**Workforce Innovation and Opportunity Act (WIOA)**

**UNIFIED AND COMBINED STATE PLANS**

**Technical Assistance Resources for Program Years 2022 - 2023 Modification**

Developed by U.S. Department of Labor and Department of Education

The purpose of this resource is to provide States suggestions to consider while preparing and finalizing the WIOA State Plan modification for Program Years 2022-2023 plan period. The document includes the following:

* **Summary of Areas for Improvement**: Identification of topics from the Program Year (PY) 2020 State Plans that a number of States could improve upon in their modification.
* **Considerations** to help assess State Plan completeness and cohesiveness.
* **Tips** on how to input a plan in the portal so the published version available to the public is reader-friendly.
* **Links** to resources and training

**Summary of Areas for Improvement: PY 2020 WIOA State Plans Common Elements**

The topics below represent areas of the State Plan requirements where Federal reviewers identified opportunities for improvement across a large segment of State Plans following the review of the PY 2020 State Plans.

### Workforce Analysis among various populations with barriers to employment (i.e. unemployment levels, skills and credentials of workforce, skills “gaps” relative to forecasted occupational competencies and demand). In many of the PY 2020 State Plans, reviewers observed States generally omitted in this section a complete workforce and labor market analysis of specific populations with barriers, such as TANF recipients, veterans, individuals with disabilities, and more. *ICR requirement II. a. 1. B. Workforce Analysis*

* **Workforce Development, Education and Training Activities Analysis.** The WIOA State Plan must include an analysis of the State’s various workforce program activities, their strengths and weaknesses, and a discussion of capacity of the system to carry out its activities. In the PY 2020 State Plans, many States did not clearly or fully describe which programs the State included in its analysis, sometimes omitting core programs, combined plan partners (if applicable), and/or required partners of the American Job Center network. *ICR requirement II. a. 2. Workforce Development, Education and Training Activities Analysis*

### [Core Program Activities to Implement the State’s Strategy](https://wioasppdev2.bixal.com/dashboard/11651). Reviewers observed in a number of plans that the State operational approach was general, with focus on broad tenets of how the system should work rather than actual descriptions of planned coordination, cogent alignment activities, and/or approaches such as co-enrollment. *ICR requirement III. a. 2. A. Core Program Activities to Implement the State’s Strategy*

### [Coordination, Alignment and Provision of Services to Individuals](https://wioasppdev2.bixal.com/dashboard/11371). The role of specific program coordination in relation to particular population needs was not well-described and very general in a number of plans. *ICR requirement III. a. 2. C. Coordination, Alignment and Provision of Services to Individuals*

### State Board Membership. Many States did not have required members appointed to State Boards, in particular unique representation of Vocational Rehabilitation and Adult Education. *ICR requirement III. b. 3. B. i. Membership Roster*

### Interoperable management information systems for the core programs and integration of data systems to facilitate streamlined intake and service delivery. Many State Plans did not provide descriptions of their efforts and plans for the timely integration and coordination of performance and data systems among programs, for example still referencing transitions from WIA. Many States did not discuss plans to integrate data systems to facilitate streamlined intake and service delivery across all programs. *ICR requirement III. b. 6. A Program Data, Data Alignment and Integration*

* **Use of Assessments and Plans for Evaluations**. Three items in the plan requirements relate to how the State intends to assess its effectiveness and programs, one for core programs and another for one-stop partners, and then how it has used previous assessments to adapt its plan strategies. States’ narratives often conflated performance accountability, assessment, and evaluation rather than articulating distinct approaches to how they have used both the information for improvement as well as plans for the future. *ICR requirement III. b. 4. Assessment and Evaluation of Programs and One-Stop Program Partners*
* **Veterans’ Priority of Service**. Many states framed veteran’s priority in ways that suggest they just send them to JVSG rather than serving them through WIOA Title I and Wagner-Peyser and other programs for which they may be eligible. *ICR Requirement III. b. 7. Priority of Service for Veterans*

**Considerations for the Development of the PYs 2022-2023 WIOA State Plan Modification**

Below are some questions and considerations to help States and Territories update and assess their State Plan to ensure that they are useful to workforce development principals and partners, stakeholders, and the public. These considerations are based on the specifications in the Information Collection Request [(ICR)](https://www.dol.gov/sites/dolgov/files/ETA/wioa/pdfs/State-Plan-ICR.pdf) and the guidance containing the planning priorities in Training and Employment Guidance [TEGL 4-21](https://wdr.doleta.gov/directives/corr_doc.cfm?docn=8216).

**Big Picture**

* Is the Governor’s vision for the public workforce system clear and actionable?
* Is the State Workforce Development Board’s role in plan development and review clearly described, including input of WIOA core and partner programs?
* Does the plan identify the outreach activities to required WIOA core and partner programs, as well as the general public (e.g. public forums, interagency meetings, webinars, etc.)?
* Does the State Plan Modification address the WIOA Planning Priorities articulated in Federal planning guidance including data driven decision-making, reemployment, equity in service delivery and educational programming, and enhanced supportive service offerings?

**Connecting Strategic and Operational Plan Elements**

* Does the State Plan modification reflect a succinct analysis of what may now be a different set of growing and declining industries, economic conditions, occupations, and skills?
* Does the workforce analysis include an analysis of specific populations with barriers such as TANF recipients, veterans, individuals with disabilities and more? Does the Plan operationalize strategies to address the workforce needs of individuals with barriers?
* Does the State Plan modification articulate strategies and activities in the high growth industries and occupations as determined by the State’s labor market/economic analysis and does the Plan demonstrate how this informaton informs the State’s chosen sector strategies, career pathways, and other initiatives?
* Does the State Plan provide assessment based on the state performance measures of the required core partner programs including quality, assessment and improvement of its programs? Does the plan provide how required partner programs will be assessed?
* Are the strategic goals identified in the plan laid out in “actionable steps” with milestones in the Operational section of the Plan? Would tables or charts help articulate activities, planning, and milestones?
* Does the State Plan modification describe how the required core and partner programs plan to continue to coordinate and align for the the benefit of both job seekers and employer customers?
* Does the State Plan modification describe plans to adjust or adapt service delivery as a result of the pandemic or other major changes in the last two years?
* Does the modification meet WIOA requirements for State Board membership, including representatives from each of the core programs with decision-making authority?
* Does the plan accurately describe steps the State currently takes or plans to take related to integrating and coordinating data systems across required WIOA core and partner programs to facilitate streamlined intake and service delivery across all programs?
* Does the State Plan modification respond to relevant Federal or State-level program evaluations and reports? Does the modification reflect the action steps the State is taking to address the findings in the document?
* Does the Plan take into account findings from core and partner program assessments and analysis, and identify ways to make improvements? Does it describe how it will continue to assess progress? Similarly, how has the State used the results of its evaluation and what are its future evaluation plans?

**Tips for Reader-Friendly State Plans**

The Departments require that States submit their WIOA State Plan into the WIOA State Plan Portal (wioaplans.ed.gov). Ultimately, the plans submitted into the portal are exported once they are fully approved and published publicly on the portal’s homepage. How State staff enter their plan information into the portal does matter for how the final, published plan appears to the public. The tips below can help produce a more reader-friendly State Plan in its final, published form.

* Examine your State’s PY 2020 State Plan pdf by downloading it from wioaplans.ed.gov to get a sense of how the plan looks once it’s converted to a published format.
* When entering information into the portal narrative fields, it’s unnecessary to restate or paste the ICR requirement itself into the field.
* Enter text in a way that still logically connects it to the prior entry, so it can maintain a natural, narrative flow once published.
* If the information in a given portal field was addressed elsewhere in another portion of the plan, it is fine to direct the reader to the appropriate section. Copying and pasting the identical information into multiple portal fields will result in a repetitive and confusing experience for readers of the published version.
* Review entries for font consistency, spacing, font color, and other formatting features. It may help to export the State Plan from the portal to Word once entries are complete (or at any stage of development) to help catch obvious formatting issues or unintentional errors.
* Consider the use of appendices to help organize material for different audiences. For example, a State may choose to summarize the main points and conclusions of its labor market and workforce analysis in the main body of the plan but place the more detailed breakdown of various data in an appendix.

### Resources and Training

### [Policy Guidance](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwioaplans.ed.gov%2Fresources%2Fother-resources%2Fpolicy-guidance&data=04%7C01%7CThompson.Kevin%40dol.gov%7C47610f7e8232447a21a608d9e2a377e6%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637790013987834883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=NxI2ZtOD2PFKEQaTPMkcswOPsYHvkQD0AkJgI11V008%3D&reserved=0)

* [Office of Career, Technical, and Adult Education Program Memorandum 22-2](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww2.ed.gov%2Fabout%2Foffices%2Flist%2Fovae%2Fpi%2FAdultEd%2Foctae-pm-22-2.pdf&data=04%7C01%7CThompson.Kevin%40dol.gov%7C47610f7e8232447a21a608d9e2a377e6%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637790013987834883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=Jxdas5%2BphE95gPx2bdF%2BXSo%2BICDcu86dv2NHKuGott8%3D&reserved=0)
* [Employment and Training Administration Training and Employment Guidance Letter TEGL No. 04-21](https://wdr.doleta.gov/directives/corr_doc.cfm?docn=8216)
* [Rehabilitation Services Administration Technical Assistance Circular TAC 22-02](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Frsa.ed.gov%2Fsites%2Fdefault%2Ffiles%2Fsubregulatory%2FRSA-TAC-22-02.pdf&data=04%7C01%7CThompson.Kevin%40dol.gov%7C47610f7e8232447a21a608d9e2a377e6%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637790013987834883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=rtqfGadPFFhR6GK5IlNfsmMhdNok6Xbs3qW8Sb1%2BVi8%3D&reserved=0)
* [Information Collection Request (ICR): Required Elements for Submission of the Unified or Combined State Plan and Plan Modification under WIOA](https://www.dol.gov/sites/dolgov/files/ETA/wioa/pdfs/State-Plan-ICR.pdf)

### [Program Technical Assistance](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwioaplans.ed.gov%2Fresources%2Fother-resources%2Fwioa-technical-assistance&data=04%7C01%7CThompson.Kevin%40dol.gov%7C47610f7e8232447a21a608d9e2a377e6%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637790013987834883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=e%2Fz67Th0K%2FtRY3jtmBv%2BbZx2EdkOBgMUgReV557KPKY%3D&reserved=0)

* Webcast series: [Requirements and Considerations for State Plan Modifications for 2022 – 2023](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fion.workforcegps.org%2Fresources%2F2019%2F06%2F14%2F16%2F46%2F~%2Flink.aspx%3F_id%3DA36F56472C3F42B392E291850CEF1D78%26_z%3Dz&data=04%7C01%7CThompson.Kevin%40dol.gov%7C47610f7e8232447a21a608d9e2a377e6%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637790013987834883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=lY6FEPFqJJULvpI%2BwyG%2FWOu4ZJCfYS2IS0HP1xUiLOk%3D&reserved=0)
* [Workforce GPS](https://www.workforcegps.org/)
* [Innovation and Opportunity Network](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fion.workforcegps.org%2F&data=04%7C01%7CThompson.Kevin%40dol.gov%7C47610f7e8232447a21a608d9e2a377e6%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637790013987834883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=nD3o9oA8R2FogivuYnYQN%2BDzKkmYlBS3pHsgti5sWgc%3D&reserved=0)
* [WIOA Adult Priority Populations Desk Reference](https://ion.workforcegps.org/resources/2017/03/09/11/25/~/link.aspx?_id=CEDFCD38ED6E41C7ACE17C19725B200D&_z=z)
* Department of Labor’s [WIOA webpages](https://www.dol.gov/agencies/eta/wioa/resources)

### [Portal Technical Assistance](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwioaplans.ed.gov%2Fresources%2Fother-resources%2Fwioa-technical-assistance&data=04%7C01%7CThompson.Kevin%40dol.gov%7C47610f7e8232447a21a608d9e2a377e6%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637790013987834883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=e%2Fz67Th0K%2FtRY3jtmBv%2BbZx2EdkOBgMUgReV557KPKY%3D&reserved=0)

* [State User Portal Resource – User Manual](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwioaplans.ed.gov%2Fresources%2Fother-resources%2Fstate-user-portal-resource-user-manual&data=04%7C01%7CThompson.Kevin%40dol.gov%7C47610f7e8232447a21a608d9e2a377e6%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637790013987834883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ydTd437rCqDl1QgZtQFcPnLGgUuFSiP80Ug931zxX5E%3D&reserved=0)
* [WIOA State Plan Portal Roles and Responsibilities](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwioaplans.ed.gov%2Fresources%2Fother-resources%2Fwioa-roles&data=04%7C01%7CThompson.Kevin%40dol.gov%7C47610f7e8232447a21a608d9e2a377e6%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637790013987834883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=AFjFxShbYZjih5EyKfJoBHF8Sb2GF5CoXAcEfAI9u%2FM%3D&reserved=0)
* [Working With Two-Year Modifications (2YM)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwioaplans.ed.gov%2Fresources%2Ftraining-how-use-portal%2Fworking-two-year-modifications-2ym&data=04%7C01%7CThompson.Kevin%40dol.gov%7C47610f7e8232447a21a608d9e2a377e6%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637790013987834883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=47C%2BSJQgSfFrc2c%2Bh9%2FtbgFpYYx6nltvw%2BbarosheK0%3D&reserved=0)
* [Entering and Editing Narrative](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwioaplans.ed.gov%2Fresources%2Ftraining-how-use-portal%2Fentering-and-editing-narrative-content&data=04%7C01%7CThompson.Kevin%40dol.gov%7C47610f7e8232447a21a608d9e2a377e6%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637790013987834883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=pr0KdFUFwL3ZlC1s7wRBw7Ofk7%2FTgsWKRAAlliqoI6I%3D&reserved=0)