

Standard Operating Procedures 3030.5
Workforce Investment Area Definitions
August 5, 2026

I. PURPOSE

This operating procedure specifies the standard layout of the Workforce Investment Area (WIA) definitions file that the Local Employment Dynamics (LED) state partners will supply for use in processing and producing the Quarterly Workforce Indicators (QWI).

II. NOTES

1. Failure to follow the standard file layout may reduce data quality in the final QWI.
2. Geographic updates including WIB area definitions are scheduled once a year at the beginning of the Quarter 1 cycle. Off cycle updates are possible, but please submit no more than one definition change per year.
3. WIAs can also be called Workforce Investment Board (WIB) areas, as shown below.

III. FILENAME CONVENTION

Use “wib_[ST]_[YYYY].csv” for state definition filenames, where ST is the 2-character postal code for your state and YYYY is the year of the updated submission. For example, “wib_mt_2026.csv” is the file name for Montana’s WIB area definitions.

IV. CONTACT

LEHD Web Support

CES.Web.Support.List@census.gov

LEHD WIB Definitions File Format

<u>Variable Description</u>	<u>Length</u>	<u>Variable Name</u>
State FIPS Code	2	st
County FIPS Code	3	cty
County Subdivision FIPS Code	5	cousub
City/Place FIPS Code	5	place
WIB Area Code	6	wib
WIB Type	1	wib_type
WIB Area Name	100	name

WIB types are based on the geography level used to build each state's workforce area definitions. Potential WIB types are as follows:

1. County only
2. County and County Subdivision (must adhere to county boundaries)
3. County and Place (must adhere to county boundaries)
4. County Subdivision

Example State WIA/WIB Definition Files

WIB Type 1:

st	cty	cousub	place	wib	wib_type	name
30	001			100001	1	01 CEP WIB
30	007			100001	1	01 CEP WIB
30	023			100001	1	01 CEP WIB
30	039			100001	1	01 CEP WIB
30	049			100001	1	01 CEP WIB
30	057			100001	1	01 CEP WIB
30	059			100001	1	01 CEP WIB
30	077			100001	1	01 CEP WIB
30	093			100001	1	01 CEP WIB
30	003			100002	1	02 Balance of State WIB
30	005			100002	1	02 Balance of State WIB
30	009			100002	1	02 Balance of State WIB
30	011			100002	1	02 Balance of State WIB
30	013			100002	1	02 Balance of State WIB

WIB Type 2:

st	cty	cousub	place	wib	wib_type	name
36	001			360051	1	Albany/Rensselaer/Schenectady LWIA
36	083			360051	1	Albany/Rensselaer/Schenectady LWIA
36	093			360051	1	Albany/Rensselaer/Schenectady LWIA
36	005			360151	1	New York City LWIA
36	047			360151	1	New York City LWIA
36	061			360151	1	New York City LWIA
36	081			360151	1	New York City LWIA
36	085			360151	1	New York City LWIA
36	119	84000		360302	2	City of Yonkers LWIA
36	015			360451	1	Chemung/Schuyler/Steuben LWIA
36	097			360451	1	Chemung/Schuyler/Steuben LWIA
36	101			360451	1	Chemung/Schuyler/Steuben LWIA
36	059	34000		360602	2	Hempstead/Long Beach Consortium LWIA
36	059	43335		360602	2	Hempstead/Long Beach Consortium LWIA
36	045			360651	1	Jefferson/Lewis LWIA
36	049			360651	1	Jefferson/Lewis LWIA
36	059	29113		360752	2	Oyster Bay/North Hempstead/Glen Cove LWIA
36	059	53000		360752	2	Oyster Bay/North Hempstead/Glen Cove LWIA
36	059	56000		360752	2	Oyster Bay/North Hempstead/Glen Cove LWIA
36	063			360801	1	Niagara County LWIA
36	043			360901	1	Oneida/Herkimer/Madison LWIA
36	053			360901	1	Oneida/Herkimer/Madison LWIA

WIB Type 3:

st	cty	cousub	place	wib	wib_type	name
05	045			000001	1	01 Central WIB
05	085			000001	1	01 Central WIB
05	095			000001	1	01 Central WIB
05	117			000001	1	01 Central WIB
05	119			000001	1	01 Central WIB
05	125			000001	1	01 Central WIB
05	035			000002	1	02 Eastern WIB
05	037			000002	1	02 Eastern WIB
05	077			000002	1	02 Eastern WIB
05	107			000002	1	02 Eastern WIB
05	123			000002	1	02 Eastern WIB
05	119		41000	000003	3	03 Little Rock WIB
05	023			000004	1	04 North Central WIB

05	049		000004	1	04 North Central WIB
05	063		000004	1	04 North Central WIB
05	065		000004	1	04 North Central WIB
05	067		000004	1	04 North Central WIB
05	135		000004	1	04 North Central WIB

WIB Type 4:

st	cty	cousub	place	wib	wib_type	name
50	001	00325		000001	4	01 Addison County Business Education WIB
50	001	08575		000001	4	01 Addison County Business Education WIB
50	001	09025		000001	4	01 Addison County Business Education WIB
50	001	16000		000001	4	01 Addison County Business Education WIB
50	001	26300		000001	4	01 Addison County Business Education WIB
50	001	28600		000001	4	01 Addison County Business Education WIB
50	001	39325		000001	4	01 Addison County Business Education WIB
50	001	40075		000001	4	01 Addison County Business Education WIB
50	001	44350		000001	4	01 Addison County Business Education WIB
50	001	45550		000001	4	01 Addison County Business Education WIB
50	001	48700		000001	4	01 Addison County Business Education WIB
50	001	53725		000001	4	01 Addison County Business Education WIB
50	001	53950		000001	4	01 Addison County Business Education WIB
50	001	59650		000001	4	01 Addison County Business Education WIB
50	001	62575		000001	4	01 Addison County Business Education WIB
50	001	65050		000001	4	01 Addison County Business Education WIB
50	001	70075		000001	4	01 Addison County Business Education WIB
50	001	74650		000001	4	01 Addison County Business Education WIB
50	001	76075		000001	4	01 Addison County Business Education WIB
50	001	83275		000001	4	01 Addison County Business Education WIB
50	001	83800		000001	4	01 Addison County Business Education WIB
50	003	01450		000002	4	02 Bennington County School and Workforce WIB
50	003	04825		000002	4	02 Bennington County School and Workforce WIB
50	003	17725		000002	4	02 Bennington County School and Workforce WIB
50	003	27962		000002	4	02 Bennington County School and Workforce WIB