



July 1, 2025

Jane Brooks, WDB Chairperson  
Workforce Board Lehigh Valley  
555 Union Boulevard  
Allentown, PA 18109

Dear Ms. Brooks,

The Pennsylvania Department of Labor & Industry (Department) has approved the Lehigh Valley Region Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2025-2028 local area plan with conditions. Please see a copy of the “conditions” attached. To receive full approval, a local area plan must be fully compliant with all federal and state statutes, regulations, policies, and grant agreements.

Currently, the Department is coordinating with representatives of Lehigh Valley to finalize components of the local area plan. 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 local area plan will be fully ratified and full approval will be extended through June 30, 2029.

Approval of this plan 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 plan 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](mailto:cgrillicla@pa.gov).

Sincerely,

A handwritten signature in dark ink, appearing to read "Deske", though the caption identifies the signatory as Daniel D. Kuba.

Daniel D. Kuba  
Deputy Secretary of Workforce Development

cc: The Honorable Phillips M. Armstrong, Lehigh Valley Executive, Lehigh Valley Board of Directors  
The Hon. Lamont G. McClure, Northampton County Executive, Northampton County Government  
Nancy Dischinat, Executive Director, Workforce Board Lehigh Valley

Addendum to the PA Department of Labor & Industry's Approval  
of the PY 2025-2028 Lehigh Valley Region Local Area Plan

**Conditions**

To gain final approval of the PY **2025-2028 WIOA** Lehigh Valley Region Local Area Plan, the local board must provide a written response to the Department no later than September 29, 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](mailto: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 5.4 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](mailto:RA-LI-BWDA-Policy@pa.gov).