

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 18-20
Date:	October 15, 2020
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 Planning Guidelines for Program Years 2021–2024**

PURPOSE:

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

RESCISSIONS:

WD Letter 22-16, Change 1

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires that Boards set priorities for and oversee the local workforce development area (workforce area) in their region.

Boards have until March 1, 2021, to submit a plan that promotes communication, coordination, and collaboration among Adult Education and Literacy (AEL) grantees, employers, economic development organizations, community-based partners, and other service providers that support the economic growth of the workforce area while meeting the needs of employers and job seekers.

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” or “shall.”

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.”

NLF: Boards must:

- use the Texas Local Workforce Development Board Plan for Program Years 2021–2024—*Template* (Attachment 1) for their PY’21–’24 Board Plan; and
- email their PY’21–’24 Board Plan to Board.Plans@twc.state.tx.us no later than the close of business on March 1, 2021.

NLF: Boards must follow the instructions set forth in the Local Workforce Development Board Plan Program Years 2021–2024—*Guidance and Checklist* (Attachment 2) when completing their PY’21–’24 Board Plans.

NLF: Before the Board Plan is submitted to the Texas Workforce Commission (TWC), Boards must make copies of the *proposed* Board Plan available to the public through electronic and other means (such as public hearings and local news media) for at least 15 days, but no more than 30 days, for comment by members of the public, including representatives of business, labor organizations, and education. Boards must include any comments that express disagreement with the plan to TWC.

NLF: Boards must follow the procedures outlined in WD Letter 24-20, titled “In-Demand Industries, In-Demand Occupations, and Target Occupations Lists,” for including in the Board Plan the Board’s analysis and lists of in-demand industries, in-demand occupations, and target occupations. This WD Letter is forthcoming.

NLF: Boards must ensure that Board Plans align with the following:

- The Texas Workforce System Strategic Plan FY 2016–FY 2023
<https://gov.texas.gov/uploads/files/organization/twic/System-Strategic-Plan-Update.pdf>
- The Texas Workforce Commission 2021–2025 Strategic Plan
<https://www.twc.texas.gov/files/twc/strategic-plan-fiscal-years-2021-to-2025-twc.pdf>
- WIOA Combined State Plan Program Years 2020–2023
<https://www.twc.texas.gov/files/partners/wioa-combined-state-plan-twc.pdf>
- Strategic Plan for Adult Education and Literacy for the Fiscal Year of 2015–2020
<http://www.twc.state.tx.us/files/twc/twc-strategic-plan-adult-education-literacy-fy2015-2020.pdf>
- Texas Early Learning Strategic Plan, 2020–2025
<https://www.twc.texas.gov/files/partners/texas-early-learning-needs-assessment-twc.pdf>

INQUIRIES:

Send inquiries regarding this WD Letter to Board.Plans@twc.state.tx.us.

ATTACHMENTS:

Attachment 1: Local Workforce Development Board Plan for Program Years 2021–2024—*Template*

Attachment 2: Local Workforce Development Board Plan Program Years 2021–2024—
Guidance and Checklist
Attachment 3: Statutory and Regulatory References

REFERENCES:

- The Workforce Innovation and Opportunity Act
The Texas Workforce System Strategic Plan FY 2016–FY 2023
<https://gov.texas.gov/uploads/files/organization/twic/System-Strategic-Plan-Update.pdf>
- Texas Workforce Commission Local Workforce Development Boards Rule §801.17 and §809.12
- Texas Workforce Commission 2021–2025 Strategic Plan
<https://www.twc.texas.gov/files/twc/strategic-plan-fiscal-years-2021-to-2025-twc.pdf>
- WIOA Combined State Plan Program Years 2020–2023
<https://www.twc.texas.gov/files/partners/wioa-combined-state-plan-twc.pdf>
- Strategic Plan for Adult Education and Literacy for the Fiscal Year of 2015–2020
<http://www.twc.state.tx.us/files/twc/twc-strategic-plan-adult-education-literacy-fy2015-2020.pdf>
- Texas Early Learning Strategic Plan, 2020–2025
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