

## Program Year 2024-2027 WIOA Local Plan Guidelines

Local Plans serve as a four-year action plan (July 1, 2024, through June 30, 2028) to develop and align service delivery strategies with the State's strategy, vision, and goals as outlined in the PY2024-PY2027 WIOA State Plan Overview. WIOA Section 108(a) requires local WDBs and Chief Elected Officials to develop and submit a comprehensive four-year Local Plan that supports the vision of the State Plan. The Local Plan must address all of the following:

**Local Area:** Provide the name for the local WDA.

**Units of Local Government:** Identify the units of local government (i.e., counties) included in the local area.

**Plan Period:** July 1, 2024 – June 30, 2028

### Section I: Local Analysis

For those local WDBs that are part of a planning region, Section I may be removed from the Local Plan submission since it duplicates the questions in the Regional Plan.

1. Provide an analysis of the labor market data and economic conditions in the local area, including:
  - a. Existing and emerging in-demand industry sectors and occupations; and
  - b. The employment needs of employers in those industry sectors and occupations.

The analysis may include:

- An assessment of industry sectors that are considered mature but still important to the local area's economy.
  - A discussion of geographic factors (advantages or disadvantages) that may impact the local area's economy and the distribution of employers, population, and service providers in the local area.
2. Provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the local area, including the employment needs of in-demand industry sectors and occupations.
  3. Provide an analysis of the workforce in the local area, including current labor force employment and unemployment data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment.

**NOTE:** [DWD Regional Economists](#) can be consulted to provide data compiled from the Quarterly Census of Employment and Wages, Occupational Employment Survey, and long-term Industry and Occupational Projections and from DWD labor exchange services such as Job Center of Wisconsin. This information may be supplemented by WDB Business Services Staff, as needed.

## Section II: Local Strategies

4. Provide an analysis of the workforce development activities (including education and training) in the local area.

Include an analysis of the strengths and weaknesses of such services.

Evaluate the capacity of the available services within the local area to address the education and skill needs of the workforce (as identified in Section I, Question 3 of the Regional or Local Plan), including individuals with barriers to employment, and the employment needs of employers in the local area (as identified in Section I, Question 2 of the Regional or Local Plan).

5. Describe the local WDB's strategic vision and goals to support economic growth and economic self-sufficiency.

Include goals for preparing an educated and skilled workforce, including individuals with barriers to employment.

Identify specific goals relating to the performance accountability measures based on the primary indicators of performance described in WIOA Section 116(b)(2)(A).

6. Describe the local area's strategy to ensure that the entities carrying out WIOA core programs and the required [one-stop partners](#) align resources available to the local area to achieve the strategic vision and goals described in question 5 of this section.

7. Provide a description of the workforce development system in the local area that:

- a. Identifies the programs that are included in that system; and
- b. Describes how the local WDB will support the strategy identified in the State Plan and engage with the [WIOA core programs and other workforce development programs](#), including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 USC 2301 et. seq.), to support service alignment.

8. Describe how the local WDB will work with the entities carrying out WIOA core programs to:

- a. Expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with [barriers to employment](#).
- b. Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs; and
- c. Improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).

9. Describe the strategies and services the local area will use to facilitate engagement of employers in workforce development programs. Include strategies and services aimed at small employers and employers in in-demand industry sectors and occupations. Specifically address:

- a. Strategies to support a local workforce development system that meets the needs of businesses in the local area.
- b. Coordination of workforce development programs and economic development.

- c. Strategies to strengthen linkages between the one-stop delivery system and unemployment insurance programs.
  - d. Implementation of initiatives such as [incumbent worker training](#) 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.
10. Provide an examination of how the local WDB will coordinate local workforce investment activities with regional economic development activities that are carried out in the local area. Include strategies to promote [entrepreneurial skills training](#) and microenterprise services.
11. Describe the one-stop delivery system in the local area, in particular:
- a. Describe how the local WDB will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, workers, and jobseekers.
  - b. Describe how the local WDB will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means.
  - c. Describe how entities within the one-stop delivery system, including [one-stop operators](#) and the [one-stop partners](#), will ensure the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities as required by WIOA Section 188 and applicable provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et.seq.).  
Include a description of how one-stop center staff will be trained to address the needs of individuals with disabilities.
  - d. Attach or link to a copy of the most recent [One-Stop Delivery System Memorandum\(a\) of Understanding \(MOU\)](#) describing the roles and resource contributions of each of the one-stop partners.
12. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local area.
13. Describe how the local WDB will coordinate workforce investment activities carried out in the local area with statewide [rapid response](#) activities.
14. Describe and assess the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities.
- Identify successful models of such activities.
15. Describe how the local WDB will coordinate relevant secondary and postsecondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.
16. Describe how the local WDB will coordinate WIOA Title I workforce investment activities with the provision of transportation and other appropriate [supportive services](#) in the local area.

17. Describe plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 USC 49 et. seq.) services and other services provided through the one-stop delivery system.
18. Describe how the local WDB will coordinate WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II.

Include a description of how the local WDB will carry out the review of local applications submitted under Title II, consistent with WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232.

19. Attach, or link to copies of, executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the one-stop delivery system. This includes cooperative agreements between the local WDB and DWD's Division of Vocational Rehabilitation with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
20. Identify the entity responsible for the disbursement of grant funds, as determined by the chief elected official (i.e. fiscal agent).

Attach or link to the Fiscal Agent Agreement, or similar agreement, if applicable.

21. Describe the competitive process used to award the subgrants and contracts in the local area for the WIOA Title I activities.
22. Provide the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA section 116(c), to be used to measure the performance of the local area and to be used by the local WDB for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B, and the one-stop delivery system, in the local area.
23. Describe the actions the local WDB will take toward becoming or remaining a high-performing WDB, consistent with the factors developed by the State WDB including but not limited to:
  - **Local WDB Roles:**
    - Identify the role of the Local WDB and Youth Council/Committee in supporting Business Services, Sector Partnerships, Career Pathways, and Work-Based Learning.
    - What actions will be taken to ensure that these areas are a priority for the local area?
    - What actions and commitments will be made of the local WDB or Youth Council/Committee members (in particular those representing business) to support these initiatives?
  - **Local WDB Participation:**
    - Describe how the local WDB will make businesses in the local area aware of opportunities to participate on the local WDB to ensure representation of industry sectors with the greatest labor force demand.

- Describe how the local WDB will maintain a minimum of at least 51% of businesses as active members and participants on the local WDB.

24. Describe how [training services](#) outlined in WIOA section 134 will be provided through the use of [individual training accounts](#).

Identify whether contracts for training services, as described at [20 CFR 680.320](#), will be used, and, if so:

- a. Describe how the use of such contracts will be coordinated with the use of individual training accounts;
- b. Describe the process the local WDB uses to determine that there are an insufficient number of eligible training providers in the local area to accomplish the purpose of a system of ITAs (see [20 CFR 680.320\(a\)\(2\)](#)), including the process for allowing a 30-day public comment period for interested providers; and
- c. Describe the process the local WDB will use to select the providers under a contract for services as required by [20 CFR 680.320\(c\)](#).

Describe how the local WDB will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.

25. Describe how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and by one-stop partners.

26. Describe the direction given by the Governor and the local WDB to the [one-stop operator\(s\)](#) to ensure [priority for adult career and training services](#) will be given to recipients of public assistance, other [low-income](#) individuals, and individuals who are [basic skills deficient](#).

27. Describe the strategies, services, and activities employed within the local area to provide business services that meet the workforce investment needs of area employers.

Include, if applicable:

- a. Customized screening and referral of qualified participants in training services to employers.
- b. Customized employment-related services to employers, employer associations, or other such organization on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act Employment Service.

28. Describe any [limitations the local WDB imposes on individual training accounts](#), such as limitations of the dollar amounts and/or duration.

Describe any exceptions to such limitations that may be provided for individual cases.

Provide assurance that any such limitations do not undermine WIOA's requirement that training services are provided in a manner that maximizes customer choice in the selection of an eligible training provider (ETP).

Attach an updated Form [DETW-18813-E](#) for the local WDB.

29. Identify whether the local area will apply, for its WIOA Title I Youth program participants, the optional definition of "basic skills deficient" at [20 CFR 681.290\(a\)\(2\)](#): "A youth is 'basic skills deficient' if he or she are [sic] unable to compute or solve problems, or read, write or speak English at a level necessary to function on the job, in the individual's family, or in society."

If yes, include the local WDBs policy for determining whether the criterion is satisfied.

30. Identify whether the local WDB will apply, for its WIOA title I Youth program participants, the [eligibility criterion](#) "requires additional assistance to enter or complete an educational program, or to secure and hold employment."

If yes, provide the local area's definitions of the criterion for:

- a. In-school Youth (see [20 CFR 681.310](#)); and
- b. Out of School Youth (see 20 CFR [681.300](#)).

31. Describe the design framework for youth programs in the local area, and how the 14 program elements required in [20 CFR 681.460](#) are to be made available within that framework.

### **Section III: Administrative Requirements**

34. Briefly describe the activities and steps taken to develop this Local Plan.

Identify any stakeholders that were consulted in the development of the plan, including chief elected officials, economic development agencies, representatives of training and/or education, organizations serving youth, organizations serving individuals with barriers to employment, representatives of businesses in demand industries/sectors, and others.

35. Briefly describe the process used by the local WDB in this local area to provide an opportunity for public comment, including comments by representatives of businesses and representatives of labor organizations, and other public input into the development of the plan prior to its submission.

Identify the start and end dates of the public comment period (not to exceed 30 days).

Include an accounting of any comments that express disagreement with the plan.

36. Include any attachments referenced throughout the Local Plan, if applicable (e.g., cooperative service agreements, memoranda of understanding, local policies, etc.)

**Section IV: Attestations and Signatures**

I hereby attest that this WIOA Regional Plan was:

- Developed in partnership with the local WDB and appropriate chief elected officials;
- Put out for public comment for at least 30 days prior to submission to DWD for approval, and if comments were received that express disagreement with the Plan they are included with this submission; and
- Properly approved at the local level in accordance with the applicable local governance documents (e.g., bylaws, WDB-CEO Agreement, Consortium Agreement, or similar).

Printed name of chief elected official	Signature of chief elected official	Date
Printed name of local WDB chairperson	Signature of local WDB chairperson	Date
Printed name of local WDB Director	Signature of local WDB Director	Date