



NEW YORK STATE
WORKFORCE DEVELOPMENT SYSTEM
TECHNICAL ADVISORY #14-3

DATE: MARCH 28, 2014

To: Workforce Development Community

Subject: Local Workforce Investment Board 2014 Regional Planning Guidelines

PURPOSE

To provide guidance to Local Workforce Investment Boards (LWIBs) for preparation and submittal of 2014 LWIB Regional Workforce Plans.

LWIB regional workforce planning recognizes workforce as an integral component of economic development. It is intended to identify and leverage assets of the New York State Career Center system. It will also support Regional Economic Development Council (REDC) strategic planning and the role of the State Workforce Investment Board in addressing these workforce priorities.

ACTION

LWIBs within each of the State's 10 economic development regions will prepare a collaborative 2014 LWIB Regional Workforce Plan for their respective region, and submit the Plan to the New York State Department of Labor (NYSDOL) by April 30, 2014.

The 2014 LWIB Regional Workforce Plan is largely an update to 2013 LWIB Regional Workforce Planning, with additional requirements to identify priority sectors in the region and to inventory Business Advisory Committees established by the region's community college under Governor Cuomo's Next Generation NYS Job Linkage program.

Attachment A provides instructions for plan development and submission. **Attachment B** provides the template for the LWIB Regional Plan in a fill-able Microsoft Word document.

The 2014 LWIB Regional Workforce Plans are to be submitted electronically to NYSDOL by April 30, 2014 at LWIB@labor.ny.gov. The email must copy all LWIB Directors within the region and contain the subject line "{Region Name} LWIB 2014 Regional Workforce Plan."

The 2014 LWIB Regional Workforce Plans will be posted on NYSDOL's regional workforce planning web-page at <http://labor.ny.gov/workforcenypartners/lwia/lwib-regional-plans.shtm>.

Once submitted, LWIB Regional Workforce Plans may be updated at any time. Please submit plan updates to NYSDOL at LWIB@labor.ny.gov with copy to all LWIB Directors within the region and using the subject line "{Region Name} 2014 LWIB Regional Workforce Plan Update." Updated Plans will be posted on the NYSDOL's Regional Workforce Planning web page in place of the prior version.

REFERENCES

Workforce Investment Act Final Rules, Section 661.290

Workforce Investment Act, Section 116 (c)

INQUIRIES

Questions regarding this TA may be directed to LWIB@labor.ny.gov.

ATTACHMENTS

[**Attachment A**](#): General Instructions – Regional Plan for Program Year 2014

[**Attachment B**](#): Regional Planning Guidelines