Workforce Services Guidance – Regional and Local Plan Modification PY22-24

Effective Date: January 31, 2022

Duration: June 30, 2024

Purpose:
For the 2022 Regional Plan modifications, the regional planning councils will need to amend their current plan to update the labor market and economic conditions and update service strategies to job seekers and employers. For the 2022 Local Plan Modifications, the Local Workforce Development Boards (LWDBs) will need to amend their current plan to update labor market and economic conditions, update changes in financing available to support WIOA Title I and partner provided WIOA services, update changes to the local workforce development board structure, and revised strategies to meet performance goals.

Scope:
Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (ECD); Tennessee Department of Education (TDOE); Tennessee Department of Human Services (DHS); State Workforce Development Board (SWDB); Title I – Adult, Dislocated Worker, and Youth Programs, Title II – Adult Education and Family Literacy Act Program(AE); Title III – Wagner-Peyser Act Program (WP); Title IV – Vocational Rehabilitation Program (VR); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (OSO); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners)

I. **State of Tennessee Workforce Services Vision**
    The State of Tennessee Workforce Vision is to increase the competitive position of Tennessee business through the development of a high skilled workforce.
    A. **Strategic Goals:**
       - Clear Connection to Current Industry/Employers
       - Clear Pipeline Development Infrastructure
       - Clear Integration with Economic Development
       - Outcome Visibility- Clear Data/Reporting and Predictive Analysis
    B. **Key Objectives**
       In order to achieve the State's vision, the following five (5) key objectives have been developed by the State Workforce Development Board:
       - Create an Integrated Intake System to Efficiently Deliver Services
       - Create a Shared Vision for Supporting Tennesseans with the Greatest Number of Barriers to Enter the Workforce
       - Create a Trained Workforce to Meet Current Industry Needs
       - Create New Dashboards to Measure the Effectiveness of the Integrated Workforce Strategy

- Create a Simple and Effective Engagement Experience for All Candidates

II. Planning Requirements

Follow applicable open meeting guidelines:

- Notification must be shared with all relevant regional/local stakeholders, and the general public to ensure opportunities to participate in and to provide feedback on the local/regional plan
- Stakeholders invited to participate in planning processes must include all members of the Regional Planning Council (RPC) and other community-based partners, such as: organizations providing services to the re-entry population and English learners, as well as adult education partners, SNAP/TANF representatives, disability organizations associated with the Department of Vocational Rehabilitation and located within other systems
- The RPC must hold one (1) listening session or planning meeting outside of regular business hours (regular business hours are presumed to be 8am-5pm Monday through Friday). This meeting should be public and made available to participants in the geographic area where the board has jurisdiction.
- LWDBs must post the meeting notice in a prominent, clear location on the LWDB website, in the lobby of office(s), and at America's Job Centers (AJCs).
- The LWDBs, representing each LWDA in an RPC, must provide an opportunity for public comment on regional and local plan modifications developed through both the regional[1] and local[2] planning process before submitting the plan modifications to the Governor. To provide adequate opportunity for public comment, the LWDBs must additionally do all of the following once planning modifications have been drafted:
  - Make copies of the proposed regional and local plan modifications available to the public through electronic and other means, such as public hearings and local news media.
  - Include an opportunity for comment by members of the public, including representatives of business, labor organizations, education, and other relevant stakeholders.
  - Provide a minimum of fifteen (15) and no more than a thirty (30) day period for comment on the plan before its submission to the SWDB, beginning on the date on which the proposed plan is made available.
- The LWDBs must submit any comments that express disagreement with the plan modifications as an attachment to the plan modifications submitted to SWDB[3].
- The LWDB must make information about the development of plan modifications available to the public on a regular basis through electronic means and open meetings[4]. Public meetings and publicly disbursed information pertaining to regional and local plan content must be made accessible to individuals with disabilities to ensure an opportunity for full and equal participation in the regional and local planning process[5].

III. Timeline for Submission

The following list is a timeline of events for the Regional and Local Plans:

January 31st   Regional and Local Plan Modification Guidance Technical Assistance Call

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[1] 20 CFR 679.510(b)
[2] 20 CFR 679.510 (b)
[3] 20 CFR 679.510(b)(4)
[4] WIOA Section 107(e)
[5] WIOA Section 188

February 1ˢᵗ	Begin Discussions for Regional Plan Modifications
March 1ˢᵗ	Recommend to begin discussions for Local Plan Modifications
March 25ᵗʰ	Completed submission of Regional Plan Modifications to Central Office for review /TA (*Remember a minimum of 15 days to post for public comments) **Note**: Regional Plan modifications may be submitted in SharePoint beginning March 1ˢᵗ.
April 8ᵗʰ	Regional Plan Modification State Review complete w/SWDB recommendations
April 22ⁿᵈ	Completed submission of Local Plan Modifications to Central Office for review/TA (*Remember a minimum of 15 days to post for public comments **Note**: Local Plan modifications may be submitted in SharePoint beginning April 1ˢᵗ.
May 6ᵗʰ	Local Plan Modification State Review complete w/SWDB recommendations Final Versions of Regional/Local plan modifications complete
May 9ᵗʰ	Regional/Local Plan Modification Recommendations submitted to SWDB **Note**: Plans not recommended for approval will require a presentation by staff representing the respective region or LWDB
June 3ʳᵈ	State Board approves recommendations for Regional/Local Plan modifications

IV. Submission Details

Submission of the Regional and Local Plan Modifications will be submitted through the use of an external SharePoint link. This SharePoint link will allow for text and supportive documents (charts, graphs, etc) to be submitted. Each RPC and LWDB will receive instruction and training on submission details as well as be provided access to submit through the website.

V. Grading System

The review of the Regional and Local Plan modifications will be graded based for each response based on whether the response "Requires Revision" or "Met Expectations". If a response "Requires Revision" a meeting will be established with the RPC or LWDB immediately to explain how the response needs to be strengthened in order to meet expectations. If a response "Met Expectations", then that response provides a trackable strategy and addresses the applicable question listed in **Attachment A and Attachment B.**

Attachments:
Attachment A: 2022 Regional Plan Modification Guidelines
Attachment B: 2022 Local Plan Modification Guidelines

References:
20 CFR 679.500; 20 CFR 679.510, 20 CFR 679.520, 20 CFR 679.530; 20 CFR 679.540; 20 CFR 679.550; 20 CFR 679.560; 20 CFR 679.570; 20 CFR 679.580; WFS Policy-Regional and Local Plans PY 20-22

Contact:
For any questions related to this policy, please contact the Program Integrity Unit at Workforce.Board@tn.gov.

Steve Playl, Workforce Services Assistant Commissioner

2022 Regional Plan Modifications
Guidelines

Economic and Workforce Analysis
(Defining the Need)

Utilizing regional data provided by the Workforce Insight Research and Reporting Engine Division (WIR^{2}ED) and comparing to information included in your current plans, share detail for the following:

- How is the region changing in terms of demographics, labor supply, and occupational demand?
- What sectors/industries/occupations/skills are in demand and targets of opportunity?
- Include the top five (5) regional sectors/industries/occupations and how these were determined. Explain how the status of growing, maturing and emerging was factored into the ranking.
    - Explain how the education and skills needs of the workforce, and employment needs of the employer, have an impact on growing, maturing and emerging employers.

Strategies for Service Integration
(Describing how the Need will be met)

Utilizing the information provided in the Economic and Workforce Analysis section, describe how the needs will be met through strategic service delivery:

- Describe how supportive services are coordinated within the region. Include how your region is implementing local practices at the regional level for those supportive services based on participant need (whether physical, virtual, or both).
- Describe the coordination of activities between regional economic development agencies and workforce system service providers.
    - Describe the projected employer engagement strategy under the Workforce Innovation and Opportunity Act (WIOA) to better connect business with well-trained and qualified applicants.
    - How will the region measure the effectiveness of the strategy for all stakeholders, including key performance indicator (KPI) measures?
- What new and existing regional service delivery strategies with workforce system partners will be used or expanded based on a promising return on investment (ROI) for job seekers and employers, including regional educational and training needs?
- What plans are being made at the regional level to ensure more consistent and efficient service delivery, training opportunities, as well as enhanced performance and reporting structures across the region? These may include administrative and/or programmatic activities that are planned, or currently occurring, to ensure a more robust collaboration between the local areas located in the region.

- o Describe how Regional Planning Councils (RPCs) are making efforts to ensure regional policy drives alignment with local boards and how Chief Elected Officials support this effort to drive regional performance with outcomes-based accountability.
- Describe your regional strategy to reach individuals in priority populations (recipients of public assistance, low-income individuals, individuals who are basic skills deficient, and veterans). How will you ensure they are included in work-based learning and other innovative practices to improve their employability and viability in a rapidly changing workforce?

This section will outline how the LWDB(s) will coordinate the regional workforce, education, and economic

Visions, Goals, and Implementation Strategies
(Goals outline to help address the need)

development activities with regional activities that are carried out in the local areas. The responses must illustrate that business, education and workforce development stakeholders have provided input and are in agreement with the plan.

- Utilizing the State's key objectives (listed in Section I(B) above), define the region's strategic vision to support regional local economic growth.
- Describe any regional partnerships, new collaborations, or innovative practices the RPC is considering to pursue.
  - o Is your RPC considering a request for statewide funds to support regional initiatives (training, other)? If so, what activities will your region plan to support utilizing statewide funds?
  - o Is your RPC considering applying for any other grants that will provide additional resources to be leveraged?

2022 Local Plan Modifications
Guidelines

Operating Systems and Strategies

- Provide information regarding service strategies implemented both in the physical AJC's, as well as virtually, to include a description of:
    - How the one-stop system is implementing and transitioning to more integrated, technology-focused operations to improve outreach to jobseekers and employers, provide intake, and enhance case management for programs carried out under all partners included in the workforce
    - Provide a description of the initiatives the LWDB (including all partners) are implementing or will be implemented to ensure accessibility to programmatic services.
    - How will technology continue to improve the connection to partners across the workforce system? Include the advances made during, as well as those to continue post-COVID.
- Describe how the Local Board will support the strategy identified in the TN Combined State Plan and work with entities carrying out core programs, including a description of:
    - Expanding access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including individuals with disabilities
    - Facilitating the development of career pathways and co-enrollment, as appropriate, in core programs and improving access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).
- Describe the employer engagement strategy to better connect business with well-trained and qualified applicants.
    - Provide a description of how the LWDB will implement initiatives such as apprenticeships, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of employers in the corresponding region in support of the business service strategy.
    - How will you measure the effectiveness of the strategy outside of mandated business performance measures?
    - Include information to support the increase of Labor Force Participation Rates.
- In relation to the Governor's key priorities, provide an overview of current and/or new strategies being implemented by your Local Workforce Development Board (LWDB) to ensure workforce partners collaborate on the 1) implementation of programs to best serve the rural communities, including economically distressed and at-risk counties; 2) criminal justice reform; 3) vocational and workforce development; and 4) other individuals in priority populations

- Describe any partnerships, new collaborations, or innovative practices you would like to share that include connections with non-profit or other community organizations.
    - How is the local area leveraging these valuable partnerships?
    - In addition, has your area applied for and received any grants which have provided additional funding and programmatic resources?
    - Has the LWDB considered utilizing fee for services to employers as revenue opportunities to further support WIOA allowable activities? If so, provide details of these opportunities.

- How will your LWDB increase physical and programmatic access for each of the fourteen (14)

Performance Goals and Evaluation

significant barriers to employment (SBE) groups as outlined within [Workforce Services Policy- Key Performance Indicators](#) Section 1(B)? Utilizing the Key Performance Indicator (KPI) form, provide the name of the lead organization (community-based organization, nonprofit, a state agency, etc.), a brief narrative strategy, a list of primary supportive services catered to the SBE's specific needs, and the monitoring methodology/frequency for each SBE group.

Technical Requirements, Assurances, and Evaluation

- Budget Information
    - Provide a **detailed budget** that lists the sources and uses of Tennessee Department of Labor and Workforce Development (TDLWD) pass-through funds and all non-Federal matching funds by completing a provided budget toolkit (424A).
- Describe any local partnerships, new collaborations, or innovative practices you would like to share.
    - As WIOA Title I formula allocations continue to decline, how does your LWDB leverage partner resources (funding, other) to help further sustain WIOA programs and services to job seekers and employers?
    - Is your LWDB considering a request for statewide or rapid response funds to support innovative initiatives? If so, what activities will your LWDB plan to support utilizing statewide or rapid response funds?
    - Has your local area applied for and/or received any other grants which have provided additional resources? If not, does your local area plan to apply for additional resources to support regional activities?