

Overview

The Workforce Innovation and Opportunity Act (WIOA) requires that Local Plans be reviewed and updated at the end of the first two-year period of the full four-year Local Plan. Local Workforce Development Boards (LWDBs) and the Chief Elected Official(s) (CEOs) in each Local Workforce Development Area (LWDA) are responsible for reviewing the Local Plan and determining whether changes are required. LWDBs must submit any changes to the New York State Department of Labor (NYSDOL) following the WIOA-required 30-day public comment period.

Instructions

LWDBs and CEO(s) must review and update their Local Plan. Revisions to the Plan must be identified either in track changes or via highlight within the Plan so they are easily recognizable to the public during the public comment period. Changes should be based on the four (4) local modification criteria:

1. **Labor and economic conditions;**
2. **Financing for WIOA Title I and partner-provided WIOA services;**
3. **LWDB structure; and**
4. **Local performance goal strategies.**

Once updates within the Local Plan are complete, LWDBs will summarize changes related to the four (4) criteria in the **Local Planning Criteria section of this form**. In each summary, include page numbers for the corresponding changes within the Plan.

Alternatively, LWDBs and CEOs may determine that no changes are necessary to the Plan based on the four (4) local modification criteria listed above and may therefore indicate “N/A” in each of the applicable text boxes.

Note: There are two (2) new attachment requirements for the Program Year (PY) 2023-2024 Local Plan Modifications:

1. **Attachment F: Youth Services** – LWDBs must resubmit Attachment F using the updated template. Attachment F must now reflect whether the organization(s) listed provides the Youth elements to Out-of-School Youth (by marking an “O”), In-School Youth (by marking an “I”) or indicating “Both” in the cell; and
2. **Adult Priority of Service policy** – LWDBs are required to include their local area policy on Adult Priority of Service per Workforce Development System Technical Advisory (WDS TA) #[23-01](#).

LWDBs must confirm that both requirements listed above are complete by selecting the check box next to each item on the Local Plan Modification form.

The LWDB Director must sign the **LWDB Attestation** located at the end of this form, confirming that the Local Plan modifications were discussed with, and approved by, the CEOs.

Electronic signatures that meet [Electronic Signatures and Records Act](#) (ESRA) guidelines are acceptable.

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WIOA TWO-YEAR LOCAL PLAN MODIFICATION FORM

This completed document must be submitted to NYSDOL via email to the LWDB Mailbox (LWDB@labor.ny.gov) using the subject line [LWDB NAME] Two-Year Local Plan Modification. The email should also include a copy of the updated Local Plan (if changes were necessary), Attachment F: Youth Services, and the Adult Priority of Service policy, which will be re-posted to the NYSDOL website at <https://dol.ny.gov/workforce-development-plans>. If the LWDB Attestation is not signed electronically, a hard copy of page 2 of this document must be mailed to:

Attn: Local Plan Modification Attestation
New York State Department of Labor
Division of Employment and Workforce Solutions
W. Averell Harriman Office Building Campus
Building 12 – Room 440
Albany, NY 12240

WIOA TWO-YEAR LOCAL PLAN MODIFICATION FORM

LWDB Name:

Local Planning Criteria

1. Describe any changes in **labor market and economic conditions** in the LWDA, including changes to the employment needs of businesses, and changes to existing and emerging in-demand industry sectors or occupations.

2. Describe any changes in the **financing available to support WIOA Title I services and partner-provided WIOA services** that have affected implementation of the Local Plan. For example, if operating costs have been affected by reductions in federal funding, include this in the response below. Also describe any other factors affecting the execution of the Plan.

3. Describe any changes to the **structure of the LWDB**.

4. Describe any changes made to the **strategies used to meet local performance goals**.

Attachment F: Youth Services

☐ An updated version of Attachment F was submitted to NYSDOL.

Adult Priority of Service Policy

☐ An Adult Priority of Service policy was submitted to NYSDOL per TA #[23-01](#).

LWDB Attestation

In compliance with the provisions of WIOA, the undersigned hereby attests that the Local Plan was reviewed with the appropriate CEO(s); modifications to the Local Plan were discussed with, and approved by, the appropriate CEO(s); and the public comment period of no more than 30 days is complete. Modifications were submitted accurately to NYSDOL.

Signature of LWDB Director

Date