

# WIOA TWO-YEAR REGIONAL PLAN MODIFICATION FORM

## Overview

The Workforce Innovation and Opportunity Act (WIOA) requires that Regional Plans be reviewed and updated at the end of the first two-year period of the four-year Regional Plan. Local Workforce Development Boards (LWDBs) and the Chief Elected Officials (CEOs) in each planning region are responsible for reviewing the Regional Plan and determining whether changes are required. One LWDB in the region must submit any changes to the New York State Department of Labor (NYSDOL) following the WIOA-required 30-day public comment period.

## Instructions

LWDBs and CEOs within a planning region must examine and review their current Regional Plan. Revisions to the Plan must be identified in track changes or via highlight within the Plan so they are easily recognizable to the public during the public comment period. Changes should be based on the three (3) regional modification criteria:

1. **Labor and economic conditions;**
2. **Financing for WIOA Title I and partner-provided WIOA services; and**
3. **Implementation of the Regional Plan.**

Once updates within the Regional Plan are complete, LWDBs will summarize changes related to the three (3) criteria in the **Regional Planning Criteria** section of this form. In each summary, include page numbers for the corresponding changes within the Plan.

Alternatively, LWDBs and CEOs may determine that no changes to the Plan are necessary and if so, indicate that by checking the appropriate box.

Each region must choose a lead LWDB Director who will submit the Regional Plan on behalf of the region. The lead LWDB Director must sign the **LWDB Attestation** located at the end of this form, confirming that the Regional Plan modifications were discussed with, and approved by, all LWDBs and CEOs in the region.

**Note:** If no changes were made to the Regional Plan, the lead LWDB Director must still sign the **LWDB Attestation**.

Electronic signatures that meet [Electronic Signatures and Records Act](#) (ESRA) guidelines are acceptable.

This completed document must be submitted to NYSDOL via email to the LWDB Mailbox ([LWDB@labor.ny.gov](mailto:LWDB@labor.ny.gov)) using the subject line [REGION NAME] Two-Year Regional Plan Modification. The email should also include a copy of the updated Regional Plan, if necessary, which will be re-posted to the NYSDOL website at <https://dol.ny.gov/workforce-development-plans>. If the LWDB Attestation is not signed electronically, a hard copy of page 2 of this document must also be mailed to:

Attn: Regional Plan Modification Attestation  
New York State Department of Labor  
Division of Employment and Workforce Solutions  
W. Averell Harriman Office Building Campus  
Building 12 – Room 440  
Albany, NY 12240

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Region:

### Regional Planning Criteria

1. Describe any changes in **labor market and economic conditions** in the region, including changes to the employment needs of businesses and changes to existing and emerging in-demand industry sectors or occupations.

2. Describe any changes in the **financing available to support WIOA Title I services and partner-provided WIOA services** that have affected implementation of the Regional Plan.

3. Describe any other **factors affecting implementation of the Regional Plan**.

- The LWDBs and appropriate CEO(s) reviewed the Regional Plan and determined that modifications to the Regional Plan are not necessary.**

### LWDB Attestation

In compliance with the provisions of WIOA, the undersigned hereby attests that the Regional Plan was reviewed with the appropriate LWDBs and CEOs; modifications to the Regional Plan were discussed with, and approved by, the appropriate LWDB Directors and CEOs in the region; and the public comment period of no more than 30 days is complete. Modifications were submitted accurately to NYSDOL, on behalf of all LWDB Directors and CEOs in the region.

**Signature of lead LWDB Director**

**Date**