

DIRECTIVE
WORKFORCE SERVICES

Number: WSD10-15

Date: May 13, 2011

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LOCAL PLAN MODIFICATION PY 2011-12

EXECUTIVE SUMMARY:

Purpose:

This directive announces a one-year extension to existing Local Workforce Investment Area (local area) Strategic Five-Year Local Plans via the local plan modification process. In addition, it provides instructions and forms to submit Program Year (PY) 2011-12 local plan modifications.

Scope:

This directive applies to all Local Workforce Investment Boards (local board).

Effective Date:

This directive is effective on date of issuance.

REFERENCES:

- Workforce Investment Act (WIA) Sections 117(d) and 118
- Title 20 Code of Federal Regulations (Title 20 CFR) Sections 661.345, 661.350, and 661.355
- Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 26-10, WIA Adult, Dislocated Worker and Youth Activities Program Allotments for PY 2011; Final PY 2011 Allotments for the Wagner-Peyser Act Employment Service Program Allotments; and Workforce Information Grants to States Allotments for PY 2011 (May 10, 2011)
- California Workforce Training Act [Senate Bill 293] (Ducheny), Chapter 630, Statutes of 2006
- California's Strategic Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act (State Plan)
- WIA Information Bulletin WIAB99-2, Subject: WIA Initial Local Planning Guidance (December 14, 1999)

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STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

FILING INSTRUCTIONS:

This directive supersedes Workforce Services Directive WSD10-13, dated January 21, 2010, and finalizes Workforce Services Draft Directive WSDD-54, issued for comment on April 7, 2011. The Workforce Services Division received nine comments during the draft comment period. This resulted in four substantive changes to the directive which are viewed as highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. A summary of the comments is provided as Attachment 3. Retain this directive until further notice.

BACKGROUND:

The local boards submitted their initial Strategic Five-Year Local Plans pursuant to the requirements in WIA Section 118, instructions in [WIAB99-2](#), dated December 14, 1999, and several issuances of supplemental guidance. These plans were effective July 1, 2000, through June 30, 2005. Due to continued uncertainty regarding WIA reauthorization, the DOL issued several advisories which have either required modifications to both the State and local plans or allowed for extensions of existing State and local plans. This directive provides instructions for the local plan modification for PY 2011-12.

The WIA Section 118 requires local plans to be consistent with the State Plan. Accordingly, local boards should ensure their local vision and workforce development strategies are consistent with the State's workforce development priorities. These priorities are included in the [PY 2009-10 State Plan "California's Strategic Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act"](#) (Note: The DOL granted California an extension of its PY 2009-10 State Plan for PY 2010-11 and an extension for PY 2011-12 has been requested).

It is the intention of the State Board and the EDD that local plans reflect the current and future strategies of the local area, and that the submission of local plans correspond more closely with local planning and budgetary cycles. The State Board and the EDD have taken steps toward achieving these goals. For PY 2011-12, the State Board and the EDD revised the local plan modification questions and moved forward the timeframe for submitting local plans to June 30. Additionally, beginning in PY 2012-13, the State Board and the EDD will require that local plan modifications align with the five-year Strategic Workforce Plan (see below). This will enable local boards to include both short term and long term strategies in their local plans, and, as a result, submit local plans less frequently.

The California Workforce Investment Board (State Board), consistent with its legislative mandate in the California Workforce Training Act (SB 293), is developing California's Strategic Workforce Plan. This five-year Strategic Workforce Plan will serve as a framework for the development of public policy, fiscal investment, and operation of all

state labor exchange, workforce education, and training programs. This Strategic Workforce Plan shall also serve as the framework for the State Plan.

POLICY AND PROCEDURES:

Title 20 CFR Part 661.355 states that the Governor must establish procedures governing the modification of local plans. Accordingly, the State Board and the EDD, acting under the authority of the Governor established guidelines within this directive for modifying local plans. These guidelines ensure local boards have approved plans to be eligible to receive WIA funds for administering the One-Stop Career Center System and delivering services to its customers.

PY 2011-12 Modification Requirements

In prior year local plan modifications, the State Board and the EDD required the local boards to submit only those parts of the local plan that were revised, required on the table of contents, or not submitted with the local board's initial five-year plan or prior plan modifications. Although this policy was adequate for prior year plan modifications, it resulted in the local plans containing outdated information. In order to address the issues most important to local areas and better reflect current and future strategies, the State Board and the EDD have revised the attachments and forms contained in the PY 2011-12 Local Plan Modification Directive. Accordingly, ***the EDD is requiring local boards to revise and submit all attachments and forms included in the PY 2011-12 Local Plan Modification Directive.***

[Note: The DOL released TEGL 26-10 announcing the PY 2011-12 WIA program allotments. Accordingly, the EDD will publish the PY 2011-12 WIA allocations for local areas in an upcoming Information Notice. In the event that local areas do not receive their PY 2011-12 WIA allocations in sufficient time to incorporate into their local plans prior to releasing for public comment, the EDD requests that the local boards prepare their local plans based on an estimated 13 percent reduction in WIA funds for PY 2011-12 (as compared to PY 2010-11 funds).]

PY 2011-12 Modification Format

The local boards should arrange their completed local plan modifications in the following order:

1. Cover Page
2. Local Plan Modification Questions
3. Budget Plan Summaries
4. Participant Plan Summaries
5. Negotiated Levels of Performance
6. Local Area Grant Recipient Listing
7. Memorandums of Understanding (MOU)

A complete package of the PY 2011–12 documents are included as attachments to this directive, and may also be downloaded from the [EDD's Web site](#).

Public Comment, Signatures, Due Date

In accordance with WIA Section 117(e) and 118(c), prior to submission of the plan, the local boards must make their local plan available to the public through such means as public hearings and the local news media. Additionally, the local boards must allow members of the local board and members of the public, including representatives of business and labor organizations, to submit comments on the proposed modification to the local plan no later than the end of the 30-day period beginning on the date on which the proposed modification is made available. Also, the local boards must include any public comments that represent disagreement with the plan.

The local boards must submit their local plan modifications to the State no later than June 30, 2011. The local boards must submit four copies of the plan, with at least one of the copies containing the original signatures of the Local Board Chair and the Chief Elected Official, or their designated alternates. (Note: Alternates must be formally designated by official action of their respective boards or locally approved policy.) The local boards are required to submit only one copy of each MOU. Some local areas may be unable to obtain the approval of both the Local Board Chair and the Chief Elected Official by the due date (e.g., because of the scheduling of their respective board meetings). If so, they must submit at least one copy of the unsigned modification by the due date and provide an explanation and date by which the signed original and copies will be sent.

All local plan modifications will be reviewed by the State Board and the local area's Regional Advisor. Upon review, the State Board will send each local board a letter by July 29, 2011, approving the local plan modification for PY 2011-12.

ACTION:

Please bring this directive to the attention of all relevant parties. Local boards should submit their summaries to the State no later than 5:00 p.m., on June 30, 2011, to:

Mail: Program and Technical Assistance Section
Workforce Services Division, MIC 50
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Overnight Mail: Program and Technical Assistance Section
Workforce Services Division, MIC 50
Employment Development Department
800 Capitol Mall
Sacramento, CA 95814

Hand Deliver: Program and Technical Assistance Section
Workforce Services Division
Employment Development Department
722 Capitol Mall, Room 5099
Sacramento, CA 95814

INQUIRIES:

If you have any questions, please contact your [Regional Advisor](#) at (916) 654-7799.

/S/ MICHAEL EVASHENK, Chief
Workforce Services Division

Attachments are available on the Internet:

1. [WIA Local Plan Modification PY 2011-12 Questions](#) (DOC)
2. [WIA Local Plan Modification PY 2011-12 Instructions and Forms](#) (PDF)
3. [Summary of Comments](#)