

Pennsylvania WIOA Plans Submission Checklist
Fiscal Year 2025-2028 WIOA Regional and Local Area Plan

This checklist is used to ensure completeness; indicate each submitted item prior to emailing this form and items listed below to RA-LI-BWDA-Policy@pa.gov.

	Regional Plan saved in Microsoft Word if in a <u>Planning Region</u> . (N/A for Single Local Areas)
	The <u>Four-Year Plan Submission Form</u> , or the <u>WIOA Plan Review and Modification Form</u> if submitting a modified plan. Note: This form must be signed and submitted with the clean copy of the local area plan during final submission.
	Local Area Plan saved in Microsoft Word.
	Attestations Completed.
	Attachment 1: Local Area WIOA Title I Programs Performance Accountability Table
	Attachment 2: Local Workforce Development System Organizational Chart
	Attachment 3: Local Workforce Development System Program Partner-Provider List
	Provide documentation of public notice/public comment (see pages 3-4 of guidance for additional details) <u>Local Boards must provide evidence of items described in both 1 and 2:</u> 1. Electronic documentation: A. a screen print of the online posting on the local board’s website and website information providing evidence of the first date the public comment period began; <u>and</u> B. documentation of how and when stakeholders were informed of the public comment period (e.g., an e-mail to stakeholders and other interested parties). 2. Public hearings (e.g., board meetings) and local news media documentation: A. a copy of the advertisement from the physical newspaper of general circulation; <u>and</u> B. a billing receipt showing dates of publication. Note: This documentation must be submitted with the clean copy of the regional (if applicable) and local area plan during final submission.