



Missouri Office of Workforce Development
Missouri Department of Higher Education and Workforce Development

OWD Issuance 09-2019

(Release Number—Program Year)

Release Date:
October 07, 2019

Effective Date:
October 07, 2019

Expiration Date:
June 30, 2024

SUBJECT:

Local and Regional Plan Guidelines for Local Workforce Development Boards

ATTACHMENTS: Attachment 1: Local Plan Guidelines and Procedures
Attachment 2: Regional Planning Definitions and Procedures

This Issuance is Official Policy of the Missouri Office of Workforce Development

ISSUING AUTHORITY:

Mardy Leathers
Director
Missouri Office of Workforce Development

THIS ISSUANCE MAY REQUIRE CREATION OR ALTERATION OF A CORRESPONDING LOCAL POLICY

Local WDB policies, MOUs/IFAs, or other agreements required as part of the Local Plan should be updated before submission of the Local Plan. Any alterations to policy, MOUs/IFAs or other agreements following approval of the local plan should be submitted as a Local Plan Modification in accordance with the Local and Regional Plan Modification Policy.

KEYWORDS:

Local Workforce Development Board (Local WDB); Local Plan; Regional Plan; Plan Modification; Workforce Innovation and Opportunity Act (WIOA); Public Comment Period

THIS ISSUANCE AFFECTS:

WIOA Title I Local Areas/Local WDBs/Local Plans
WIOA Title I – Adult, Dislocated Worker and Youth Activities; One-Stop Operators, Job Centers and Required Partners.
WIOA Title II – AEL Activities
WIOA Title III – Wagner-Peyser Activities
WIOA Title IV – Vocational Rehabilitation Activities
WIOA 188 Nondiscrimination Issues
WIOA Fiscal/Administrative Procedures
WIOA State of Missouri Workforce System Policies and Procedures

FOR THE ATTENTION OF:

Chief Elected Officials
Local Fiscal Agents
Local WDB Chairpersons
Local WDB Directors
Local WDB Members

RESCISSIONS:

DWD Issuance 14-2015, “Planning Policy and Guidelines for Local Workforce Development Boards,” February 16, 2016.
DWD Issuance 21-2015, “Workforce Innovation Act (WIOA) Regional Planning Definition & Procedures,” June 22, 2016.

REFERENCES:

[TEN 21-16](#), “Workforce Innovation and Opportunity Act (WIOA) Regional and Local Planning and Local WDB Responsibilities Questions and Answers (Q&A),” December 5, 2016.
[Workforce Innovation and Opportunity Act, PL 113-128 – July 22, 2014.](#)
[WIOA Section 108](#), Local Plan.
[TEGL 35-10](#), “Transparency and Integrity in Workforce Investment Local WDB Decisions,” June 16, 2011.
[20 CFR §679](#) Subpart D, Regional and Local Plans.
WIOA Title I, Chapter 2, §106 ([29 U.S.C. 3121-3123](#)).

SUMMARY:

This Issuance transmits the guidelines for Local Workforce Development Boards (WDBs) and their partners as required by the Workforce Innovation and Opportunity Act (WIOA)¹ to produce a comprehensive four-year plan to develop, align and integrate service-delivery strategies and to support the State’s vision and goals. This issuance communicates WIOA statutory requirements and U.S. Department of Labor (DOL) regulations for Regional and Local Planning activities as well as the State’s

¹ [Pub. L. 113-128 \(29 U.S.C. 3101 et seq.\)](#).

interpretations of additional requirements. This Issuance identifies Local Workforce Development Areas (LWDAs) in Missouri that must collaborate to create a Regional Plan.

BACKGROUND: WIOA requires a Local Plan among the WDBs and their Required Partners, with the agreement of the Chief Elected Official (CEO) for the LWDAs. Local Plans must be submitted to OWD, acting on behalf of the Governor, supporting the strategy described in the State Plan. If the LWDA is part of a Planning Region, the Board shall comply with section 106(c) of WIOA ([section 3121\(c\) of 29 U.S.C.](#)) in the preparation and submission of a Regional Plan. WIOA changed Regional Planning from a State opt-in activity to a required activity for all states. “Regional Planning” does not mean an expansion of a local service area. WIOA requirements promote regional collaboration, but they do not mean dissolution of any existing LWDA. Each LWDA within a regional planning area shall operate autonomously within its respective region while collaborating with its regional planning partners.

Local Areas (LWDA) and WIOA Planning Regions²

A “region” can be a group of two or more Local Areas where large population, economic development, labor market information, regional planning, or other factors offer an opportunity for a wider zone of coordination. WIOA Sec. 106(a)(2)(B) describes these conditions. The Missouri Economic Research and Information Center (MERIC) refers to 10 economic regions across the State. In this case, the “St. Louis Region,” corresponds with the Local Areas of four different WDBs. MERIC’s “Kansas City Region” corresponds with two Local Areas. In the rest of the State, the economic regions occupy the same space as the one Local Area.

For clarity and consistency, The Office of Workforce Development’s (OWD) policy is to refer to the local geographic designation made by the Governor as the “Local Area” or “Local Workforce Development Area” while reserving use of the word “region” for a MERIC economic region or a WIOA planning region. For planning purposes, OWD is requiring Regional Plans from the Greater Kansas City Metropolitan Region (Kansas City and Vicinity LWDA and East Jackson County LWDA) and the Greater St. Louis Metropolitan Region (Jefferson Franklin Consortium LWDA, St. Charles County LWDA, St. Louis County LWDA, St. Louis City LWDA, plus the two counties in Illinois – Madison and St. Clair).

The State encourages the remaining eight (8) Boards (Northwest, Northeast, Central, Ozark, West Central, Southwest, Southeast and South Central) to collaborate, cooperate, share information, and plan to serve common needs as required, but they will not submit Regional Plans.

All fourteen (14) WDBs will be required to submit Local Plans following instructions and procedures outlined in Attachment 1 – Local Plan Guidelines.

Local Plans and Regional Plans

WIOA requires a Local Plan³ among the WDBs⁴ and their Required Partners⁵ with the agreement of Chief Elected Officials (CEO)⁶ for the LWDA to submit to OWD, acting on behalf of the Governor, supporting the strategy described in the State Plan. If the LWDA is part of a Planning Region. The WDB shall comply with section 106(c) of WIOA ([section 3121\(c\) of 29 U.S.C.](#)) in the preparation and submission of a Regional Plan.

² WIOA sec. 106(a)(2)(B); [29 U.S.C. 3121](#).

³ WIOA sec. 108(a); [29 U.S.C. 3123\(a\)](#).

⁴ WIOA sec. 107; [29 U.S.C. 3122](#).

⁵ WIOA sec. 121(b)(1); [29 U.S.C. 3151\(b\)\(1\)](#).

⁶ WIOA secs. 3(9) and 107(c)(1)(B); [29 U.S.C. 3102\(9\)](#) and [3122\(c\)\(1\)\(B\)](#).

At the end of the first two-year period of the four-year Local Plan and Regional Plan, each Board must review the Plan in partnership with the CEO(s). WDBs should follow the most current OWD Issuance⁷ on Local and Regional Plan Modifications and Procedures for those modifications that occur prior to or after the federally required two year review and modification period.

SUBSTANCE: OWD provides the attached guidelines, definitions and procedures in order for Regions and WDBs to develop required Local Plans and Regional Plans, where appropriate. The Local Plan Guidelines are for use in the development of Local Plans for the fourteen (14) LWDA's. The Regional Planning Definitions and Procedures are for use in development of Regional Plans for the Greater Kansas City and Greater St. Louis regions.

ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:

This Issuance is effective immediately. The following actions are required:

- Distribute this information to WDB members, One-Stop Required Partners, CEOs, and appropriate staff.
- The WDB must make the Plan(s) available to the public for a 30-day public comment period. Comments received during the public-comment period that represent disagreement with the Plan must accompany the Plan once submitted.
- WDB-approved Plans must be received via email at OWDlocalplan@dhewd.mo.gov by 5:00 p.m. CST on Monday, March 16, 2020.

TIMELINE:

OWD - Issuance distributed for implementation.....	October 07, 2019
OWD - Missouri Combined State Plan Public Comment Period	November 22 – December 22, 2019
LWDB - Local and Regional Plan Public Comment Period Begins.....	On or Before February 1, 2020
LWDB - Local Plans Due.....	March 16, 2020
OWD – Local and Regional Plans Provisionally Approved.....	June 15, 2020
LWDB – Local and Regional Plans Implemented (WIOA PY20 Begins).....	July 1, 2020

INQUIRIES:

Please direct all questions or comments regarding this Issuance document to dwdpolicy@dhewd.mo.gov. All active Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

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Missouri Department of Higher Education and Workforce Development is an [equal opportunity](#) employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.*

⁷ [OWD Issuance 06-2019](#), "Local Plan and Regional Plan Modification Procedures." August 20, 2019 or any future version.