



# Workforce Issuance

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☒ Policy ☐ Information

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**To:** Chief Elected Officials  
MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Diane Hurley, Acting Director  
MassHire Department of Career Services

**Date:** April 25, 2023

**Subject:** **WIOA Local 4 Year Plan Modification Guidance FY22- 25**

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**Purpose:** To provide MassHire Workforce Boards (MWB) with instructional guidance for modifications of the Local 4-Year Plan related to the programs and services provided through the Workforce Innovation and Opportunity Act (WIOA) 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.

Local plan requirements set the foundation for WIOA principles by fostering strategic alignment, improving service integration, and ensuring that the public workforce system is industry-relevant, responding to the economic needs of the local area and matching employers with skilled workers.

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.

WIOA §679.580 stipulates that at the end of the first 2-year period of the 4-year local plan, each Local Workforce Board, in partnership with the appropriate chief elected officials, must review the local plan, and prepare and submit modifications to the local plan.

The period of performance for MassHire WIOA Local 4 Year Plans is July 1, 2021 through June 30, 2025. MassHire local 4-year plans are at now at mid-point, therefore subject to review and modification. Plan modifications will be effective July 1, 2023.

**Policy:**

In accordance with WIOA §679.580 (b) modifications to the local plan should reflect changes:

- (1) In labor market and economic conditions; and
- (2) Other factors affecting the implementation of the local plan, including but not limited to:
  - (i) Significant changes in local economic conditions;
  - (ii) Changes in the financing available to support WIOA Title I and partner-provided WIOA services;
  - (iii) Changes to the Local Workforce Development Board structure; and
  - (iv) The need to revise strategies to meet local performance goals.

Consistent with [§ 679.510\(b\)](#), the [Local WDB](#) must provide an opportunity for public comment on the development of the plan modification.

To provide adequate opportunity for public comment, the [Local WDB](#) must:

- (1) Make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media;
- (2) Include an opportunity for comment by members of the public, including representatives of business, labor organizations, and education;
- (3) Provide no more than a 30-day period for comment on the plan before its submission to the [Governor](#), beginning on the date on which the proposed plan is made available, prior to its submission to the [Governor](#);
- (4) The [Local WDB](#) must submit any comments that express disagreement with the plan to the [Governor](#) along with the plan; and

(5) Consistent [WIOA](#) sec. 107(e), the [Local WDB](#) must make information about the plan available to the public on a regular basis through electronic means and open meetings.

MassHire Workforce Boards must include the WIOA Local Four-Year Plan Signatory Form (Attachment A), to acknowledge all parties are in acceptance and agreement to plan modifications.

**Action**

**Required:** MassHire Workforce Boards must submit plan modifications and signature form in accordance with WIOA and MDCS requirements no later than June 16, 2023. This provides time for document development and the requisite **30-day public review and comment period**.

Please send plan modifications to:  
[Lisa.j.caissie@mass.gov](mailto:Lisa.j.caissie@mass.gov)

Note: if the local board determines that there are no changes at this time that should be included in a plan modification, then the local board may submit Attachment B – “No Modification Acknowledgement Form.”

Extension Request: Effective April 21, 2023, if a MassHire Workforce Board needs additional time to complete the WIOA Local 4-Year Plan modification, the board may request a one-time, extension of up to 30 days. Please submit the Extension Request Form (Attachment C). If approved, an extension may be granted up to July 16, 2023.

**Effective:** Immediately

**Inquiries:** Please send all inquiries to [PolicyQA@mass.gov](mailto:PolicyQA@mass.gov).

**Attachments:**

- A. WIOA Local Four-Year Plan Signatory Form
- B. No Modification Acknowledgement Form
- C. Extension Request