEGL) 7-25
- State Instruction Letter (SIL) 24-03
- Combined Center Operations and Business Engagement (COBE) Plan Memo

Background: The Workforce Innovation and Opportunity Act (WIOA) states that each Local Workforce Development Board (LWDB) must develop a four-year local plan, in partnership with the chief elected officials (CEOs). LWDBs and CEOs must also develop a regional plan, incorporating the local plans within the region. The regional and local plans must be modified after two years to reflect changes in labor market and economic conditions or other factors affecting the implementation of the local plan.

These plans serve as four-year action plans to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. The following WIOA planning strategic priorities are highlighted in TEGL 7-25 for state plan modifications:

- **Pillar I:** Industry-Driven Strategies: Building reliable talent pipelines through a workforce system led by industry and aligned with American's economic priorities.

- **Pillar II: Worker Mobility:** Bringing more Americans into the labor force and helping them advance, including through the innovative use of technology and labor market data.
- **Pillar III: Integrated Systems:** Replacing a fragmented web of duplicative programs with a streamlined, coordinated system that delivers unified workforce services.
- **Pillar IV: Accountability:** Ensuring federally funded workforce programs deliver measurable results by linking investments to outcomes and enforcing performance discipline.
- **Pillar V: Flexibility and Innovation:** Creating new models of workforce innovation built to match the speed and scale of AI-driven economic transformation.

It was with these WIOA planning strategic priorities in mind that South Carolina developed its State Plan modification, submitted in March 2026.

Policy: LWDBs and the appropriate CEOs must submit modifications of regional and local plans using the templates provided in **Attachments A and B** of State Instruction Letter (SIL) 24-03, *Regional and Local Planning Guidance* to reflect substantive changes to any portion of the original submission. Substantive changes include, but are not limited to, the following:

- Updated labor market information (LMI) about the Local Workforce Development Area (LWDA) or planning region, including significant demographic shifts or changes to key industries, occupations, and skills.
- Revisions to local strategies and goals, including updated negotiated levels of performance.
- Changes in funding available to support WIOA Title I services, as well as other partner-provided services
- Changes to the structure of the LWDB
- Changes in service providers for any WIOA partner program

While modifying their regional and local plans, LWDBs must update all applicable areas of the plans in alignment with the WIOA planning strategic priorities outlined in TEG 7-25 and discussed in the **Background** section of this policy.

LWDBs must also submit their Combined Center Operations and Business Engagement Plans (COBE Plans) as an attachment to their local plan modifications. This ensures that LWDBs have additional time to modify previous versions of their center operations plans and business engagement plans, as appropriate, based on the COBE Plan Memo.

The LWDBs within a planning region must approve the regional and local plans prior to submitting the modifications to the State for approval. Documentation that the appropriate CEOs received the modified local plan and attachments (such as email confirmation) must be submitted with

the plans. To provide adequate opportunity for public comment prior to the submission of a plan modification to the State, each LWDB must complete the following:

- Make the proposed plans available to the public for comment through electronic and other means, such as public hearings and local news media
- Provide a seven-day period, at a minimum, for comment by members of the public, including representatives of business, labor organizations, and education
- Include all comments received for the proposed plans in the submission to the State

The contents of the plan modifications are reviewed and approved within 90 days of receipt unless the State makes a written determination that:

- Deficiencies in workforce investment activities have been identified through audits and the LWDA has not made acceptable progress in implementing plans to address them.
- Changes to the plan do not comply with applicable provisions of WIOA or the WIOA regulations, including the required consultations and public comment provisions, and the nondiscrimination requirements.
- Changes to the plan do not align with the State Plan or its modification.

Action: All regional and local plans, including all attachments, must be submitted electronically to the Department of Employment and Workforce (DEW) via the Globalscape Web Transfer Client no later than **January 15, 2027**. For planning regions, only one submission of the regional plan is necessary. Each regional plan must incorporate all local plans within the planning region. The following must be adhered to for submission:

- Once all files have been uploaded using the drop box, notification must be emailed to WorkforceSupport@dew.sc.gov.
- Documents for review must be submitted in Microsoft Word or an accessible PDF format, with the LWDA name included in the title.
- Actual documentation must be submitted; web links to documents intended for review will not be accepted.
- All additions within the regional and local plan modifications must be highlighted in yellow. All omissions must be struck-through and highlighted in yellow.

Inquiries: Questions may be directed to WorkforcePolicy@dew.sc.gov.

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