

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

<b>ID/No:</b>	WD 18-22
<b>Date:</b>	September 21, 2022
<b>Keyword:</b>	Board Planning; WIOA
<b>Effective:</b>	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**

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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 modifications of Board plans for Program Years 2021–2024 (PY’21–’24).

**RESCISSIONS:**

None

**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 (CEOs) 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” 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.”

## **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 30-day comment period on the plan modifications; 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](mailto: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 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](mailto: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

**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 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](#)

[Adult Education and Literacy Strategic Plan for FY 2021–FY 2026](#)