

July 1, 2025

Travis Crytzer, WDB Chairperson
NWPB Job Connect
1174 Elk Street
PO Box 831
Franklin, PA 16323

Dear Mr. Crytzer,

The Pennsylvania Department of Labor & Industry (Department) has approved the Northwest Region Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2025-2028 plan with conditions. Please see a copy of the “conditions” attached. To receive full approval, a regional plan, and its associated local plans, must be fully compliant with all federal and state statutes, regulations, policies, and grant agreements. Per WIOA requirements, this conditional approval applies to the entire planning region, including the regional plan and the local plans from the local workforce development areas within that planning region. The Northwest Region is composed of the following local workforce development areas:

- Northwest Local Workforce Development Area
- West Central Local Workforce Development Area

Currently, the Department is coordinating with representatives of Northwest PA and West Central to finalize remaining components of the WIOA regional and local plans. Conditional approval is effective through the end of the calendar year (i.e., December 31, 2025). Upon acceptance of all required items by the Department, the regional plan and its associated local plans will be fully ratified and full approval will be extended through June 30, 2029.

Approval of these plans does not constitute approval of any practice that conflicts with federal and state statutes, regulations, or policies, nor does approval preclude the commonwealth from, at its discretion, readdressing any part of the plan if content is found that conflicts with such statutes, regulations, or policies.

The Department commends you and your staff for your dedication and hard work in developing the WIOA PY 2025-2028 plans in alignment with both WIOA requirements and the Commonwealth’s WIOA Combined State Plan.

Please direct specific questions regarding your plan, the planning process and/or future requests for plan modification to Cassandra Grilli-Clark at (717) 346-1579 or cgrillicla@pa.gov.

Sincerely,



Daniel D. Kuba
Deputy Secretary of Workforce Development

cc: The Honorable Albert “Chip” Abramovic, Commissioner, Venango County Board of Commissioners
Dr. Lisa Stalnaker, Interim Executive Director, Northwest Workforce Development Board
Susan Richmond, Compliance & Policy Specialist, Northwest Workforce Development Board

Deputy Secretary for Workforce Development

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Addendum to the PA Department of Labor & Industry's Approval
of the PY 2025-2028 Northwest Regional Plan & Northwest PA Local Area Plan

Conditions

To gain final approval of the PY **2025-2028 WIOA** Northwest Regional Plan & Northwest PA Local Area Plan, the local board must provide a written response to the Department no later than October 3, 2025, that includes the items described below.

1. Documentation that the local board had the opportunity to vote on and approve the revised local area plan for final submission. Additionally, include evidence confirming the CEO was aware of the vote and consents to the final submission of the revised local area plan. This verification must be provided using the *WIOA Four-Year Plans Submission Form*, which serves as the official documentation of board approval and CEO consent. The completed form must be included in the local area plan package and submitted via email to: RA-LI-BWDA-Policy@pa.gov.
2. Documentation that the local board completed their 30-day public comment period and replied to comments received. This should be reflected in the updated narrative in the local area plan prompt L5.4 which details the public comment period. In addition, all applicable items listed on the *Pennsylvania WIOA Plans Submission Checklist, Fiscal Year 2025-2028 WIOA Local Area Plan*, must be submitted as part of the final package. This includes, but is not limited to a clean copy of the local area plan, completed attestations, completed Attachments 1-3, and documentation of public notice/public comment which must be emailed to the following account: RA-LI-BWDA-Policy@pa.gov.
3. Lastly, your planning region should work collaboratively to submit one clean, final copy of the regional plan. This submission must include documentation verifying that each local board within the planning region completed their required 30-day public comment period of the regional plan and responded to any comments received. This should be clearly reflected in the updated narrative under regional plan prompt R1.11, which details the public comment process. The regional plan and documentation of public notice/public comment must be emailed to the following account: RA-LI-BWDA-Policy@pa.gov.

Addendum to the PA Department of Labor & Industry's Approval
of the PY 2025-2028 Northwest Regional Plan & West Central Local Area Plan

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1. Documentation that the local board had the opportunity to vote on and approve the revised local area plan for final submission. Additionally, include evidence confirming the CEO was aware of the vote and consents to the final submission of the revised local area plan. This verification must be provided using the *WIOA Four-Year Plans Submission Form*, which serves as the official documentation of board approval and CEO consent. The completed form must be included in the local area plan package and submitted via email to: RA-LI-BWDA-Policy@pa.gov.
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