ALABAMA WORKFORCE DEVELOPMENT SYSTEM

Alabama Department of Workforce
Workforce Development
401 Adams Avenue
Montgomery, Alabama 36130

ADMINISTRATIVE DIRECTIVE PY2024-03

SUBJECT: Workforce Innovation and Opportunity Act (WIOA) Local Workforce Development Areas Plans

Purpose: To provide guidance to the Local Workforce Development Areas and Regional Workforce Boards on the submission of Local Area Plans.

Effective Date: May 5, 2025

Discussion: Regional Workforce Boards are required to submit a local area plan once every four years in order to receive its WIOA allocations. Local Area Plans must also be updated bi-annually per Alabama Workforce Board Policy PY2024-3, Change 1. Note that Grant Agreements are also a part of the local area plan, but they are a separate document submitted annually. Grant Agreements are discussed in Administrative Directive PY2024-04.

WIOA also requires local areas to submit their plans as part of a Regional Plan if they are part of an identified Planning Region (20 CFR 679.500). The purpose of a Regional Plan is to coordinate resources among multiple Local Areas in the same region (20 CFR 679.500(b)). Each Local Area in the state encompasses only one Region, and there is only one Local Workforce Development Board (LWDB) in each Region; therefore, a Regional Plan is not needed. Local Areas will only be required to submit a single Local Area Plan.

Instructions for the preparation of Local Area Plan submissions are attached for guidance. An approved Local Area Plan providing the appropriate degree of information on Local Area existing and projected programs and participant operational procedures is required. Plans should be for a period of four years as required in WIOA Section 108 and 20 CFR 679.550(a). Plans must be updated bi-annually, but other modifications to plans may be made as needed.

The Local Area Plans should comply with the requirements of WIOA as outlined in the Final Rule at 20 CFR 679.560 and other applicable sections, on which the attached Local Area Plan Instructions are based. Local Area Plans are also required to be in alignment with Alabama's Combined State Plan. A copy of the State Plan is available at: https://wioa-alabama.org/alabama-