



# Workforce Issuance

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☒ Policy ☐ Information

**To:** Chief Elected Officials  
Workforce Board Chairs  
Workforce Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** October 4, 2018

**Subject:** WIOA Local 4 Year Plan Guidance

**Purpose:** To provide local Workforce Boards (LWB) with instructional guidance for the preparation of the Local 4-Year Plan related to the programs and services provided through the Workforce Innovation and Opportunity Act (WIOA) of 2014 and other programs as designated by the Commonwealth.

**Background:** In accordance with WIOA Sec. 108, each local board must develop and submit to the Governor a comprehensive 4-year local plan, in partnership with the chief elected official. The local plan must support the strategy described in the State plan in accordance with section 102(b)(1)(E), and otherwise be consistent with the State plan. If the local area is part of a planning region, the local board shall comply with section 106(c) in the preparation and submission of a regional plan.

In Massachusetts, a statewide Interagency WIOA Workgroup was set up to create the statewide Combined State WIOA Plan and to guide the implementation phase of WIOA on behalf of the state and local WIOA partners. The Interagency Workgroup reviewed all of the required WIOA processes (Regional WIOA Planning, local plan development, One-Stop Career Center

procurement, Workforce Board Certification, WIOA Umbrella Memorandum of Understanding, Title II procurement, etc.) and created a framework for overall implementation that aligns the required processes and products in order to reduce duplication of effort on the WIOA Partners, including the Workforce Boards.

To this end, the process to create local 4-year local plans for the Title I WIOA system relied on the completion and incorporation of these critical WIOA mandated processes to build the partnerships and content required by Section 108 of WIOA. Taken together, these processes support and promote the continued vitality of the Commonwealth's workforce and economic development efforts to deliver quality employment, education, and training services that are responsive to and meet the needs of job seekers and employers.

The Section 108 four-year local plan process for Massachusetts was split into two working cycles or phases:

**Cycle 1: Initial Local Plan** (effective July 1, 2017 to June 30, 2018) – Year 1

**Cycle 2: Final Local Plan** (July 1, 2018 to June 30, 2019). Year 2-4 Local Plans will receive final approval with the inclusion of:

- Final OSCC Operators
- Final Title II ABE Providers
- Local Workforce Board status as certified High Performing Boards as required by WIOA
- Response to Sec 108 Local Plan Requirements as delineated in this policy guidance

Massachusetts entered the WIOA 4-Year Local Plan as required at WIOA section 108 to be built upward and outward from the activity described above. A deliberative strategy to align all of the WIOA required activities in a coherent manner that averts duplication created a “two-part story” for the WIOA 4-Year Plan. This process also allows seamless inclusion of new Partners added to the Workforce System throughout FY18.

**Phase 1** – The Initial Local Plan (July 1, 2017 to June 30, 2018) for each of the 16 Workforce Boards drew on the existing process described above. Initial Local Plans are “conditionally certified” as comprising Year 1 of the Massachusetts 4-Year Local Plan process.

Local Boards completed an Initial Local Plan Package that comprises information that corresponds to the requirements of WIOA §108 and is located in the following documents:

- Regional Data Package
- Adult Basic Education Information provided to DCS

- Local Workforce Board Strategic Plan
- Local Umbrella Memorandum of Understanding with WIOA Partners
- Participant Summaries and Performance Indicators

The local packages containing this information are located here:

<https://www.mass.gov/service-details/local-plan-packages-by-area>

**Cycle 2** of the 4-Year Local Plan will span Fiscal Years 2019 - 2021 (July 1, 2018 to June 30, 2021). Guidance on the development of the 4-Year Local Plan process is provided herein.

**Modification:** At the end of the first 2-year period of the 4-year local plan, each board shall review the local plan, and the local board, in partnership with the chief elected official, shall prepare and submit modifications to the local plan to reflect changes in labor market and economic conditions or other factors affecting the implementation of the local plan.

**Policy:** In accordance with Section 108 of WIOA each Local Workforce Board will submit a 4-year comprehensive local plan that describes the policies, procedures, and local activities that are carried out in the local area consistent with the State plan.

As per WIOA Sections 108(b) and Federal Regulations § 679.560 please provide a Local 4-Year Plan for your area that includes the information requested in the template (Attachment A)

#### Action

**Required:** Local Workforce Boards must submit **hard copies of the required products and/or documentation** prepared according to the instructions and requirements under WIOA, no later than **January 4, 2019**. This provides ample time for document development and up to a **30-day public review and comment period**.

Please send products and documentation to:

Lisa Caissie  
MassHire Department of Career Services  
Charles F. Hurley Building  
19 Staniford Street, 1<sup>st</sup> Floor  
Boston, MA 02114

**NOTE:** Electronic copies of the complete LWB Local Plan package must also be provided on a CD-ROM (minimum 740MB capacity) or flash drive.

**Attachment:** A: Local 4-Year Plan Response Template

**Effective:** Immediately

**Inquiries:** Please send all inquiries to [PolicyQA@MassMail.State.MA.US](mailto:PolicyQA@MassMail.State.MA.US)