



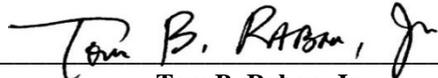
**NCWorks Commission**

**NCWorks Commission Policy Statement Number: CPS 03-2022**

**Date: March 30, 2022**

**Subject: Local Workforce Development Area Transfer of  
County(ies) Policy**

**From:**

  
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**Tom B. Rabon, Jr.**  
**Chair, NCWorks Commission**

**Purpose:**

The purpose of this policy is to inform Local Area Workforce Development Boards (WDBs) and local elected officials of the requirements and process for the transfer of county(ies) when a unit of local government requests a change to the current composition of their Local Workforce Development Areas (Local Areas). This guidance is in compliance with the Workforce Innovation and Opportunity Act (WIOA) Section 106 and 20 CFR 679.200 et seq. The components of initial designation or subsequent designation are not addressed within this document.

This policy provides procedural steps for local elected officials of units of local governments, WDBs, the NCWorks Commission (Commission), and the Division of Workforce Solutions (DWS) regarding requests of a unit or units of local governments to transfer to a different Local Area. A chief local elected official of a unit of local government may make a request to change their Local Area at any time, regardless of whether that chief local elected official is the designated Chief Local Elected Official (CLEO) of the Local Area at that time, but the Commission and DWS may set procedural standards and criteria on when and how the requests are reviewed, as well as when changes (if any) may occur due to the impact on service systems (including technology) and the expenses associated with changing Local Areas. This policy sets forth such steps. DWS may provide clarification as needed on any aspect of this policy. In addition, DWS will issue guidance to assist chief local elected officials and WDBs with requirements and recommended processes to follow after the approval of a transfer.

**Background:** In accordance with WIOA, the Governor has the responsibility to designate and re-designate Local Areas that administer public workforce programs. A Local Area is composed of one or more counties that provide workforce development services under the leadership of a business-led local WDB.

The purpose of a Local Area is to serve as a jurisdiction for the administration of workforce development activities using Adult, Dislocated Worker, and Youth funds allocated by the State and to coordinate efforts related to the other core programs at a local community level. WIOA Section 106(b) establishes that the Governor must designate Local Areas in order for the State to receive Adult, Dislocated Worker, and Youth funding under Title I, subtitle B.

**Action:** Local elected officials and WDBs must follow the procedures set forth in this policy when submitting requests for the transfer of county(ies). DWS may provide additional clarifications as needed with respect to this policy, as well as issue guidance on requirements and processes following approval of a transfer.

**Effective Date:** Immediately

**Expiration:** Indefinite

**Contact:** DWS Planners

- Attachments:**
1. Transfer of County(ies) Procedures
  2. Local Workforce Development Area Designation Application