



POLICY

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF WORKFORCE DEVELOPMENT
AND
KENTUCKY WORKFORCE INNOVATION BOARD

POLICY NAME: Local and Regional Plans

POLICY NUMBER: 21-007
DATE OF ISSUE: Reissued March 1, 2023
EFFECTIVE DATE: February 1, 2021

APPLIES/OF INTEREST TO: Chief Local Elected Officials (CLEOS)/Local Elected Officials (LEOS), Local Workforce Development Board (LWDB) Members, Local Workforce Development Area (LWDA) staff, and Kentucky Career Center (KCC) staff

POINT OF CONTACT: Compliance.Unit@ky.gov

HISTORY: Initial date of issue 2/1/2021; revised 11/1/2021 to reflect change to regional makeup and updated points of contact and minor change as cleanup; revised March 1, 2023 for minor cleanup; effective date remains.

BACKGROUND: Per WIOA sec. 108 and 20 CFR §679.500-580, each LWDB must, in partnership with its CLEO(s), develop and submit a comprehensive 4-year Local and Regional Plan to the Governor or his designee. In Kentucky, such plans shall be submitted to the Department of Workforce Development (DWD).

PURPOSE: To provide rules and procedural guidance for constructing Local and Regional Plans consistent with the State Plan, the process for completion, and timeframes for submittal.

POLICY: Plans must identify and describe the policies, procedures, and local and regional activities carried out, consistent with the State Plan. Consistent with WIOA Sec. 106(a) four regions were identified and established in Executive Order 2015-421, and then adopted in the 2016 WIOA State Plan, 2018 Modification, and 2020 State Plan. Subsequent to the 2020 State Plan however KentuckianaWorks was approved to participate in bi-state planning efforts with bordering Indiana and as a result, the 2022 Modification shall reflect KentuckianaWorks as a single LWDA comprising the Louisville region in Kentucky and functioning within an interstate planning region with Southern Indiana Region 10. As a result, KentuckianaWorks is exempt from Kentucky regional planning efforts. However, regions containing more than one local area must prepare and submit a Regional Plan in addition to the Local Plan.

Upon approval of the aforementioned 2022 State Plan Modification, the Local Workforce Development Areas (LWDA) and designated regions in the Commonwealth of Kentucky are:

<i>Local Workforce Development Area</i>	<i>Region</i>
Eastern Kentucky Concentrated Employment Program (EKCEP)	East Region
TENCO Workforce Development Board	East Region
West Kentucky Workforce Board	West Region
Green River Workforce Development Board	West Region
South Central Workforce Development Board	South Region
Cumberlands Workforce Development Board	South Region
Lincoln Trail Workforce Development Board	Central Region
Northern Kentucky Workforce Development Board	Central Region
Bluegrass Workforce Development Board	Central Region
KentuckianaWorks Workforce Development Board	Louisville Region

The LWDB must provide an opportunity for public comment on the development of the Local and Regional Plan or subsequent plan modifications before submitting the plan to the Governor. To provide adequate opportunity for public comment, the LWDB 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 partners;
3. Provide a 30-day or less public comment period, on the plan before its submission to the Governor. The time-frame of the comment period will begin on the date on which the proposed plan is made available to the public, prior to its submission to the Governor;
4. Submit all comments received, whether the comment expresses support or disagreement, with the packet submitted to the Governor along with the plan;
5. Consistent WIOA sec. 107(e), 20 C.F.R. §§679.520 and .570, the LWDB must make information about the plan available to the public on a regular basis through electronic means and open meetings.

REGIONAL AND LOCAL PLAN CONTENT:

20 CFR §679.540 states that for all practical purposes, all regional planning undertaken under 20 CFR §679.510, also must incorporate all local planning requirements found in WIOA Sec.108(b)(1)–(22), 20 CFR §679.550.

WIOA Sec. 106(c)(2) and 20 CFR §679.510 specifies that a Regional Plan “incorporates Local Plans for each of the LWDA’s in the Planning Region.”

- Individual LWDA’s will complete a Local Plan for their designated LWDA’s which will then be incorporated into the Regional Plan; and
- All Local Plans from LWDA’s within a Planning Region must contain the Regional Plan’s combined section and reference the separate LWDA local plans outside of their own LWDA to avoid duplication.

SUBMISSION PROCEDURES:

This information should be used to develop local and regional planning documents for the each of the LWDA and Regions previously listed.

- Each local and planning regions should submit their Plans using the Attachment labeled Guidance to DWD on or by April 30, 2021, after the requisite 30-day period and procedure for public comment.
- Only one copy of the Regional Plan is submitted by the WIOA Planning Region.
- One LWDA should be designated to submit on behalf of the region.
- The LWDA CEOs, Chairs and LWDB Directors of the region must be identified in the cover letter of the Regional Plan.
- The regional plan agreement signatory page(s) should be included with the Regional Plan.
- The Regional Plan must include a copy of the Local Plan for each of the LWDA’s in the region.
- The Regional Plans must be submitted electronically in an Adobe portable document file (pdf) to Compliance.Unit@ky.gov.

REVIEW PROCESS:

- DWD will review Local and Regional Plans within 90 days of receipt, and a written response will be sent to the CLEO, Chair, and LWDB Director that is designated as the point of contact for the submission on behalf of the region.
- All CLEOs, Chairs, and LWDB Directors from the participating LWDA’s will receive copies of the correspondence.
- If DWD Division of Technical Assistance finds deficiencies that are inconsistent with the State Plan, those deficiencies must be addressed within 30 days, before the plan will be

approved.

- A final approval letter will be issued once all of the requirements are fulfilled and deficiencies are addressed. Final approved Local and Regional Plans must be posted on the LWDB websites in the region.

IMPLEMENTATION:

Local and Regional Plans shall be implemented from FY22-FY25 (Fiscal Year 2022 begins July 1, 2021) with plans to be submitted every four years thereafter with updates/modifications every 2 years as needed.

NOTE: Subsequent plans will be reviewed but correspondence from DWD will only be sent if there are deficiencies detected otherwise the subsequent plan should be considered automatically approved by the LWDA and/region on the 91st day of receipt.

REFERENCE:

- WIOA Sections 106, 107 and 108
- 20 CFR § 679.500-679.580
- TEN_21-16
- Kentucky Executive Order 2015-421