

Andrew Cuomo, Governor

Peter M. Rivera, Commissioner



**NEW YORK STATE  
WORKFORCE DEVELOPMENT SYSTEM  
TECHNICAL ADVISORY #14-6**

**DATE MAY 20, 2014**

**To: Workforce Development Community**

**Subject: Planning Guidelines for the Workforce Investment Act/Wagner-Peyser Local Plan for Program Year 2014.**

**PURPOSE**

The purpose of this Workforce Development System Technical Advisory (WDS-TA) is to transmit guidance and a plan template for developing the Local Plan for Program Year (PY) 2014 (July 1, 2014 – June 30, 2015) for Workforce Investment Act Title 1-B (WIA) and Wagner-Peyser (W-P) programs.

**ACTION**

All Local Workforce Investment Boards (LWIBs) must use the attached planning guidance to develop their WIA and W-P Local Plans. The Local Plan for PY 2014 must be submitted electronically to the New York State Department of Labor (NYSDOL) no later than **September 30, 2014**, following a statutorily mandated 30 day local public review and comment period.

LWIBs should submit a copy of the completed plan including attachments, any comments received, and the manner in which the comments were addressed, to [localplans.WDTD@labor.ny.gov](mailto:localplans.WDTD@labor.ny.gov), with a copy to the Division of Employment and Workforce Solutions (DEWS) State Representative (hereinafter called State Representative). Complete directions for plan submittal are included in the General Instructions for the Local Plan.

**PROCEDURES**

Section 118 of WIA requires each LWIB to develop and submit a comprehensive Local Plan in partnership with the appropriate Chief Elected Official(s). The attached planning guidelines are similar to the PY2013 Local Plan guidelines.

**BACKGROUND**

Section 852 of New York State Labor Law specifies that the Department of Labor shall provide staff support for the State Workforce Investment Board and, as such, shall assist the Governor in fulfilling the requirements of the federal Workforce Investment Act of 1998 (P.L.105-220), including a review of local plans.

**REFERENCES**

WIA Sections 117 and 118, 20 CFR §661.345; §661.350; §661.355. State Labor Law § 852.

## INQUIRIES

Questions regarding this TA may be directed to your State Representative.

## ATTACHMENTS

- [General Instructions for the Local Plan](#)
- [Planning Guidelines for the Workforce Investment Act/Wagner-Peyser Local Plan for Program Year 2014. This document includes:](#)
  - [Attachment A: Units of Local Government](#)
  - [Attachment B: Fiscal Agent](#)

## THE FOLLOWING ATTACHMENTS ARE PROVIDED SEPARATELY:

- Attachments Requiring Signatures
  - [Attachment C: Signature of Local Board Chair](#)
  - [Attachment D: Signature of Chief Elected Officials](#)
  - [Attachment E: Signature of WIB Director](#)
  - [Attachment F: Federal and State Certifications](#)
- [Attachment G: Career Center Operator Information](#)
- [Attachment H: List of Career Centers](#)
- [Attachment I: Budget \(Revised\)](#)
- [Attachment J: Service Providers](#)