

Local Plan Modification Checklist

Before submitting the LWIA Plan Modification, ensure the following:

- ☐ Has the plan been reviewed and changes incorporated including but not limited to the following as applicable?
 - ☐ Updated or new policies are included
 - ☐ Federal/State policies are incorporated into the plan (i.e. Jobs for Veterans, Incumbent Worker, Minimum Training Expenditures, Training Provider Certification, etc.)
 - ☐ Strategies to meet Performance Goals are up to date
 - ☐ The local board structure is accurately reflected in the plan
 - ☐ Changes in the local area that affect service delivery are included. This would include any other significant change in service delivery or underlying philosophy of service delivery
 - ☐ Any operating sites that have been opened or closed are updated in the plan
 - ☐ Current economic conditions of the area are reflected in the plan
 - ☐ Significant discrepancies between planned participants and actual participants funded by formula grants have been addressed
- ☐ Does the modification include a Cover Letter signed by the CEO and LWDB Chair?
- ☐ Does the modification include the Adult and Dislocated Worker and Youth plan narratives?
- ☐ Have the Funding Forms (WIOA Program Funding and Operating Budget) been updated, reviewed for accuracy and included?
- ☐ Have the WIOA Registrants Form been completed?
- ☐ The Certificate(s) of Publication have been included.
- ☐ Any comments received are attached (if no comments were received, the Cover Letter or Summary of Changes should include a statement attesting to such).
- ☐ Is the documentation of changes since the last modification clear and easy to find (i.e. Written Summary of Changes and if changes to the plan narrative a separate electronic copy that clearly indicates all changes)?
- ☐ Are new or renegotiated Performance Goals included?
- ☐ The following Attachments of local policies with adoption and most recent modification dates must be included:
 - A-Incumbent Worker (if applicable);
 - B-Description of Separation of the Local Board and Service Delivery;
 - C-Organizational Chart of Title IB entity(ies) with names and titles;
 - D-Individual Training Accounts (ITAs);
 - E-Supportive Services;
 - F-Self-Sufficiency;
 - G-Local Training Provider Certification;
 - H-Needs Related Payments (if applicable);
 - I-Procurement Policies for the local board and WIA Program Service Administrators;
 - J-Stipends and Incentives (if applicable);
 - K-Jobs for Veterans; and
 - L-Other policies or procedures as requested by the State