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Henry McMaster
Governor

Jamie D. Suber
Acting Executive Director

STATE INSTRUCTION NUMBER 18-09

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

Subject: Program Year 2018 Regional and Local Plan Modifications

Issuance Date: February 15, 2019

Effective Date: Immediately

Purpose: To provide guidance regarding the required modification of regional and local plans developed by the Local Boards and chief elected officials in Program Year 2016 in compliance with the requirements of the Workforce Innovation and Opportunity Act (WIOA).

Background: Each Local Board is responsible for developing a four-year local plan in partnership with the chief elected officials. See State Instruction 15-16. Additionally, Local Boards and chief elected officials are required to engage in a regional planning process that results in the development of a regional plan which incorporates the local plans within the region. The regional and local plans serve as a four-year action plan to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. WIOA requires a modification of the four-year regional and local plans every two years.

Policy: Local Boards and the appropriate chief elected officials must submit modifications of regional and local plans using the templates provided in Attachments A and B to reflect substantive changes to any portion of the original submission. Substantive changes include but are not limited to:

- Labor market information about the area or planning region, including significant demographic shifts or changes to key industries;
- Adjustments in strategies and goals;
- Changes in the financing available to support WIOA Title I and partner-provided WIOA services;
- Changes to the Local Board structure; and
- Changes to service providers.

Approval of the plans by the Local Boards' executive committees within the planning region must occur prior to submission of the modifications to the State for approval. Documentation indicating that the appropriate chief elected officials received the modified local plan and attachments (i.e. email

confirmation) must also be submitted with the plans. Documentation reflecting approval by the full Local Board must be submitted to the State no later than June 30, 2019. To provide adequate opportunity for public comment prior to submitting a plan or modification to the State for approval, each Local Board must:

- Make copies of the proposed plans available to the public through electronic and other means, such as public hearings and local news media;
- Provide at a minimum, a 7-day period for comment by members of the public, including representatives of business, labor organizations, and education; and
- Include all comments received regarding the proposed plans when submitting the plans to the State.

Upon submission, the content of the plans will be reviewed and approved by June 30, 2019, unless the State makes a written determination that:

- There are deficiencies in workforce investment activities that have been identified through audits and a local area has not made acceptable progress in implementing plans to address deficiencies; or
- Changes to the plan do not comply with applicable provisions of WIOA and/or the WIOA regulations, including the required consultations and public comment provisions, and the nondiscrimination requirements; or
- Changes to the plan do not align with the State Plan or its modification, including with regard to the alignment of the core programs to support the strategy identified in the State Plan and required by WIOA.

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 May 31, 2019. Once all files have been uploaded using the drop box, notification must be emailed to workforcesupport@dew.sc.gov. For planning regions, only one submission of the regional plan is necessary. Each regional plan will incorporate all local plans within the planning region.

Inquiries: Questions may be directed to Policies and Procedures at polnpro@dew.sc.gov.



Susan M. Boone, Chief Legal Officer
SC Department of Employment and Workforce

Attachments

**Workforce Innovation and Opportunity Act
Regional Plan Modification
July 1, 2018 – June 30, 2020**

Planning Region Name:

Local Areas within the Planning Region:

Local Area Administrators and Contact Information:

Attachment A: Regional Plan Modification Requirements

The regional plan serves as an action plan to develop, align, and integrate service delivery strategies and resources among multiple local areas within a region. Local boards and chief elected officials in each planning region are required to submit modifications of four-year regional plans every two years.

*NOTE: Local Boards must use previously approved plans (regional and local) as the starting point and add or revise information as appropriate, based on the guidance below. Any changes and additions to the plans must be **HIGHLIGHTED IN YELLOW**.*

Regional plan modifications must incorporate the local plans for each local area within the planning region. The regional plan modification must include:

1. A new analysis of regional labor market data and economic conditions if changes have occurred since 2016. The analysis must include existing and newly emerging in-demand industry sectors and occupations, and the employment needs of employers in those existing and newly emerging in-demand industry sectors and occupations.
2. A description of changes to plans for the development and implementation or expansion of sector initiatives for in-demand industry sectors or occupations for the region.
3. A description of changes to regional service strategies that may be established as a result of the regionally coordinated delivery of services, including the use of cooperative service delivery agreements, if applicable.
4. A description of any changes to administrative cost arrangements that currently exist or that will be established within the region, including the pooling of funds for administrative costs, if applicable.
5. A description of changes in how transportation and other supportive services are coordinated within the region, as appropriate.
6. A description of changes in how workforce development services are coordinated with economic development services and providers within the region.
7. A description of changes to the region's plan regarding coordination of local performance negotiations.

Regional Plan Modification Signatures

Local Workforce Development Boards:

____ Workforce Development Board
Name- Chair

____ Workforce Development Board
Name- Chair

Signature Date

Signature Date

____ Workforce Development Board
Name- Chair

____ Workforce Development Board
Name- Chair

Signature Date

Signature Date

Local Grant Recipient Signatory Officials:

____ Workforce Development Area
Name- Title

____ Workforce Development Area
Name- Title

Signature Date

Signature Date

____ Workforce Development Area
Name- Title

____ Workforce Development Area
Name- Title

Signature Date

Signature Date

**Workforce Innovation and Opportunity Act
Local Plan Modification
July 1, 2018 – June 30, 2020**

Local Area:

Counties within the Local Area:

Local Area Administrator and Contact Information:

Attachment B: Local Plan Modification Requirements

The local plan serves as a four-year action plan to develop, align, and integrate local area service delivery strategies with those that support the State's strategic and operational goals. Local Boards and chief elected officials must submit a local plan modification every two years to identify and describe any changes to policies, procedures, and activities that are carried out in the local area, consistent with the strategic vision and goals outlined in the State Plan, including its modification, and the respective regional plan modification.

*NOTE: Local Boards must use previously approved plans (regional and local) as the starting point and add or revise information as appropriate, based on the guidance below. Any changes and additions to the plans must be **HIGHLIGHTED IN YELLOW**.*

Section I: Workforce and Economic Analysis

1. A new analysis of regional labor market data and economic conditions if changes have occurred since 2016. The analysis must include changes to existing and newly emerging in-demand industry sectors and occupations, and the employment needs of employers in those existing and newly emerging in-demand industry sectors and occupations.

Section II: Strategic Vision and Goals

1. A description of changes to the Local Board's strategic vision to support regional economic growth and self-sufficiency.

Section III: Local Area Partnerships and Investment Strategies

1. A description of changes to the workforce development system in the local area.
2. A description of changes to how the Local Board works with the entities carrying out core programs.
3. A description of changes to the strategies and services that are used in the local area to:
 - Facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations;
 - Support a local workforce development system that meets the needs of businesses in the local area;
 - Improve coordination between workforce development programs and economic development; and
 - Strengthen linkages between the SC Works delivery system and unemployment insurance programs.

4. A description of changes to the strategies and services for employers that may include the implementation of initiatives such as Incumbent Worker Training (IWT) programs, On-the-Job Training (OJT) 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 regional employers and support the Local Board's strategic vision and goals.
5. A description of changes to how the Local Board coordinates local workforce investment activities with regional economic development activities that are carried out in the local area, including how the Local Board promotes entrepreneurial skills training and microenterprise services.

Section IV: Program Design and Evaluation

1. A description of changes to the SC Works delivery system in the local area.
2. A description of changes in the type and availability of adult and dislocated worker employment and training activities in the local area.
3. A description of changes to how the Local Board coordinates workforce investment activities carried out in the local area with statewide rapid response activities.
4. A description of changes in the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities.
5. A description of changes in how the fourteen (14) youth program elements are integrated in program design.
6. A description of changes in how the local board coordinates relevant secondary and post-secondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.
7. A description of changes to how the local board coordinates the WIOA Title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area.
8. A description of changes to plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act services and other services provided through the SC Works delivery system.
9. A description of changes in how the local board coordinates the WIOA Title I workforce investment activities with adult education and literacy activities under the WIOA Title II, including how the local board carries out the review of local applications submitted under Title II consistent with WIOA requirements.

Section V: Operations and Compliance

1. Copies of cooperative agreements executed since approval of the four-year local plan in 2016, defining how all local service providers, including additional providers, carry out the requirements for integration of and access to the entire set of services available in the local SC Works system. This includes agreements between the Local Board or other local entities with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as the cross-training of staff, technical assistance, the use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
2. A description of changes to the entity responsible for the disbursement of grant funds as determined by the chief elected official(s), if applicable.
3. A description of changes to the competitive process that is used to award the sub grants and contracts for WIOA Title I activities.
4. Agreed upon performance goals negotiated for Program Years 2018 and 2019.
5. A description of changes to actions the Local Board plans to take toward becoming or remaining a high-performing workforce area.
6. A description of changes to how Adult and Dislocated Worker training services are provided through the use of individual training accounts.
7. A description of changes in how SC Works centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and by SC Works partners.
8. A description of changes to how the Local Board ensures compliance with the Adult priority of service requirements under WIOA Title I.
9. A description of changes in how the Local Board is serving priority populations, including those with barriers to employment, as required by WIOA.
10. Copies of Local Board policies and definitions created or revised since approval of the four-year local plan.
11. Copies of current local workforce area documents, including:
 - Fully executed Memorandum(s) of Understanding, including signature sheets;
 - All service provider grants, including statements of work and budgets;
 - Statements of work for in-house operational staff (where applicable);
 - Current or most recent Grant Application Request(s)/Request(s) for Proposals;
 - Local Workforce Development Board By-Laws;
 - Local Workforce Development Board and Committee meeting schedules;

- Local Workforce Development Board budgets; and
- Local monitoring schedule.

Local Plan Modification Signatures

Local Workforce Development Board:

_____ Workforce Development Board
Name- Chair

Signature Date

Local Grant Recipient Signatory Official:

_____ Workforce Development Area
Name- Title

Signature Date

All changes and additions must be highlighted in YELLOW.

WIOA Local Workforce Development Board Membership

Total Seats _____ Seats Occupied _____ Seats Vacant _____ Name of Board Chair _____

Business (per statute)				
No.	Name	Affiliation and Title	Contact Phone and Email	Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Not Less Than 20% (per statute)				
No.	Name	Affiliation and Title	Contact Phone and Email	Address
1				
2				

3				
4				
5				
6				
7				
8				

Education & Training (per statute)				
No.	Name	Affiliation and Title	Contact Phone and Email	Address
1				
2				
3				
4				
5				

Governmental, Economic, and Community Development (per statute)				
No.	Name	Affiliation and Title	Contact Phone and Email	Address
1				
2				
3				
4				
5				
6				

Others as Chief-Elected Officials Determine Appropriate (per statute)				
No.	Name	Affiliation and Title	Contact Phone and Email	Address
1				
2				
3				

Denote multiple representations with an asterisk (*).

Total Number of Seats Filled	
Number of Seats Filled Representing Business	
Percentage of Seats Filled Representing Business	
Number of Seats Filled Representing Not Less than 20%	
Percentage of Seats Filled Representing Not Less than 20%	
Number of Seats Filled Representing Education & Training	
Number of Seats Filled Representing Gov't, Economic & Comm. Dev.	
Number of Seats Filled Representing Others by Chief Elected Officials	

**Local Administrative Entity
Roster of Workforce Staff**
(Non-operational staff)

Name	Job Title	Workforce Job Duties/Responsibilities

Comprehensive/Satellite SC Works Center

(Use one form for each Center)

Name:	
Address:	
Phone Number:	
Fax Number:	
Website:	
Hours of Operation:	
List all Co-located Partners and available Center Services	

Local Plan Modification Comments

Comment 1	
Originating Entity:	
Comment:	

Comment 2	
Originating Entity:	
Comment:	

Comment 3	
Originating Entity:	
Comment:	

Comment 4	
Originating Entity:	
Comment:	

**Local Workforce Development Area
Service Providers**

Entity Name	Contract Period	Program/Function