

WIOA Four-Year Plan Final Submission Form

The Workforce Innovation and Opportunity Act (WIOA) requires the creation of a regional, if applicable, and local area plan(s) every four years. Refer to the Pennsylvania Department of Labor & Industry’s (L&I) WIOA Regional and Local Area Plan Guide for additional criteria and procedural information.

All local workforce development boards (LWDBs) are to complete and submit this form with their final plan submission package.

I. LWDB Information	
Region Name: Click here to enter text.	LWDB Name (i.e., designated name, not D.B.A.): Click here to enter text.
Name of Designated Point of Contact, or POC: Click here to enter text.	
Organization: Click here to enter text.	Title: Click here to enter text.
Telephone Number: Click here to enter text.	Email Address: Click here to enter text.

II. WIOA Local Area Plan Creation Verification
I attest that the Local Area Plan was created in compliance with WIOA and L&I’s WIOA Regional and Local Area Plan policy and guide. <input type="checkbox"/> Yes
Indicate the economic condition and labor market information source(s) used in the plan creation process: <i>List data sources</i>
I attest that the Local Area Plan draft was provided to all applicable LWDB(s) members prior to public posting. <input type="checkbox"/> Yes
Submitting LWDB Approval Date: MM/DD/YYYY

III. WIOA Regional Plan Creation Verification for PLANNING regions only	
Single Local Areas must skip this section and proceed to the signature sections at IV, V, and VI.	
I attest that the Regional Plan was created in compliance with WIOA and L&I’s WIOA Regional and Local Area Plan policy and guide. <input type="checkbox"/> Yes	
Indicate the economic condition and labor market information source(s) used in the plan creation process: <i>List data sources</i>	
I attest that the Regional Plan draft was provided to all applicable LWDB(s) in my planning region prior to public posting. <input type="checkbox"/> Yes	
Date of the last LWDB to approve the Regional Plan: MM/DD/YYYY	I attest that all LWDB(s) in my planning region approved the final Regional Plan prior to final submission. <input type="checkbox"/> Yes

IV. LWDB Executive Director attests to the information disclosed in sections I, II, and, if applicable, III.		
LWDB Executive Director: Click here to enter text.	Signature:	Date: MM/DD/YYYY

V. LWDB Chair reviewed the WIOA plan(s) and approves the WIOA plan(s) final submission.		
Board Chair: Click here to enter text.	Signature:	Date: MM/DD/YYYY

VI. LWDA Chief Elected Official (CEO) reviewed the WIOA plan(s) and approves the WIOA plan(s) final submission.		
CEO: Click here to enter text.	Signature:	Date: MM/DD/YYYY

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WIOA Four-Year Plan Instructions – Submission and Technical Support Information

Prior to submitting a four-year WIOA Regional or Local Area Plan and its supporting documents for state approval, the LWDB must:

- Review the WIOA Regional and Local Area Plan Guide *Section III Public Comment Period* and *Section IV Plan Submission Requirements and Approval (subsection A. Final Plan Submission Requirements)* for additional direction.
- Address any comments received following the public comment period in both the regional plan (i.e., R1.11), if applicable, and the local area plan (i.e., L5.4). The LWDB may summarize plan changes due to public comment(s) as directed.
- Ensure the applicable LWDB chair and CEO duly approved the plan(s) as evidenced by signing and dating this form.

Technical Support for Section II: WIOA Local Area Plan Creation Verification

- All LWDBs must complete this section since each LWDB is required to submit a local area plan.

Technical Support for Section III: WIOA Regional Plan Creation Verification *for PLANNING regions only*

- Only Planning Regions are required to complete this entire section.
- The date documented as the Date of the last LWDB to approve the Regional Plan must be in alignment with all LWDBs in the same planning region as it serves as evidence of regional collaboration and consultation.
- All Single Local Areas must skip this section and proceed to the signature sections at IV, V, and VI, as directed. If a single local area incorrectly completes section III, it will void the submission form, and a new form must be filled out and signed by all parties identified on page 1.

Technical Support for signature sections IV, V, and VI

- The date(s) documented in Sections IV, V, and VI should be in alignment with, or after, the date(s) documented in Section II: Submitting LWDB Approval Date and Section III: Date of the last LWDB to approve the Regional Plan, as applicable.
- The LWDB Chair and CEO must approve the final WIOA plan(s) and its supporting documents prior to final submission. L&I will not approve WIOA plan(s) if all required signatures are not included as directed.

Please direct questions to the BWDA Policy & Planning Coordination Services resource account: RA-LI-BWDA-Policy@pa.gov