

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 22-16, Change 1
Date:	December 5, 2016
Keyword:	Board Planning; WIOA
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers

Reagan Miller

From: Reagan Miller, Deputy Director, Workforce Solutions

Subject: **Local Workforce Development Board Planning Guidelines for Program Years 2017–2020—Update**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with guidance on the development and submission of Board Plans for Program Years 2017–2020 (PY'17–'20).

CHANGES TO Workforce Development (WD) LETTER 22-16:

New information in this WD Letter is indicated by:

- a ~~strikethrough~~ of the original language, which indicates that language has been deleted; and
- **bold** typeface, which indicates new or clarifying language.

This updated WD Letter provides the following:

- **A link to the Adult Education and Literacy Strategic Plan for FY 2015–FY 2020.**
- **Updates to certain terminology to make it more consistent with Workforce Innovation and Opportunity Act (WIOA) terminology**
- **An update to Attachment 1, deleting an item under Economic and Workforce Analysis to better reflect WIOA's requirements**
- **Updates to the templates in Attachment 4 so that the column headings more clearly reflect the data output from Tracer 2**
- **The addition of Attachment 6, Instructions for the In-Demand Occupations, Target Occupations, and In-Demand Industries Templates.**

As revisions to Attachment 4 are substantial, ~~strikethrough~~ of the original language to indicate deleted text and **bold** typeface to indicate new language and columns have been omitted. Readers may request the original WD Letter 22-16, Attachment 4, by e-mailing workforce.editing@twc.state.tx.us and including the letter number in the subject line.

Note: Boards that have already completed their In-Demand Occupations, Target Occupations, and In-Demand Industries lists using Attachment 4 of WD Letter 22-16 will not have to complete and submit them again. The Texas Workforce Commission (TWC) will update the raw data provided to adhere to the new column headings.

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires that Boards set priorities for and oversee the workforce development system in their region.

Boards have until February 28, 2017, to submit a plan that promotes communication, coordination, and collaboration among AEL grantees, employers, economic development organizations, community-based partners, and other service providers that support the economic growth of the local workforce development system while meeting the needs of employers and job seekers.

PROCEDURES:

NLF: Boards must follow the instructions set forth in the following when submitting PY' 17-'20 Board Plans:

- Texas Board Planning Guidelines for Program Years 2017–2020 (Attachment 1)
- Texas Workforce Investment Council Requirements (Attachment 2)
- **In-Demand Occupations Industries, and Demand/ Target Occupations, and In-Demand Industries/Target, Templates** (Attachment 4)

NLF: Boards must show what sources were used to compile the **in-demand industries, and in-demand/target occupations, and target occupations** listed in the Board Plan. TWC's Labor Market and Career Information (LMCI) department provides tools for that purpose at <http://www.tracer2.com/lmci.state.tx.us/>.

LF: For the **In-Demand Industries List**, included in Attachment 4 to this WD Letter, Boards may use the following tools, but other tools also may be used:

- TWC's LMCI website (<http://www.tracer2.com/>), Tracer 2—Select the *Future* tab to see industry projections
- Wanted Analytics Industry Filter (<http://www.wantedanalytics.com/>); and
- Industries and Occupations References (Attachment 5) that contains:
 - a 2012 North American Industry Classification System *Codes* tab; and
 - ~~the two~~ **Governor's Cluster Reference** tabs.

LF: For the Target and **In-Demand Occupations** lists, Boards may use the following tools, but other tools also may be used:

- Tracer 2—**Select the Future tab to see** (<http://www.tracer2.com/>); **O**-occupation projections;—Tracer 2's 2015 Occupational Wages (<http://www.tracer2.com/??PAGEID=67&SUBID=151>);

- **Select the *Wage Information* tab to access 2015 Occupational Employment Statistics (OES) Wage Data**
- Wanted Analytics Occupation Filter (<http://www.wantedanalytics.com>); and
- Industries and Occupations References (Attachment 5) that contains an *Occupational Wages* tab for all Boards and occupations.

NLF: As leading industries, occupations, and employer-training-needs change, Boards must update their **In-Demand Industries, and In-Demand/Target Occupations, and Target Occupations** lists, as necessary, and e-mail the updated lists to Board.Plans@twc.state.tx.us.

NLF: Boards must e-mail their PY' 17-'20 Board Plans to Board.Plans@twc.state.tx.us no later than the close of business on February 28, 2017.

NLF: Boards must ensure that Board Plans align with the following:

- *The Texas Workforce System Strategic Plan FY 2016–FY 2023*
([http://gov.texas.gov/files/twic/Texas_Workforce_System_Strategic_Plan_\(FY2016–FY2023\).pdf](http://gov.texas.gov/files/twic/Texas_Workforce_System_Strategic_Plan_(FY2016–FY2023).pdf))
- *The Texas Workforce Commission 2015–2019 Strategic Plan*
(<http://www.twc.state.tx.us/files/twc/strategic-plan-2015-2019-twc.pdf>)
- *Combined State Plan for the Workforce Innovation and Opportunity Act (WIOA) of 2014 PY 2016–PY 2019*
(<http://www.twc.state.tx.us/partners/workforce-innovation-opportunity-act-wioa#acronymTitleworkforceInnovationOpportunityActWioaacronymCombinedStatePlan>)
- *Adult Education and Literacy Strategic Plan for FY 2015–FY 2020*
(<http://www.twc.state.tx.us/files/twc/twc-strategic-plan-adult-education-literacy-fy2015-2020.pdf>)

INQUIRIES:

Send inquiries regarding this WD Letter to Board.Plans@twc.state.tx.us.

ATTACHMENTS:

Attachment 1: Texas Workforce Development Board Planning Guidelines for Program Years 2017–2020

Attachment 2: Texas Workforce Investment Council Requirements

Attachment 3: Statutory and Regulatory References

Attachment 4: **In-Demand Occupations Industries, and Demand/ Target Occupations, and In-Demand Industries/Target, Templates**

Attachment 5: Industries and Occupations References

Attachment 6: Instructions for the In-Demand Occupations, Target Occupations, and In-Demand Industries Templates

RESCISSIONS:

WD Letter 22-16 and TA Bulletin 253

REFERENCES:

WD Letter 22-16, Change 1

The Workforce Innovation and Opportunity Act
The Texas Workforce System Strategic Plan FY 2016–FY 2023
[http://gov.texas.gov/files/twic/Texas_Workforce_System_Strategic_Plan_\(FY2016–FY2023\).pdf](http://gov.texas.gov/files/twic/Texas_Workforce_System_Strategic_Plan_(FY2016–FY2023).pdf)
Texas Workforce Commission Local Workforce Development Boards Rules: 40 TAC §801.17
Texas Workforce Commission 2015–2019 Strategic Plan <http://www.twc.state.tx.us/files/twc/strategic-plan-2015-2019-twc.pdf>
Workforce Innovation and Opportunity Act Combined State Plan of 2014 PY 2016–PY 2019
<http://www.twc.state.tx.us/partners/workforce-innovation-opportunity-act-wioa#acronymTitleworkforceInnovationOpportunityActWioaacronymCombinedStatePlan>
Adult Education and Literacy Strategic Plan for FY 2015–FY 2020
<http://www.twc.state.tx.us/files/twc/twc-strategic-plan-adult-education-literacy-fy2015-2020.pdf>

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”