



WIOA Regional Realignment Readiness Tool

1 Planning & Implementation

- ☐ Conduct readiness assessments for governance, operations and administrative functions
- ☐ Establish transition timeline with communication plan
- ☐ Document all decisions, approvals, and changes
- ☐ Collaborate with Planning Region partners

2 Stakeholder Engagement & Communication

- ☐ Collaborate with neighboring LWDAs where counties shift
- ☐ Coordinate with operators and service providers
- ☐ Engage with economic development regional partners
- ☐ Provide updates to employers, job seekers and the public

3 Governance & Administrative Updates

- ☐ Review/update LWDB membership and composition based on boundary changes
- ☐ Evaluate governance structure and staffing needs
- ☐ Review/update agreements, documents, governance materials, and contracts
- ☐ Update websites, social media and public-facing materials

4 WorkOne AJC Operations & Service Delivery

- ☐ Review WorkOne AJC footprint for offices shifting in/out of LWDA
- ☐ Ensure continuity of services for jobseekers and employers
- ☐ Communicate service impacts to public and partners

5 Planning Region Readiness

- ☐ Review Planning Region guidelines and responsibilities
- ☐ Engage in regional planning
- ☐ Build regional communication channels

Key

LWDB: Local Workforce Development Board

LWDA/Region: Local Workforce Development Area

AJC: American Job Center