



Workforce Policy

**POLICY
NUMBER**

P123

Title:	Planning Region Identification and Requirements		
Type:	Programmatic		
Program:	Workforce Innovation and Opportunity Act		
Effective:	December 22, 2023	Revised:	06/03/2026

I. PURPOSE AND SCOPE

All Local Workforce Development Boards (LWDBs) are required to be part of Planning Regions. LWDBs are assigned to Planning Regions by the Governor, in consultation with LWDBs and Chief Local Elected Officials (CLEOs).¹

This policy establishes requirements for Planning Regions that align workforce strategies with shared labor markets and regional economic development goals. The purpose is to improve service coordination, address common labor shortages, and reduce administrative costs through regional collaboration. This policy supports the State Workforce Development Board's (SWDB) role in guiding regional collaboration and the Florida Department of Commerce's (FloridaCommerce) responsibility for monitoring compliance with federal and state planning requirements.

II. KEY OBJECTIVES AND MEASURABLE PERFORMANCE OUTCOMES

A. Key Objectives

1. Increase consistency of services, strategic alignment, and collaboration among LWDBs and CLEOs through the creation of a single regional workforce strategy that:
 - a. Uses a regional service delivery approach so jobseekers and businesses receive consistent services, and the region can address shared worker shortages and skills gaps.
 - b. Expands access to employment and training services including earn-and-learn options such as registered apprenticeship, registered preapprenticeship, and on-the-job training.
 - c. Assist LWDBs within a region in meeting or exceeding required performance indicators.
2. Improve efficiency and lower costs by combining administrative work and sharing resources across the region.

¹ Public Law 113-128, the Workforce Innovation and Opportunity Act Sec 106 ([WIOA](#))

[20 CFR 679.210](#)

[20 CFR 679.510](#)

B. Measurable Performance Outcomes

The outcomes described in this section are intended to measure the increase in LWDB partnerships and collaboration with their regional areas which supports LWDBs, and the State, in meeting or exceeding required performance targets and providing a strong return on investment to the state for these activities.

1. Reduction in LWDB administrative and operational costs through regional partnerships, and standardization of tools and services.
2. Utilization of shared resources, resulting in improved efficiency and more consistent, high quality services across the region.
3. Meeting or exceeding required local area performance targets through regional partnerships, standardization of tools and services, and shared resources.

III. POLICIES AND PROCEDURES

A. Authority and Assignment of Planning Regions

All LWDBs are required to be part of a Planning Region,² which consists of two or more LWDBs working collaboratively across a shared regional economy.

Regional planning supports coordinated workforce development by enabling LWDBs to:

1. Align workforce strategies around common industries, employers, and job seekers;
2. Jointly address regional labor shortages and skills gaps; and
3. Reduce duplication and improve efficiency through shared services and resources.

B. Identification and Requirements for Planning Regions

Consistent with [20 CFR 679.210](#), each Planning Region must:

1. Include at least two contiguous LWDBs within Florida.³
2. Demonstrate shared characteristics such as:
 - a. Share a single labor market.
 - b. Share a common economic development area.
 - c. Shared population centers, commuting patterns, industrial composition, labor force conditions, and geographic boundaries; and
 - d. Access to federal and non-federal resources including appropriate education and training institutions, to administer activities under WIOA subtitle B.
3. CLEOs and LWDBs must jointly participate in the regional planning process and certify continued compliance with designation requirements during each plan cycle.

C. Regional Planning Process Requirements

Planning Regions are subject to the regional planning requirements outlined in [20 CFR 679.510](#) and [Chapter 445.004\(6\)\(f\), F.S.](#) Planning Regions must submit regional plans that meet federal requirements and include signed cooperative service delivery agreements, as required by [20 CFR 679.510\(a\)\(2\)](#) and this policy. LWDBs and CLEOs within an identified Planning Region must participate in a regional planning process that results in:

1. A regional plan that meets the requirements outlined in [20 CFR 679.510\(a\)\(2\)](#), and complies with the guidance issued by CareerSource Florida, in coordination with FloridaCommerce and includes:
 - a. Regional service strategies using cooperative service delivery agreements that include

² [WIOA Sec. 106\(a\)\(1\)-\(2\)](#) and [20 CFR 679.210\(a\)](#)

³ Although WIOA allows regions to consist of one local area or two or more contiguous local areas in two or more states, Florida's planning regions will be two or more contiguous local areas within Florida.

- but are not limited to:
- i. Common eligibility standards and enrollment processes.
 - ii. Common training and coordination of supportive service offerings based on regional needs.
 - iii. Sharing common technology tools and data systems (excluding Employ Florida).
- b. Implementation of sector strategies for targeted sectors and/or in-demand sectors and occupations.
 - c. A plan for the collaborative collection and analysis of regional labor market data.⁴
 - d. Coordination of administrative and operational cost arrangements, including the pooling of funds for administrative costs, as appropriate.
 - e. Coordination of transportation and other supportive services, as appropriate.
 - f. Coordination of services with regional economic development services and providers.
 - g. The establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA sec. 116(c) for local areas or the planning region.⁵

D. Regional Plans

Regional plans must incorporate each LWDB's plan in accordance with instructions and technical assistance issued by FloridaCommerce, in coordination with CareerSource Florida. A single plan submission via the regional plan is allowed if all components for the regional plan and each LWDB local plan is included as part of the single submission. For additional information on this topic, see [Training and Employment Notice No. 21-16, WIOA Regional and Local Planning and Local Board Responsibilities Questions and Answers](#).

Consistent with the goals established in Section 14.36, Chapter 445.004(6)(f), F.S. and [CareerSource Florida Workforce Policy O124 – Statewide Standardization of Tools and Services](#), Planning Regions must make efforts to reduce or share costs by minimizing duplication and effectively using technology, tools, and services among areas in their Planning Region. Planning Regions assist by providing services and negotiating improved rates for the LWDBs in their planning area.

Regional plans should include strategies for how planning regions effectively and efficiently collaborate to partner, provide consistent services, address common labor needs, and reduce costs. LWDBs and Planning Regions should use workforce statistics, economic research, business intelligence, and performance data to assess collective regional performance and target opportunities for technical assistance and support. FloridaCommerce provides economic and other data at www.floridajobs.org/economic-data. The FloridaCommerce Bureau of Workforce Statistics and Economic Research provides performance data. CareerSource Florida provides other data including letter grades at <https://analytics.careersourceflorida.com/LetterGrades>. LWDBs and Planning Regions have access to state-procured and authorized business intelligence and other tools and services.

LWDBs must make Regional Plans available for public comment for a period of no longer than 30 days and must submit all comments that express disagreement with their Regional Plans. Consistent with the requirements of [20 CFR 679.570](#), FloridaCommerce and CareerSource Florida will review completed plans and make recommendations to the SWDB to send approved plans to the Governor for review. Plans will be considered approved 90 days after

⁴ The state will provide technical assistance and labor market data, as requested by local areas, to assist with such regional planning and subsequent service delivery efforts.

⁵ See WIOA sec. 106(c)(1)(H); [Workforce Policy G103 – Performance Requirements for Local Workforce Development Boards](#); and [20 CFR 679.510\(a\)\(1\)\(viii\)](#).

receipt of the plan, unless rejected by the Governor's Office.

At the end of the first 2-year period of the 4-year local plan, the LWDBs within a planning region, in partnership with the appropriate chief elected officials, must review the regional plan, and prepare and submit modifications to the regional plan to reflect changes:

1. In regional labor market and economic conditions; and
2. Other factors affecting the implementation of the local plan, including but not limited to changes in the financing available to support WIOA title I and partner-provided WIOA services.

IV. IMPLEMENTATION

Each LWDB in each Planning Region must collaborate to ensure local operating procedures (LOPs) align with the regional plan and describe shared regional service strategies, administrative functions, and sector strategy work conducted across the area. Planning Regions must also establish clear data-sharing methods and protocols so partners can coordinate streamlined and efficient service delivery. The state's identified Planning Regions must be included in the state's WIOA Plan.

FloridaCommerce, in consultation with CareerSource Florida, oversees the implementation of this policy and the broader regional planning process. The Department, in consultation with CareerSource Florida, provides technical assistance, labor market data, and other resources that strengthen planning and support consistent, high-quality service delivery.