



ARKANSAS
Workforce Investment Board

POLICY MANUAL

AWIB Policy # _____

By _____ Effective: __/__/__

SUBJECT

Workforce Investment Act Local Plan Modification Policy

APPROVED

General Information

In compliance with the Workforce Investment Act of 1998 (WIA) Section 118 (a), each Arkansas local workforce investment board (LWIB), in partnership with the appropriate chief elected official(s), developed and submitted a comprehensive five-year plan to the Arkansas Workforce Investment Board that identified and described the policies, procedures, and local activities that are carried out in the local area. The local plan must be consistent with Arkansas’ State Unified Plan.

In compliance with Arkansas Act 1125 of 1999 (Act 1125) Section 12(a), this plan must be updated every three years. It may be modified in accordance with the following policies and procedures. Each modification is subject to the public review and comment requirements and must be approved by the Arkansas Workforce Investment Board.

Also according to the Workforce Investment Act (§661.355) “the Governor must establish procedures governing the modification of local plans. Situations in which modifications may be required by the Governor include significant changes in the local economic conditions, changes in the financing available to support WIA services, changes to he Local Board structure, or a need to revise strategies to meet performance goals.”

Based on the above information, local areas are requested to adhere to the following procedures when submitting their local plan modifications.

Modification of Local Plans

According to Federal Regulations, the Governor must establish procedures governing the modification of local plans. Situations in which modifications **may** be required by the Governor include: **significant changes in local economic conditions, changes in the financing available to support WIA Title I and partner-provided WIA services, changes to the Local Board structure, or a need to revise strategies to meet performance goals.**

When changes in conditions or other factors require substantial modification to an approved local plan, the local workforce board shall submit the local plan modification to the governor’s representative, the Arkansas Workforce Investment Board (AWIB). Changes that do not meet the modification requirements will be considered a revision.

Any modification is to be written following the Planning Guidelines for the Five-Year Local Plan and any general instructions previously provided during submission of the Five-Year Local Plan. All specific changes different from this original submission must be included, by section, in all modifications.

Modification of Local Plans (cont'd)

A plan modification and revision shall be submitted up to the second quarter of the fifth year.

All modifications and revisions to the local plan shall have the approval of both the local board and the chief elected official. The printed modification and revision documents must have original signatures of the appropriate authorities.

Modification Requirements

A change to the approved Local Plan, which constitutes any substantial change in the following circumstances, shall be considered a modification:

1. **Change in local performance goals (Section K - Performance Accountability)** The local performance goals in the approved plan were negotiated with the State WIB; changes to the negotiated levels as approved by the U.S. Department of Labor will be submitted as a modification to the local plan.
2. **Grant recipient/sub-grant recipient/administrative entity designation (Section E - Local Governance)** A change in the identification of the entity or entities administering the program and receiving the grant funds for the local area requires a modification to the local plan.
3. **One-Stop Operator/Title I Provider (Section B – One-Stop Delivery System)** A change in the identification of the entity or entities selected as the One-Stop Operator/Title I Provider for the local area requires a modification of the local plan.
4. **Memoranda of Understanding (Section B – One-Stop Delivery System)** Changes concerning the operation of the Arkansas Workforce Centers in the local workforce investment area will require the Local Board to execute a revised memorandum of understanding with each Workforce Center partner involved in the operational change.
5. **Significant changes in local economic conditions (labor market conditions) (Section D – Needs Assessment)** Changes in the Workforce Investment needs of business and industry, job seekers, and workers in the local area or changes in current and future employment opportunities in the local area (include the source of your data) which result in the Local Board's inability to follow through on activities described in the five-year plan require a modification to the local plan.

Publication Requirements

Prior to submission, local entities and the general public must be provided with an opportunity to review and comment on the local plan modification as follows:

- The Local Board should publish an announcement via the local news media that the proposed/draft local plan modification is available for public comment. The announcement must specify the location and time that the proposed/draft local plan modification can be reviewed.

Publication Requirements (cont'd)

- In addition to issuing an announcement through the local media and making the proposed/draft local plan modification reasonably available for inspection by the general public at the administrative office of the Local Board, the Local Board must also make the proposed/draft local plan modification available by holding public hearings.
- The Local Board should assure that local entities and the general public, including representatives of business and labor organizations, are allowed to submit to the Local Board written comments on the proposed/draft local plan modification. Comments should be accepted no later than the end of the 10-day period that begins on the date that the proposed/draft local plan modification is made available to the public.
- All written comments (both positive and negative) received from local entities and the general public should be submitted with the final local plan modifications, as submitted to the State Board. If no comments were received, include a statement to that effect.

Submission Requirements

The State Board must receive the Local Plan Modification at least **twenty (20) days** prior to the next scheduled Arkansas Workforce Investment Board or Executive Committee meeting before the planned effective date of the modification. All modifications must be submitted in the following manner:

1. Cover Letter, which includes:

- The reason for the modification
- A brief description of the modified sections
- Specific page numbers replace
- Any deletions from the original plan

2. Modification(s)

- Include a copy of the modified page(s) with strikethrough (if necessary) and additions in a bold italic font.
- A revised page(s) of the modification as it should appear in the local plan.
- If an additional page(s) are inserted into the document, they will be numbered using the number of the previous page plus a letter; e.g., if two pages are added between pages 1 and 2, the two additional pages will be numbered 1a and 1b.

3. A signature page indicating review and approval by the LWIB Chair and CEO prior to submittal.

4. Public Comment(s)

Four copies of the Local Plan Modification, including four original signature pages, should be mailed to:

Arkansas Workforce Investment Board
320 Executive Court, Suite 302
Little Rock, Arkansas 72205

State Review of the Local Plan Modification

The Arkansas Workforce Investment Board staff shall review completed Local Plan Modifications and forward to the State Board for approval of all such Local Plan Modifications within **twenty (20) days** of their submission, unless it is determined in writing that (A) there are submission requirements that have not been sufficiently addressed; or (B) the plan modification is not complete, including failure to meet all necessary consultations and public comment provisions.

The State Board staff will inform the Local Board of any deficiencies and provide technical assistance for the Local Board to make corrections and re-submit the Local Plan Modifications, if required. State Board staff will review revised Local Plan Modifications and a recommendation will be formally presented at the next State meeting.

The State Board staff will notify Local Boards of approved Local Plan Modifications. A copy of the approved Local Plan Modification will be filed with the original Five-Year Local Plan. The Local Board should include all modifications, as approved, in all subsequent submissions of their local plan.

Revisions

Changes that do not meet the formal modification to the Five-Year Local Plan criteria will be considered a revision. All revisions will be made according to the instructions listed below and must be submitted at least **thirty (30) days** before the effective date of the revision. The revision must contain:

1. Cover Letter, which includes:

- The reason for the revision
- A brief description of the revised sections
- Specific page numbers replaced
- Any deletions from the original plan

2. Revision(s):

- Include a copy of the revised page(s) with strikethrough, if necessary, and additions in a bold italic font
- The revised page(s) as it (they) should appear in the local plan
- If additional pages are inserted into the document, they will be numbered using the number of the previous page plus a letter (e.g., if two pages are added between pages 1 and 2, the two additional pages will be numbered 1a and 1b).

3. A signature page indicating review and approval by the LWIB Chair and CEO prior to submittal

Four copies of the Local Plan Revision, including four original signatures pages, should be mailed to:

Arkansas Workforce Investment Board
320 Executive Court, Suite 302
Little Rock, Arkansas 72205

A copy of the revision will be filed with the original Five-Year Local Plan. The Local WIB should include all revisions in subsequent submissions of their local plan.

Modification/Revision Restrictions

Local Boards will not initiate a local plan modification or revision more frequently than once per fiscal quarter.