

## **Work-Flex Plan Submission**

**Development of Work-Flex Request.** The Employment and Training Administration (ETA) Regional Offices and the National Office are available to provide guidance and assistance to the states as they are developing their work-flex requests and answer questions about ETA work-flex policy. The work-flex plan may accompany the Strategic WIA/Wagner-Peyser Act State Plan, or the title I portion of the state's Unified Plan, as appropriate, or it may be submitted separately at any time. If submitted separately, the work-flex plan must identify related strategies in the state's Strategic Plan.

**Minimum Requirements.** A work-flex plan must include descriptions of the process by which local areas in the state may submit and obtain approval by the State of applications for waivers, the requirements that will be waived by the State under WIA, and the requirements to be waived under the Wagner-Peyser Act and the Older Americans Act of 1965 if applicable. States requesting work-flex must also provide the intended outcomes to be achieved by the waivers requested, measures taken to ensure accountability with Federal funds.

**Public Comment Process.** The work-flex plan must provide notice and an opportunity to comment to any Local Board affected by the work-flex plan, and must ensure meaningful public comment on the work-flex plan, including comment by business and organized labor. We expect that the state will involve these groups, as well as local public officials, community-based organizations and other stakeholders, in the process of developing the work-flex plan. The proposed work-flex plan must be made reasonably available to the general public through such means as public hearings, local news media, or Internet notices. Copies of all comments received on the requested work-flex plan should be forwarded to the appropriate Regional Office with the work-flex plan.

**Submission.** The work-flex plan should be signed by the Governor or the State's WIA designated signatory official. States must submit one copy of the work-flex plan with an original signature to Janet Sten, the Federal Coordinator for Plan Review and Approval, and one copy to the appropriate ETA Regional Administrator. States may send their request through an e-mail attachment to [WIA.PLAN@dol.gov](mailto:WIA.PLAN@dol.gov) or send a hardcopy to:

Division of Workforce System Support  
Employment and Training Administration  
U.S. Department of Labor  
200 Constitution Ave., NW, Room S-4231  
Washington, DC 20210  
ATTN: Janet Sten