



Mark Sanford  
Governor

SOUTH CAROLINA  
DEPARTMENT OF COMMERCE

Joe E. Taylor, Jr.  
Secretary

**STATE WIA INSTRUCTION NUMBER: 05-03**

**TO:** Local Workforce Investment Areas  
**SUBJECT:** PY 2006 Plan Modification Instructions  
**ISSUANCE DATE:** March 23, 2006  
**EFFECTIVE DATE:** Immediately  
**EXPIRATION DATE:** June 30, 2007

**PURPOSE**

The purpose of this issuance is to transmit instructions for the preparation and submission of Program Year 2006 modifications to the local plan. As has been done in the past, instructions for the negotiation of performance goals will be addressed in a separate issuance.

**INSTRUCTION**

For Program Year 2006, local workforce investment areas (LWIAs) are asked to submit an abbreviated plan consisting of 1) a narrative which assesses PY 2005 accomplishments, describes PY 2006 goals, and identifies system and programmatic changes; and, 2) up-dated expenditure, participation and performance forms. The enclosed Instructions outline requirements for development and submission of the PY 2006 plan. **Sections I, II and III** of the plan must be submitted to the Workforce Development Department by **April 28, 2006**. **Sections I, IV, V, VI, VII and VIII** of the plan must be submitted to the Workforce Development Department by **May 26, 2006**. Note that Section I, *Identifying Information*, is to be included in both submissions.

As outlined in Section 118(c) of the Act and 661.345 of the Regulations, the Local Board must provide an opportunity for public comment on and input into the development of the plan prior to its submission to the State. Plan modifications are subject to the same public review and comment requirements that apply to the original plan.

Please number each page of your plan modification and use a size 12 font or larger. Submit an **original and eight (8) copies** as well as an electronic copy on diskette, CD or by e-mail to [jbyrd@sccommerce.com](mailto:jbyrd@sccommerce.com). Please label the original.

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Submit your plan modification and copies to:

SC Department of Commerce  
Workforce Development Department  
1201 Main Street, Suite 1600  
Columbia, SC 29201  
Attention: Jessie C. Byrd

Staff will review plans for compliance with the Act, Regulations and Instructions and work with LWIAs to remedy any identified deficiencies. Plan modifications will be approved unless it is determined that:


- There are deficiencies identified in local workforce investment activities that have not been sufficiently addressed; or
- The plan modifications do not comply with Title I of WIA and the Regulations.

**ACTION**

Local Workforce Investment Areas must prepare and submit modifications in accordance with this State WIA Instruction.

**INQUIRY**

Questions regarding this Instruction should be directed to Ms. Jessie C. Byrd at (803)737-2670 or [jbyrd@scommerce.com](mailto:jbyrd@scommerce.com).

  
Margaret Torrey, Ph.D.  
Director, Workforce Development

MT/JCB

Enclosure—Program Year 2006 LWIA Plan Modification Instructions with Attachments