

Oklahoma Employment Security Commission
Workforce Services Division

MEMORANDUM #M-03-2011

TO: WIA Board Staff

FROM: Lisa Graven, Director
Workforce Services Division

DATE: April 28, 2011

SUBJECT: Deadline Extension for Submission of Local One-Year Plan Modifications

All local plan extensions currently in place are set to expire on June 30, 2011. Given the continued potential for reauthorization of WIA within the next year and the Department of Labor's Employment and Training Administration's intention to revise planning guidance for Program Year (PY) 2012 and beyond, the Oklahoma Employment Security Commission (OESC) has allowed Local Workforce Investment Boards (LWIBs) to request a modification of existing their Local One-Year Plan Extension for the upcoming PY 2011.

OETI 08-2011, *Guidance for the Modification of Local One-Year Plan Extensions*, was issued April 20, 2011, to provide instructions on modification requests. OETI 08-2011 required LWIBs to submit requests for modification of Local One-Year Plan extensions no later than May 31, 2011. As with any effective planning process, LWIBs should have been proactively documenting changes to their plan as changes occurred keeping the plan current and viable. This process is expected to continue thus making your plan a living document reflective of the LWIB's workforce system design.

Due to activities and events occurring in the months of April and May, OESC has extended the submission deadline of modification requests for Local One-Year Plan extensions to July 31, 2011. This should allow LWIBs to more fully document, prepare, and approve plan modifications.

LWIBs **must** follow the instructions listed in OETI 08-2011 when submitting their request for modification of their existing Local One-Year Plan Extensions. The questions listed in this OETI come from the guidance issued for constructing the Local Two-Year Plan for PY 2007 and PY 2008 (OETI 04-2007). Local areas may submit their original answers to the Local Two-Year Plan for PY 2007 and PY 2008 and make modifications to only those items to which significant changes have been made. In addition, local areas **must** complete a new section (OETI 08-2011, Section IV: Analysis of Existing Local Plan Extension) to detail how effective the extensions of their local plans in PY 2009 and PY 2010 have been in enhancing the local workforce system and to outline future plans for improvement. When modifying local plans, LWIBs **must** maintain all information submitted in the original approved plan. Deletion of plan information **must** be

identified by striking through the intended text. Addition of plan information **must** be identified by underlining text.

If you have any questions concerning this memo, please contact Kylie Smith at (405) 557-7257 or kylie.smith@oesc.state.ok.us.