

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 18-22, Change 1
Date:	April 11, 2023
Keyword:	Board Planning; WIOA
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Courtney Arbour, Director, Workforce Development Division

Subject: **Local Workforce Development Board Plans: Guidelines for Two-Year Plan Modifications of 2021–2024 Plans—Update**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on the development and submission of the two-year modifications of Board plans for Program Years 2021–2024 (PY’21–’24).

WD Letter 18-22, Change 1, provides a correction to the previously issued guidance to clarify that the Board two-year plan modification public comment period is at least 15 days, but no more than 30 days.

RESCISSIONS:

WD Letter 18-22
WD Letter 18-20

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires that at the end of the first two-year period of the four-year local Board plans, Boards and their appropriate chief elected officials review their local plans and develop and submit modifications to reflect labor market changes, economic conditions, and other factors affecting plan implementation. These factors may include, but are not limited to, changes to the financing available to support WIOA Title I and partner-provided services or a need to revise strategies in order to meet local performance goals.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter

and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

WIOA PY’21–’24 Plan Modifications

NLF: Boards must review their PY’21–’24 Board plans and submit two-year plan modifications that:

- reflect changes in:
 - labor market and economic conditions;
 - target occupations and in-demand industries;
 - the financing available to support WIOA Title I and partner-provided services;
 - strategies to meet local performance goals; and
 - other factors affecting plan implementation; and
- demonstrate alignment with [The Texas Workforce System Strategic Plan FY 2016–FY 2023](#), as developed by the Texas Workforce Investment Council (TWIC).

NLF: Boards must:

- make all changes in their original plans using Track Changes;
- use Attachment 1, WIOA Board Two-Year Plan Modification Form, to describe all changes; and
- complete Attachment 2, TWIC Requirements, to:
 - demonstrate alignment with The Texas Workforce System Strategic Plan FY 2016–FY 2023; and
 - reference changes made to their plans.

NLF: Boards must provide an opportunity for public comment on the development of the plan modifications by:

- making copies of the proposed plan modifications available to the public through electronic and other means, such as public hearings and local news media;
- providing a comment period on the plan modifications for at least 15 days, but no more than 30 days; and
- submitting to the Texas Workforce Commission (TWC) any comments that express disagreement with the plan modifications.

NLF: Boards must approve all Board plans, including two-year plan modifications, in an open meeting, pursuant to Texas Government Code Chapter 551.

NLF: Boards must submit their revised plans and required attachments to board.plans@twc.texas.gov by March 1, 2023. Board executive directors and Board chairs must be copied on the submission emails to TWC.

In-Demand Occupations, Target Occupations, and In-Demand Industries Lists

NLF: Boards must review and revise the Board’s Target Occupations, In-Demand Occupations,

and In-Demand Industries lists as needed, using Attachment 3, WIOA Target Occupations, In-Demand Occupations, and In-Demand Industries Template.

LF: When reviewing and revising their Target Occupations and In-Demand Industries lists, Boards may use the tools indicated in Attachment 4, WIOA Target Occupations, In-Demand Occupations, and In-Demand Industries Template Instructions, as well as other tools that may be available.

NLF: Boards must describe in the plan modification how the WIOA Target Occupations, In-Demand Occupations, and In-Demand Industries Template was reviewed and revised, as well as list the sources that were used.

INQUIRIES:

Send inquiries regarding this WD Letter to board.plans@twc.texas.gov.

ATTACHMENTS:

Attachment 1: WIOA Board Two-Year Plan Modification Form

Attachment 2: TWIC Requirements

Attachment 3: WIOA Target Occupations, In-Demand Occupations, and In-Demand Industries Template

Attachment 4: WIOA Target Occupations, In-Demand Occupations, and In-Demand Industries Template Instructions

Attachment 5: Revisions to WD Letter 18-22 Shown in Track Changes

REFERENCES:

Workforce Innovation and Opportunity Act Final Rule, 20 CFR §679.580

Workforce Innovation and Opportunity Act §122

Texas Government Code Chapter 551

Texas Workforce Commission Chapter 801 Local Workforce Development rule §801.17

WD Letter 10-07, issued February 2, 2007, and titled “Adoption of Local Workforce Development Board Policies in Open Meetings”

[The Texas Workforce System Strategic Plan FY 2016–FY 2023](#)

Workforce Innovation and Opportunity Act Combined State Plan PY 2020–PY 2023

[Texas Workforce Commission Adult Education and Literacy Strategic Plan Fiscal Years 2021 to 2026](#)