

## WIOA REGIONAL AND LOCAL AREA PLANS

### WORKFORCE SYSTEM POLICY

Workforce Development System Administration  
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**Policy Owner:** *Pennsylvania Department of Labor & Industry and State Agency Workforce System Partners*  
**Policy Contact:** *Pennsylvania Department of Labor & Industry Bureau of Workforce Development Administration*  
[RA-LI-BWDA-Policy@pa.gov](mailto:RA-LI-BWDA-Policy@pa.gov).

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#### I. Purpose.

This policy, associated guide, fillable templates, and other supporting documents are based largely on WIOA Sections 106, 107, and 108 and their respective regulations, and provide information regarding the preparation, development, submission, and approval of the WIOA regional and local area plans, and subsequent review and modification. WIOA plans promote integrated planning and system alignment; ensure compliance with applicable federal and state laws, regulations and policies; and support the vision, goals, and strategies described in Pennsylvania's *WIOA Combined State Plan*.

#### II. Statement.

The local workforce development board(s) (local board) in partnership with the chief elected official(s) (CEO) for their respective designated region, and local workforce development area (local area), must develop and submit to the Governor, a comprehensive four-year regional plan if the region is deemed a planning region, and a corresponding local area plan as referenced in Workforce Innovation and Opportunity Act (WIOA) sec. 106 and 108. WIOA regional and local area plans, and subsequent review and modification, are subject to WIOA and its regulations, other applicable federal law and guidance, commonwealth law and directives, each program's authorizing statute, and its respective regulations as well as this policy.

Regional plans must articulate how the respective planning region local boards will collaboratively achieve WIOA's vision and goals, support and incorporate Pennsylvania's *WIOA Combined State Plan* goals and strategies while realizing regional goals and strategies. Each local board, in collaboration with local area stakeholders, must produce a local area plan that embodies the vision, goals, objectives and strategies of WIOA, the PA *WIOA Combined State Plan* as well as certain administrative and operational elements or processes.

#### III. Scope.

This policy applies to the Commonwealth's public workforce development system and its varied stakeholders including L&I leadership, management, and staff, local board members and staff, local area administrative entity staff, and any other entity or individual associated with the preparation, development, submission, and approval of WIOA regional and local area plans, and subsequent review and modification.

#### IV. Audience.

Pennsylvania CEOs, local board members and staff, local area fiscal agent staff, executive decision-making officials of local area one-stop system program partners, and any other entity or individual associated with the

preparation, development, submission, and modification of WIOA regional and local area plans must adhere to the conditions of use and specifications as outlined.

#### **V. Related Policies.**

PA CareerLink® System Operator  
Local Workforce Delivery System - Memorandum of Understanding  
Local Governance  
Pennsylvania's Workforce System of Record

#### **VI. Definitions.**

**Chief Elected Official (CEO)**, as defined in WIOA Sec. 3(9), is the chief elected executive officer of a unit of general local government in a local workforce development area. By legislation, the CEO is financially liable for workforce funds allocated to a local workforce development area. The CEO is responsible for appointing local workforce development board members, approving the local workforce development board budget, and serving as the local grant recipient.

**Commonwealth Workforce Development System (CWDS)** is the sole data-management and reporting system of record used for all data collection and reporting related to all WIOA Title-I and Title-III, Wagner-Peyser Act, and Trade Act-related activity in Pennsylvania.

**Core programs** are the partner programs found in WIOA Title I (Adult, Dislocated Worker and Youth); Title II (Adult Education); Title III (Wagner-Peyser); and Title IV (Vocational Rehabilitation).

**Individual with a barrier to employment**, as defined in WIOA Sec. 3(24), is a member of one (1) or more of the following populations:

- A. Displaced homemakers;
- B. Low-income individuals;
- C. Indians, Alaska Natives and Native Hawaiians, as such terms are defined in WIOA Sec. 166;
- D. Individuals with disabilities, including youth who are individuals with disabilities;
- E. Older individuals (to mean an individual age 55 or older);
- F. Ex-offenders;
- G. Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434(a)(2)));
- H. Youth who are in or have aged out of the foster care system;
- I. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- J. Eligible migrant and season farmworkers, as defined in WIOA Sec. 167(i);
- K. Individuals within two (2) years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et. seq.);
- L. Single parents (including single pregnant women);
- M. Long-term unemployed individuals; and
- N. Such other groups as the Governor involved determines to have barriers to employment.

**Local plan**, as per Training and Employment Notice (TEN) 21-16, is a four-year action plan to develop, align, and integrate service delivery strategies and resources among the six WIOA core programs and partners in a specific local area. The local plan should support the achievement of the state's vision and goals, as outlined in the state plan. This is described at WIOA Sec. 108(a), and the contents of the local plan are described at WIOA Sec. 108(b) and 20 CFR 670.560.

**Local Workforce Development Area (local area)**, as per 20 CFR § 679.220, serves as a jurisdiction for the administration of workforce development activities and execution of adult, dislocated worker, and youth funds allocated by the state. Such areas may be aligned with a region identified in WIOA Sec. 106(a)(1) or may be components of a planning region, each with its own local board. The Governor must designate local areas for the State to receive adult, dislocated worker, and youth funding under Title I, subtitle B of WIOA.

Local areas are also the areas within which local boards oversee their functions, including strategic planning, operational alignment and service delivery design, and a jurisdiction where partners align resources at a sub-state level to design and implement overall service delivery strategies.

**Local Workforce Development Board(s) (local boards)** are regional entities created to implement the Workforce Innovation and Opportunity Act of 2014 (WIOA), which authorizes and funds employment and training programs in the United States. The local board's main role is to direct federal, state, and local funding to workforce development programs. Every community in Pennsylvania is associated with a local board. Local boards develop workforce and regional strategies, as well as conduct and publish research on the needs of their regional economy. Local boards also provide oversight and coordination of the workforce services provided in their region and the overall operation of the storefront delivery of these services at PA CareerLink® locations.

For each local board, a chief elected official (a county commissioner, county executive, a mayor, or a chair of a county council in counties with home rule) appoints members to sit on the local board. These appointed positions are unpaid. A majority of a local board's membership must come from private businesses. There are also designated seats for representatives of labor and educational institutions, such as community colleges.

**Partnerships for Regional Economic Performance (PREP)** is the Pennsylvania Department of Community and Economic Development's (DCED) designated ten (10) regions designed for the purpose of long-term strategic economic development planning and investment throughout the commonwealth.

**Pennsylvania CareerLink®/PA CareerLink®** is the registered trademarked name of Pennsylvania's one-stop workforce development service-delivery system, including each one-stop center and public-facing aspects of the online job matching system used by individuals, job seekers, employers, program partners and providers, training providers and other stakeholders.

**Pennsylvania Department of Labor & Industry (L&I)** is legally designated by the governor to serve as the state workforce agency.

**Regional plan**, as per TEN 21-16, is a four-year action plan to develop, align, and integrate service delivery strategies and resources among the multiple local workforce development areas in the planning region. Regions are identified by the state, according to the requirements of WIOA Sec. 106(a) and 20 CFR 679.510, in order to align workforce development activities and resources with larger regional economic development areas and available resources. The regional plan must be consistent with the vision and goals of the state plan. The substance of the regional plan is described at WIOA Sec. 106(c)(2) and 20 CFR 679.510.

**Required and additional partners** are the entities that administer required programs or activities as described in WIOA Sec. 121(b)(1)(B) and 20 CFR 678.400, or the additional programs as described in WIOA Sec. 121(b)(2)(B) and 20 CFR 678.410 in a local area. Required programs and activities are mandated to be made available in the PA CareerLink® delivery system while additional programs may be made available if approved by the CEO and the local board. All partners must enter into a memorandum of understanding (MOU) with the local board.

**Workforce Innovation and Opportunity Act (WIOA)** superseded the Workforce Investment Act of 1998 (WIA) and amended the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

To help businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisioned connecting businesses with job seekers, through meaningful partnerships among workforce, education, human services, and economic development entities ensuring optimum results and resource leveraging. The law addresses job seekers' needs by establishing a workforce system delivering access to employment, education, training, and support services to succeed in the labor market. Through the PA CareerLink® one-stop system, WIOA addresses employers' needs by connecting them with skilled workers able to compete in the global economy.

## **VII. Policy**

### **Regional and Local Area Planning Overview**

Regional and local area plans provide the framework in defining how a designated area's workforce development system will achieve the purposes of WIOA. Preparation, development, and submission of both plans occur every four years with subsequent review and modification two years after the plan's respective effective date as detailed in WIOA sections 102(c)(3) and 108(a). Refer to the *WIOA Regional and Local Area Plan Guide*, *Regional Plan Instructions*, and *Local Area Plan Instructions* for additional direction.

## **VIII. Resources.**

Fillable templates and supporting documents required to be attached to the WIOA Local Plan are found at the [L&I website](#), below the posting of this policy.

- Appendix A Epilogue
- WIOA Regional and Local Area Plan Guide
- Regional Plan Instructions
- Local Area Plan Instructions
  - WIOA Plans Submission Checklist
  - WIOA Four-Year Plan Submission Form **or** WIOA Plan Review and Modification Form
  - Attachment 1 - Local Area WIOA Title I Programs Performance Accountability template
  - Attachment 2- Local Workforce Development System Organizational Chart model
  - Attachment 3 - Local Workforce Development System Program Partner-Provider List template

## **IX. Supporting Information.**

- Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA)
- 20 Code of Federal Regulations (CFR), WIOA Final Rules and Regulations
- 29 CFR Part 97, *Monitoring and Reporting Program Performance*
- 2 CFR Part 200 et al, and Part 2900, *Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*
- U.S. Department of Labor Employment and Training Administration (ETA) Training and Employment Guidance Letter (TEGL) No. 37-14, *Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping Are Prohibited Forms of Sex Discrimination in the Workforce Development System*, May 29, 2015
- TEGL No. 10-19, *Technical Assistance regarding the Submission Deadline for the Unified and Combined State Plans under the Workforce Innovation and Opportunity Act (WIOA) for Program Years (PYs) 2020-2023 and Other related Requirements*, February 3, 2020
- TEGL No. 13-16, *Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA), Change 1*, May 17, 2021
- U.S. Department of Labor Employment and Training Administration (ETA) Training and Employment Notice (TEN) No. 01-15, *Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide*, July 6, 2015
- TEN 21-16, *Workforce Innovation and Opportunity Act (WIOA) Regional and Local Area Planning and Local Board Responsibilities Questions and Answers (Q&A)*, December 5, 2016
- Pennsylvania WIOA PY 2025 – PY 2028 Combined State Plan

## **X. Policy History.**

WIOA sets parameters for state's regional and local workforce development systems throughout the country, mandating resource sharing and alignment of priorities across multiple systems, programs, partners, and providers to ensure a skilled workforce today, and in the future. Workforce development systems in Pennsylvania invest in innovation, employer engagement, accountability structures, and improved data to create a comprehensive workforce development system consistent with the governor's strategic vision. Collaboratively developed plans are best positioned to accomplish PA's goals and transcend the fragmentation of workforce development programs.

L&I previously issued the Workforce System Policy - Program Years 2021-2024 WIOA Regional and Local Area Plan Modification on July 21, 2022, which will be decommissioned upon the effective date of this policy.