

TEXAS WORKFORCE COMMISSION

Workforce Development Letter

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

From: Mary York, Director, Workforce Development Division

Subject: **Local Workforce Development Board Planning Guidelines for Program Years 2025–2028**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on the development and submission of local Board plans for Program Years 2025–2028 (PY 2025–2028).

RESCISSIONS:

WD Letter 18-22, Change 1

BACKGROUND:

Board Plans promote communication, coordination, and collaboration among grantees, employers, economic development organizations, community-based partners, and other service providers that support the economic growth of the local workforce development area while meeting the needs of employers and job seekers.

Consistent with the Workforce Innovation and Opportunity Act (WIOA) §108 and Texas Government Code §2308.304, each Board develops a comprehensive four-year local plan, in partnership with their chief elected officials.

PROCEDURES:

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.”

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.”

NLF: Boards must:

- use Attachment 1: Texas Local Workforce Development Board Plan for Program Years 2025–2028 Board Plan Development Guidelines, which includes the Texas Workforce Investment Council (TWIC) Requirements, for their PY 2025–2028 Board Plan;
- copy Board executive directors and Board chairs on the Board plan submission emails to the Texas Workforce Commission (TWC); and
- submit their PY 2025–2028 local Board Plan to Board.Plans@twc.texas.gov no later than the close of business on **March 21, 2025**.
 - WIOA requires that PY 2025–2028 Board Plans be approved by TWIC and the governor prior to the start of PY 2025 (July 1, 2025).
 - TWIC holds meetings on a quarterly basis and will consider PY 2025–2028 Board Plans at their June 2025 meeting.
 - TWC cannot guarantee that Board Plans received after the due date established in this WD Letter will be considered by TWIC at their June 2025 meeting.

NLF: Boards must ensure local Board Plans align with and support the key priorities, goals, and strategies outlined in the following state plans:

- [Accelerating Alignment: Texas Workforce System Strategic Plan Fiscal Years 2024–2031](#), which sets the overarching direction for the Texas workforce system. Boards must demonstrate how their strategies and initiatives contribute to the plan’s vision of creating a world-class workforce system that positions Texas as a global economic leader.
- [Texas Workforce Commission 2023–2027 Strategic Plan](#), which outlines TWC’s specific goals and strategies from now until 2027. Boards must demonstrate how their plans support TWC’s objectives, such as fostering economic growth, providing exceptional customer service, and maximizing efficiency and effectiveness.
- [WIOA Combined State Plan Program Years 2024–2027](#), which details how Texas will implement WIOA to achieve its workforce development goals. Boards must demonstrate how their plan supports the strategies identified in the WIOA Combined State Plan.
- [Adult Education and Literacy Strategic Plan Fiscal Years 2021 to 2026](#), which outlines Texas’ strategies for improving adult education and literacy services. Boards must describe how they will coordinate with adult education providers and integrate these services into their workforce development efforts.
- [Child Care Workforce Strategic Plan 2023–2025](#), which focuses on strengthening the child care workforce in Texas. Boards must demonstrate how they will support the recruitment, training, and retention of high-quality child care professionals in their regions.

LF: Boards may include specific references to the relevant state plans when describing their strategies, initiatives, and goals to clearly demonstrate alignment with those plans.

NLF: Boards must complete the following steps regarding the inclusion of existing and emerging in-demand industry sectors, in-demand occupations, and target occupations in their local Board Plan:

- Follow the procedures outlined in WD Letter 24-20, Change 1, titled “In-Demand Industries, In-Demand Occupations, and Target Occupations Lists—Update,” for inclusion of the Board’s lists of in-demand industries, in-demand occupations, and target occupations in the Board Plan.
- Review and revise the Board’s In-Demand Occupations List, In-Demand Industries List, and Target Occupations List as needed, using WD Letter 24-20, Change 1, Attachment 1: In-Demand Industries, In-Demand Occupations, and Target Occupations Lists Templates.
- Use the tools provided in WD Letter 24-20, Change 1, Attachment 3: Instructions for Completing In-Demand Industries, In-Demand Occupations, and Target Occupations Lists Templates, as well as other tools that may be available, as needed.

NLF: Before the Board Plan is submitted to TWC, Boards must:

- approve their local Board Plan in an open meeting, pursuant to Texas Government Code Chapter 551;
- make copies of the proposed local Board Plan available to the public electronically and through other means (such as public hearings and local news media);
- provide a comment period of at least 15 days, but no more than 30 days, in length; and
- provide, in Part 11 of the local Board Plan, any comments received, or a statement that no comments were received, during the comment period.

NLF: Boards must publish their plan on their respective websites within 30 calendar days from notice of the governor’s approval.

INQUIRIES:

Send inquiries regarding this WD Letter to Board.Plans@twc.texas.gov.

ATTACHMENTS:

Attachment 1: Local Workforce Development Board Plan Program Years 2025–2028
Board Plan Development Guidelines

REFERENCES:

[Workforce Innovation and Opportunity Act](#)
[Texas Government Code §2308.304](#)
[Title 40, Texas Administrative Code, Part 20, Chapter 801, Local Workforce Development Boards](#)

[Title 40, Texas Administration Code, Part 20, Chapter TWC Chapter 809 Child Care Services](#)

[Accelerating Alignment: Texas Workforce System Strategic Plan Fiscal Years 2024–2031](#)

[The Texas Workforce Commission 2023–2027 Strategic Plan](#)

[WIOA Combined State Plan Program Years 2024–2027](#)

[Adult Education and Literacy Strategic Plan Fiscal Years 2021 to 2026](#)

[Child Care Workforce Strategic Plan 2023–2025](#)