

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 11-26
<b>Date:</b>	July 6, 2026
<b>Keyword:</b>	Board Planning; WIOA
<b>Effective:</b>	Immediately

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

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**From:** Mary York, Director, Workforce Development Division

**Subject:** **Local Workforce Development Board Planning Guidelines for Two-Year Plan Modifications of 2025–2028 Plans**

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**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 modification of the local Board plans for Program Years 2025–2028 (PY 2025–2028).

**RESCISSIONS:**

None

**BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) regulations at [20 CFR §679.580](#) require that at the end of the first two-year period of the four-year local Board plans, Boards and their chief elected officials review, develop, and submit modifications to their local plans to reflect changes in the local labor market, economic conditions, and other factors that affect plan implementation. Such factors may include, but are not limited to, changes to the financing available to support WIOA Title I and partner-provided services or enhanced strategies 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 2025–2028 Plan Modifications**

**NLF**: Boards must review their PY 2025–2028 Board plans and submit two-year plan modifications that:

- reflect the most current changes in:
  - labor market and economic conditions;
  - target occupations, in-demand industries, and in-demand occupations lists;
  - the financing available to support WIOA Title I and partner-provided services;
  - strategies to meet local performance goals;
  - the Board’s alignment with Texas Workforce Investment Council (TWIC) requirements; and
  - other factors affecting plan implementation;
- address new modification requirements, as outlined in Attachment 1, WIOA Board Two-Year Plan Modification Form, regarding:
  - local Board digital skills building efforts;
  - Senate Bill 1143 local Board plan requirements;
  - WIOA waivers implementation; and
  - service integration and coordination between WIOA and Strengthening Career and Technical Education for the 21st Century Act (Perkins V) partners; and
- demonstrate alignment with:
  - [Accelerating Alignment: Texas Workforce System Strategic Plan for Fiscal Years 2024–2031](#), as developed by TWIC;
  - [TWC Strategic Plan FY 2027–FY2031](#);
  - [WIOA Combined State Plan FY 2024–FY 2027](#); and
  - [America’s Talent Strategy: Building the Workforce for the Golden Age](#).

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

**NLF**: Boards must submit their latest In-Demand Industries, In-Demand Occupations, and Target Occupations Lists as a separate attachment with their modified Board plan.

### **Board Plan Submission Requirements**

**NLF**: Before a Board plan can be submitted to TWC, Boards must:

- make the proposed local Board plan available to the public electronically and through other means (such as public hearings and local news media);
- provide a public comment period of at least 15 days, but no more than 30 days in length;
- approve their local Board plan in an open meeting, pursuant to [Texas Government Code, Chapter 551](#);
- ensure the CEO of the workforce area or their designee have approved of the modification; and
- provide in Attachment 1, WIOA Board Two-Year Plan Modification Form, any comments that were received, or a statement that no comments were received, during the public comment period.

**NLF:** Boards must:

- make all changes in their original Board plan using Track Changes;
- complete Attachment 1, WIOA Board Two-Year Plan Modification Form;
- complete and incorporate Attachment 2, TWIC Requirements Board Plan Appendix, in their modified Board plan, as described above;
- submit their modified Board plan with latest In-Demand Industries, In-Demand Occupations, and Target Occupations Lists, and completed WIOA Board Two-Year Plan Modification Form to [board.plans@twc.texas.gov](mailto:board.plans@twc.texas.gov) by March 22, 2027; and
- copy the Board’s executive director and chair on the Board plan submission email to TWC.

Boards must have their plans approved by TWIC and the governor prior to the start of PY 2027 (July 1, 2027). TWIC holds meetings on a quarterly basis and will consider the PY 2025–2028 Board plan modifications at their June 2027 meeting. TWC cannot guarantee that any Board plans received after March 22, 2027, will be considered by TWIC at their June 2027 meeting and subsequently approved by the governor prior to July 1, 2027.

**Additional Board Plan Submission Information**

**NLF:** Boards must publish their plan on their respective websites within 30 calendar days following the notice of the governor’s approval and subsequently provide TWC with the web page link to their published Board Plan via [board.plans@twc.texas.gov](mailto:board.plans@twc.texas.gov).

**INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).

**ATTACHMENTS:**

- Attachment 1: WIOA Board Two-Year Plan Modification Form
- Attachment 2: TWIC Requirements Board Plan Appendix

**REFERENCES:**

[Workforce Innovation and Opportunity Act](#)  
[20 CFR Part §679.580, When must the local plan be modified](#)  
[Title 10, Texas Government Code, §2308.304 and §551](#)  
[Title 40, Texas Administrative Code, Part 20, Chapter 801, Local Workforce Development rule](#)  
[WD Letter 12-25, issued November 4, 2025, and titled “Adoption of Local Workforce Development Board Policies and Budgets in Open Meetings”](#)  
[Texas Workforce Commission Strategic Plan FY 2027–FY 2031](#)  
[Workforce Innovation and Opportunity Act Combined State Plan FY 2024–FY 2027](#)  
[Accelerating Alignment: Texas Workforce System Strategic Plan for Fiscal Years 2024-2031](#)  
[America’s Talent Strategy: Building the Workforce for the Golden Age](#)