



# GUIDANCE

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

**GUIDANCE NAME:** Local and Regional Plans

**GUIDANCE NUMBER:** 21-007

**DATE OF ISSUE:** Reissued December 26, 2024

**EFFECTIVE DATE:** January 1, 2025

**The Local and Regional Plan Guidance is a vital resource, providing a comprehensive guide for developing and submitting such plans. It is of utmost interest to Chief Local Elected Officials (CLEOs)/Local Elected Officials (LEOs), Local Workforce Development Board (LWDB) Members, Local Workforce Development Area (LWDA) directors and staff, and Kentucky Career Center (KCC) staff, as it underscores their crucial role in the workforce development process.**

**POINT OF CONTACT:** [Compliance.Unit@ky.gov](mailto:Compliance.Unit@ky.gov)

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**HISTORY:** The Commonwealth of Kentucky encompasses 10 Local Workforce Development Areas (LWDAs), including one Concentrated Employment Program (CEP), with five regions. Every four years, local and regional plans must be completed to execute the goals of the Workforce Innovation and Opportunity Act (WIOA) goals. The Education and Labor Cabinet's Department of Workforce Development (DWD) is the administrative state agency for WIOA. It is also the umbrella organization of the core and combined partners highlighted in the 2024-2027 WIOA Combined State Plan. The initial date of issue was 2/1/2021; it was revised on 11/1/2021 to reflect a change to regional makeup, add updated points of contact, and a minor change as cleanup; it was revised on March 1, 2023, for minor cleanup. The guidance is being reissued on November X, 2024, in preparation for the upcoming Local and Regional Plan requirements for PY25 – PY28.

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**BACKGROUND:** Per WIOA sec. 108 and 20 CFR §679.500-580, each Local Workforce Development Board (LWDB), in partnership with its CLEO(s), must develop and submit a comprehensive 4-year Local and Regional Plan to the Governor or the Governor's designee. This collaborative effort in Kentucky ensures that the plans are consistent with the WIOA State Plan and are submitted to the Kentucky Department of Workforce Development (DWD).

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**PURPOSE:** This document provides rules and procedural guidance for constructing Local and Regional Plans consistent with the WIOA State Plan, the process for completion, and the timeframes for submittal.

**GUIDANCE:** Plans must identify and describe the policies and procedures, and local and regional activities carried out, consistent with the WIOA State Plan and WIOA Sec. 106(a). Local Plans must address specific provisions outlined in Section 108 of WIOA. The State provides this guidance to the LWDBs when formulating its Local Plans. At a minimum, Local Plans must include the provisions in this guidance.

Upon approval of the 2024-2027 WIOA State Plan, 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
Cumberland's 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	Bi-state Region

The LWDB must ensure 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. This public comment period is mandatory to allow all stakeholders, including representatives of businesses, labor organizations, and education partners, to contribute their input. The public comment process is as follows:

1. Make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and regional news media;
2. Include an opportunity for comment by members of the public, including representatives of businesses, labor organizations, and education partners;
3. Provide a 30-day public comment period on the plan before its submission to the Governor. The comment begins on the date that the proposed plan is made available to the public before 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. Under 107(e), 20 C.F.R. §§679.520 and .570, the LWDB must regularly make information about the plan available to the public through electronic means and open meetings.

## REGIONAL AND LOCAL PLAN CONTENT:

The [Local and Regional Plans Toolkit](#) available on the Kentucky Workforce Innovation Board's website is a resource available for LWDA and their respective regions to prepare all the (1) foundational information and to initiate a (2) self-assessment process in support of continuous improvement efforts and driving innovation for the primary customers of workforce development: individual job seekers and businesses, with an essential emphasis on staff members that provide quality service.

Per 20 C.F.R. §679.540 states, for all practical purposes, all regional planning undertaken under 20 C.F.R. §679.510 must also incorporate all local planning requirements found in WIOA Sec.108(b)(1)–(22), 20 C.F.R. §679.550. WIOA Sec. 106(c)(2) and 20 C.F.R. §679.510 specifies that a Regional Plan "incorporates Local Plans for each of the LWDAs in the Planning Region."

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

## SUBMISSION PROCEDURES:

This section provides detailed information on submitting documents for each of the previously listed LWDA and Regions.

- Each local area shall submit its Plans to DWD on or by April 30, 2025, 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 regional LWDA CEOs, Chairs, and LWDB Directors must be identified in the regional plan's cover letter.
- 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 LWDAs in the region.
- The Regional Plans completed template must be submitted electronically in a Word document file to [Compliance.Unit@ky.gov](mailto:Compliance.Unit@ky.gov).

## REVIEW PROCESS:

- DWD will review local and regional plans within 60 calendar days of receipt. A written response will be sent to the CLEO, Chair, and LWDB Director, who will be designated as the point of contact for the submission on behalf of the region. The LWDB's role in the review process is required, as they are responsible for ensuring the plans meet the necessary standards and are consistent with the State Plan.

- All CLEOs, Chairs, and LWDB Directors from the participating LWDAAs will receive copies of the correspondence with DWD regarding written receipt.

Suppose the DWD Division of Technical Assistance finds deficiencies. In that case, the LWDA must address them within 30 days before the plan can be approved.

- A final approval letter will be issued once all the requirements are fulfilled and deficiencies are addressed. This final approval is a significant milestone, signifying that the Local and Regional Plans have met the necessary standards and are ready for implementation. Final approved Local and Regional Plans must be posted on the region's LWDB websites, marking the culmination of the planning process.

### **IMPLEMENTATION:**

Local and Regional Plans shall be implemented from PY25 to PY28 (Program Year 2025 begins July 1, 2025). Plans shall be submitted every four years after that, with updates/modifications every two years as needed.

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

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### **REFERENCE:**

- WIOA Sections 106, 107 and 108
- [20 C.F.R. § 679.500-679.580](#)
- TEN\_21-16
- Kentucky Executive Order 2015-421
- [Local and Regional Plans Toolkit](#)