



Workforce Issuance

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☒ **Policy** ☐ **Information**

To: MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MassHire DCS Operations Managers

cc: WIOA State Partners

From: Beth Goguen, Director
MassHire Department of Career Services

Date: May 6, 2025

Subject: **WIOA Local 4 Year Plan Guidance FY26-29**

Purpose: To provide MassHire Workforce Boards (MWB) with instructional guidance for preparation of the Local 4-Year Plan related to programs and services provided through the Workforce Innovation and Opportunity Act (WIOA) for the period of July 1, 2025 – June 30, 2029.

Background: In accordance with The Workforce Innovation and Opportunity Act (WIOA) Sec. 108, each local board is required to develop and submit to the Governor a 4-year local plan, in partnership with the chief elected official(s). The local plan must support the strategies described in the WIOA State Plan in accordance with section 102(b)(1)(E) and be otherwise consistent with the State Plan.

Massachusetts WIOA State Plan highlights the Healey-Driscoll Administration's understanding of how critical the state's workforce is and will be to fuel economic prosperity in Massachusetts.

Released as [Massachusetts' Workforce Agenda](#): Meeting the Moment to Attract, Retain, and Develop a Future Workforce, it encapsulates the administration's vision, goals, and strategies to support workforce development statewide.

Now more than ever, Massachusetts will benefit from this strategic workforce agenda that identifies priorities, goals, and strategies to attract, retain, and develop talent while also fostering an innovative, collaborative, and equitable workforce system.

As part of the broader effort to strengthen the workforce system, local areas must develop their 4-year plan with actions to align and integrate service delivery strategies and resources among local WIOA and other partners and in alignment with the four focus areas outlined in the Massachusetts Workforce Agenda:

1. Attract and Retain Talent
2. Talent Development
3. Improve Workforce System Infrastructure
4. Lead by Example

This alignment is critical to ensure consistency, maximize impact, and leverage resources across the workforce ecosystem to improve outcomes for jobseekers and employers.

Policy: In accordance with WIOA Section 108(b) and Federal Regulations §679.560, each MassHire Workforce Board will submit a WIOA Local 4-year Plan that describes the policies, procedures, and local activities that are carried out in the local area consistent with the State Plan.

Please provide a WIOA Local 4-Year Plan for your area by inserting responses to the information requested directly into the template (Attachment A). The template is designed to capture all required elements under WIOA.

Action Required: MassHire Workforce Boards (MWBs) must submit electronic copies of the WIOA Local 4 Year Plan FY2026 – FY2029, per requirements under WIOA, no later than July 18, 2025. Local 4 Year Plans will be retroactive to July 1, 2025.

Note: Opportunity for public input is required; Boards may provide a maximum of 30 days for public review of content and input. Comments submitted during the public review and comment period that represent disagreement with the plan must be submitted with the plan.

Please send products and documentation to: Lisa.J.Caissie@mass.gov.

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@mass.gov; indicate issuance number and description.

Attachments: A. Template for 4-Year Local Plan Responses
B. Signatories Page
C. MA Workforce Agenda

Reference: Workforce Innovation and Opportunity Act (PL 113-128)
WIOA Section 108
20 CFR 679.560
[2024 – 2028 Workforce Innovation Opportunity Act \(WIOA\) State Plan](#)