

## Procedures for Submission of the WIA Five-Year Local Plan

These procedures pertain to the WIA Five-Year Local Plan Guidance for those newly designated local workforce investment areas, effective July 1, 2004.

It is important to closely follow the Five-Year Local Planning Guidance template and the submission procedures provided below. Local plans that are inconsistent with the guidance and requirements risk not being approved.

### Development of Plan

The Local Workforce Investment Board, along with the One-Stop partners and other stakeholders, has the responsibility of creating and articulating the vision that should outline the overarching goals and objectives of the local workforce investment service delivery system. The plan should represent a collaboration of efforts. Through full participation and collaboration with partners and communities, decisions should be made that will assist in developing a strategic local plan that will facilitate the delivery of employment and training services to the customers in the local workforce investment area.

### Local Plan Template:

A local plan template has been developed containing the questions that must be answered when developing the local plan. This template was provided to local areas at the meeting on January 16, 2004.

The template will be on the state's Web site. Use the template located on the website at: *Ohioworkforce.org*. The template is available in two formats: *Word 2000* and *WordPerfect 6/7/8*.

To access the document from the website homepage:  
- click the green bar labeled "WIA Implementation"  
- go to "WIA Local Area Designation"  
- page down to "Five-Year Local Plan Template."

The responses to the questions should be entered below the question. The questions should be in bold, and each response should be no more than three (3) pages in length.

Pages in the local plan should be numbered.

Use a size 12 or larger font.

### Cover Page:

The cover page is designed in a table. Enter responses in the cell on the right. The table will

expand to accommodate the text. It may be necessary to create a second table (second sheet) for additional space.

**Table of Content:**

Add the page numbers after the plan has been completed.

**Signature Page:**

In the first blank space, enter the name of the local workforce investment board and/or enter the local workforce investment area number.

Enter the counties that comprise the local workforce investment area. if the designation included a city, enter the name of the city also.

This local plan may be written for the period of July 1, 2004 to June 30, 2005.

The original signature of both the local board chairperson and the local youth council chairperson must be included. Use blue ink for original signatures.

For the chief elected official signatures, all three (3) of the county commissioners in each county making up the local workforce investment board must sign, **or** the president of the board of county commissioners for each county must sign. In the case where the designation included a city, the mayor's **or** the authorized elected official's signature must also be included. Use blue ink for all original signatures.

If extra space is needed for additional signatures, signature lines may be added, or the signature page can be copied or modified to accommodate the extra signatures, as required.

**Attachments:**

Include an index of the attachments and place the attachments at the end of the plan. For specific questions that will have an attachment, indicate that there is an attachment.

**Resources:**

Refer to the "Workforce Investment Act Conventional Workforce Investment Area Designation Packet, Revised: 9/26/03," for details about tasks that must be completed to set up a local workforce investment

area. Local areas can download this document from [Ohioworkforce.org](http://Ohioworkforce.org), under One-Stop Information, Technical Assistance.

**Youth Plan:**

The youth plan components shown in the designation packet have been incorporated into the local plan template. *The youth plan will not be a separate stand-alone document.*

**Local Plan Guidance:**

Refer to the "Five-Year Local Guidance (Considerations and Examples of Answers)" handout for citations, "considerations" and "how to's," which will be useful when preparing the local plan.

Where appropriate, Labor Market Information (LMI) information should be used to formulate a response to the questions. However, *LMI documents, publications, reports, and similar materials must not be downloaded and added to the local plan or included as an attachment to the plan.*

A document that was utilized for the implementation of the WIA program entitled "Solutions, Strategies, Success!! A Local Planning Guide for 1999" may also be a helpful resource. It can be accessed online at: [www.ohioworkforce.org/wiai/Redesignation.html](http://www.ohioworkforce.org/wiai/Redesignation.html). Page down to the bottom of the screen.

**Local plan due to State:**

**March 29, 2004**

**How plans can be submitted:**

Two (2) hard copies must be mailed. One (1) hard copy of the local plan with **original** signatures on the signature page and one (1) hard copy must be mailed to:

ODJFS - Office of Workforce Development  
Bureau of Workforce Services  
145 South Front St., 4<sup>th</sup> Floor  
Columbus, OH 43215  
Attn: John Weber

In addition, a soft copy of the local plan must be emailed to Linda Dermody at:

*dermol@odjfs.state.oh.us*

**or**

A diskette (Word 2000 or WordPerfect 6/7/8 compatible) may be mailed to the attention of Linda Dermody at the above address.

**Local Plan Review  
Process:**

Upon receipt of the plan by the State, the document will undergo an internal review. An email will be sent to the local area contact person to inform them of who will be handling the state review of the local area's plan. In the interim, if you have questions concerning the plan template or submission procedures, you may contact Debbie Taylor, Adult, Dislocated Worker and Youth Opportunities Section, at [taylod01@odjfs.state.oh.us](mailto:taylod01@odjfs.state.oh.us).

**Making Revisions to the  
Plan:**

As a result of the State review, it may be necessary to submit changes to the plan. The designated ODJFS staff reviewer will notify the contact person identified on the cover page of the plan by email or phone of any required revisions. The changes must be submitted by email to the ODJFS reviewer assigned to the local area. The email must clearly identify the question number with the answer and provide an explanation of the change. It will be the responsibility of the assigned ODJFS reviewer to see that the change is inserted into the finalized plan.

**Approval of Local Plan:**

All local plans submitted to the State will be considered approved 90 days following submission, or at any time written approval is provided by the State if the local plans:

- are written in accordance with the guidelines, that are consistent with and meet all provisions of the Workforce Investment Act of 1998;
- have no substantive issues identified by the State, and establish acceptable levels of performance.

A letter indicating approval of the plan will be mailed to the director of the WIA administrative entity. The final version, including any revisions, of the local plan will be emailed to the contact person identified on the cover page of the plan.