



Workforce Services Memorandum - New Naming Convention for Local Workforce Development Areas

Effective Date: June 19, 2018

Duration: Indefinite

Subject:

This memorandum provides information concerning the previous structure of Tennessee's Workforce Development System and outlines how the re-alignment of the Local Workforce Development Areas (LWDAs) will affect how these areas are named and categorized.

Purpose:

This memorandum provides information to guide Local Workforce Development Boards (LWDBs) on the process of naming conventions for the newly aligned LWDAs.

Scope:

Tennessee Department of Labor and Workforce Development (TDLWD), State Workforce Development Boards (SWDB), Local Workforce Development Board (LWDB), Local Workforce Development Areas (LWDAs), Workforce System Subrecipients (Subrecipients), Workforce System Partners (Partners), Workforce System Operators (Operators), Chief Local Elected Officials (CLEOs), Local Elected Officials (LEOs), American Job Centers (Workforce System)

I. Previous Naming Convention:

Historically the Workforce Development System for the State of Tennessee was comprised of thirteen (13) separate LWDAs. Under this structure each area was identified according to a number (for example Local Workforce Development Area 1). This model continued when the Tennessee Department of Labor and Workforce Development (TDLWD) fully implemented the Workforce Innovation Opportunity Act (WIOA) on July 1, 2017.

II. Re-alignment of Tennessee’s Workforce Development System:

On May 11, 2018, the State Workforce Development Board (SWDB) voted to realign the State’s Workforce Development System to coordinate service delivery and program activities with the Tennessee Departments of Education, Human Resources, and Economic and Community Development. This coordination with multiple State Departments is intended to promote structural consistency with the Tennessee Department of Economic and Community Development “base camps” (ECD base camps).

III. New Naming Convention:

The change of structure into the new ECD base camps requires each LWDA to adopt a new naming convention. The naming convention is required for proper reconciliation and functionality within the virtual One-Stop (VOS) and Grants4TN systems. Moving forward, each LWDA will be referred to using the following titles:

- Northeast Tennessee Local Workforce Development Board
- East Tennessee Local Workforce Development Board
- Upper Cumberland Local Workforce Development Board
- Southeast Tennessee Local Workforce Development Board
- Northern Middle Tennessee Local Workforce Development Board
- Southern Middle Tennessee Local Workforce Development Board
- Northwest Tennessee Local Workforce Development Board
- Southwest Tennessee Local Workforce Development Board
- Greater Memphis Local Workforce Development Board

This updated naming convention must be used to identify the newly re-aligned LWDAs. Furthermore, these names must also be used to identify LWDBs including *all documents pertaining to business conducted within the newly re-aligned (and subsequently renamed) LWDAs*. LWDBs must adhere to and utilize this same naming convention in all LWDB/WIOA activity, documentation, and communication.

In addition to a change in the naming convention, each LWDA will also be provided with new ETA codes in order to identify activities within the Virtual One-Stop (VOS) and Grants4TN. The TDLWD will distribute the new ETA codes to the LWDAs as soon as this information is received from the United States Department of Labor (USDOL).

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Contact:

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