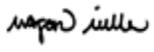


## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 15-15
<b>Date:</b>	October 21, 2015
<b>Keyword:</b>	Board Planning; WIOA
<b>Effective:</b>	Immediately

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


**From:** Reagan Miller, Director, Workforce Development Division

**Subject:** **Procedural Requirements for Workforce Innovation and Opportunity Act Initial Designation of Local Workforce Development Areas**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with information and guidance regarding:

- initial designation of local workforce development areas (workforce areas); and
- requests for initial designation.

### **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, formally overhauled and reauthorized the expired Workforce Investment Act (WIA) of 1998. WIOA provides workforce development activities that enhance the employability, occupational attainment, retention, and earnings of job seekers, while matching employers with skilled workers.

WIOA §106 requires the governor to designate workforce areas within the state. The purpose of a workforce area is to serve as a jurisdiction for the administration of workforce development activities.

### **PROCEDURES:**

#### **Initial Designation of a Local Workforce Development Area**

**NLF:** Boards must be aware of the following:

- Designation as a workforce area is required in order to receive adult, dislocated worker, and youth funding under WIOA Title I.

- The governor will approve a request for initial designation as a workforce area from any area that:
  - was designated as a workforce area for purposes of WIA for the two-year period preceding July 22, 2014;
  - performed successfully; and
  - sustained fiscal integrity.
- The governor may approve a request for initial designation from a workforce area that was not designated as a workforce area for purposes of WIA if the proposed area:
  - is consistent with local labor market areas;
  - has a common economic development area; and
  - has the federal and nonfederal resources, including appropriate educational and training institutions, to administer activities under WIOA Title I.
- The Texas Workforce Commission (TWC) will review the performance and fiscal integrity history for Boards submitting requests for initial designation.

**Requests for Initial Designation**

**NLF:** Boards must submit written requests for initial designation as a workforce area to TWC by January 15, 2016.

**NLF:** Boards must be aware that the governor will make the final designation of workforce areas no later than February 29, 2016.

**NLF:** Boards must be aware that the WIOA Local Workforce Development Area Designation Request (Attachment 1) must:

- be signed by a Board signatory (may be electronically generated and contain electronic signatures); and
- be mailed, faxed, or e-mailed to:

Texas Workforce Commission  
 Attn: Workforce and Board Support  
 101 E. 15th Street, Rm. 252T  
 Austin, Texas 78778-0001  
 Fax: (512) 463-6280  
[board.relations@twc.state.tx.us](mailto:board.relations@twc.state.tx.us)

**INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

**ATTACHMENT:**

Attachment 1: WIOA Local Workforce Development Area Designation Request

**RESCISSIONS:**

None

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**REFERENCES:**

Workforce Innovation and Opportunity Act, §106 Workforce Development Areas  
Texas Administrative Code, Title 40 Social Services and Assistance, Part 22 Texas Workforce  
Investment Council, Chapter 901 Designation and Redesignation of Local Workforce  
Development Areas, Rule 901.1 Procedures for Considering Redesignation of Workforce  
Development Areas  
Texas Government Code §2308.252 Designation of Workforce Development Areas

**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.”