

Local Plan Modification

July 1, 2009 – June 30, 2010

**Division of Employment and
Workforce Solutions**

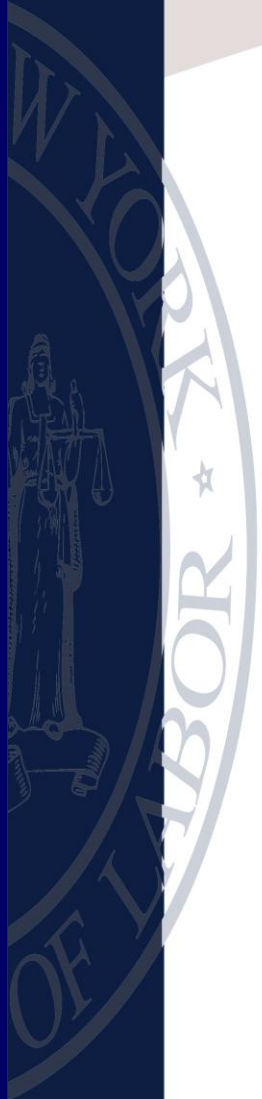


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General Instructions for Modifying the Existing Local Plan

The Workforce Investment Act Local Plan Modification for Program Year 2009-2010, for Workforce Investment Act Title I-B and Wagner Peyser programs, must be submitted to the New York State Department of Labor (NYSDOL) no later than **September 18, 2009**, in accordance with the Planning Guidelines issued by NYSDOL on behalf of the State Workforce Investment Board and the Governor. The Plan Modification must be developed by the Local Workforce Investment Board (Local Board) in partnership with the Local Chief Elected Official(s).

The Plan Modification, generated through this process, will amend and extend: the approved Local Plan, which originally covered the period July 1, 2005 – June 30, 2008; the local area's approved Functional Alignment Addendum; and the local area's previous plan modification, which extended the existing Plan and Addendum to June 30, 2009. Therefore, this Local Plan Modification will extend the existing Plan and Addendum to June 30, 2010 and will become the basis for local area policy and monitoring.

Plan Modification Guidelines

The Plan Modification Guidelines are available and can be downloaded on New York's Workforce Development System website at:

http://www.labor.state.ny.us/workforcenypartners/wfnyp_index.shtm

The guidelines are attached to Technical Advisory # 09-16, dated May 26, 2009.

Publication

The Local Board must make copies of the proposed Plan Modification available for public comment through such means as public hearings, local news media, and local websites. The general public must have access to the proposed Plan Modification; there must be 30 days from the date of publication and/or availability in which the general public may comment. When the Plan Modification is submitted for approval, any comments received in disagreement must be attached. In addition, the Plan Modification must explain how those disagreements were addressed.

Submission

The draft Plan Modification is due **September 18, 2009**. NYSDOL requests local areas to complete the submittal process electronically by posting the draft Plan Modification, any comments received and the manner in which the comments were addressed, to the local area's workforce website. Specifically, local areas are required to **send an e-mail by cob September 18, 2009** to WDTDLocalPlans@labor.state.ny.us, with a copy to your state representative, which includes the following:

- Notice that the local Plan Modification, any comments received and information on the manner in which comments were addressed, are posted on the local website and available for State review;
- Indication of the URL and location of the Plan Modification document(s) on the website;
- Statement of the dates the Plan Modification was made available for public comment;
- Provision of contact information in the event there are problems accessing the Plan Modification; and

- Affirmation that no changes will be made to the document once it has been posted for NYSDOL review.

Should a local area be unable to comply with this method of submission, email a request for assistance to: WDTDLocalPlans@labor.state.ny.us. Please use “Request for Assistance with Local Plan Submission” in the Subject line.

Time Table

Plan Modification Guidelines Issued	May 26, 2009
Latest Date for Publishing Plan for Public Comment	August 20, 2009
Local Plan Modifications due to NYSDOL	September 18, 2009
NYSDOL approval or request for information	No later than December 17, 2009

Required Attachments

The required Attachments include:

- Attachment A: Signature of Local Board Chair
- Attachment B: Signature of Chief Elected Official
- Attachment C: Signature of WIB Director
- Attachment D: Units of Local Government
- Attachment E: Fiscal Agent/Grant Subrecipient
- Attachment F: One Stop Operator Information
- Attachment G: Federal and State Certifications

If any of the following have changed, please also attach:

- Chief Elected Official Agreement (if applicable)
- Local Board By-Laws
- One Stop Operator Agreements


Note: Hard copies of the required attachments and signature pages must be mailed to the address below. These attachments and signature pages must be received no later than September 18, 2009.

**Attn: Karen A. Coleman
Local Plan Modification**

New York State Department of Labor
Division of Employment and Workforce Solutions
Building 12 ~ Room 450
W. Averill Harriman Office Building Campus
Albany, New York 12240

Instructions for Filling out the Plan Modification Document

There are two main sections of the Local Plan Modification, each beginning with a short narrative and followed by instructions and questions. **A shaded area is provided into which the details of your response should be typed.**

For the check boxes and forms, you may want to lock the form to easily tab from box to box and insert an “X” where appropriate. If the forms toolbar is not visible, click “View” - “Toolbars” - “Forms” and click on the  symbol to lock or unlock the form.

It is recommended that you save this document to your computer as your working document using the following naming convention: “LWIA NAME – Plan Modification.” Save your document frequently during its completion.

Technical assistance regarding the development of the Local Plan Modification should be directed to your State Representative. If you need any assistance with the form, please contact Sharon Zapp at (518) 457-5189.

Workforce Investment Act Local Plan Modification July 1, 2009 – June 30, 2010

In compliance with the Workforce Investment Act (WIA), each local workforce investment area is required to have a Comprehensive Local Plan in place. With the passage of the federal American Reinvestment and Recovery Act (Recovery Act), NYSDOL has determined that each local Workforce Investment Board will develop a One-Year Plan Modification to extend the current plan to now cover the period July 1, 2005 - June 30, 2010. The Plan Modification will allow for short-term changes, development of strategies and efficiencies for effectively utilizing increases in funding, and alignment with updated Federal, State and local priorities.

New York State shares the vision outlined in the Recovery Act; creating and preserving jobs, promoting economic recovery, and assisting those most impacted by the recession. Workforce development activities will play an integral role in achieving these three goals for both New York State and the nation as a whole. As workers increasingly find themselves dislocated, unemployed, and underemployed, they will need assistance to find new jobs, better jobs, and training opportunities to prepare them for these jobs.

It is crucial to maintain transparency and accountability at all levels. Recovery Act funds must be tracked accurately and separately from other sources of funding, and frequent communication regarding the use of these funds will be required. Needless to say, the funding from the Recovery Act, used concurrently with normal sources of funding, will allow a substantial increase in the number of services provided to customers in the One-Stop system. In particular, the number and proportion of customers receiving training services will increase.

The need for economic recovery also comes with an opportunity to ensure economic competitiveness in the long term. To this end, New York State has designated three demand sectors which will provide many job openings and are believed to be important to economic growth in the future:

- **Green and Renewable Resources**

This sector is comprised of a wide variety of industries and occupations; New York is primarily focused on Solar Power, Wind Power, and Weatherization. Each of these industries offer career paths, with solar and wind power focusing on the installation of small-scale power generation and weatherization providing construction and building renovation jobs. With rising energy costs and commitments on all levels of government to prevent environmental damage, green jobs are expected to grow substantially in the coming years. Furthermore, as the alteration of existing buildings and construction of new buildings cannot be performed overseas, these jobs are highly resistant to outsourcing.

- **Health Care (including the Life Sciences and BioTech/BioScience Industries)**

A substantial amount of labor market information identifies health care as a rapidly growing sector, in part due to the aging population. There are a number of entry-level jobs with the potential for career advancement in this industry in fields such as nursing, pharmaceuticals, and home or hospice care.

- **Advanced Manufacturing**

Manufacturing jobs that use high-tech processes, in industries such as Nanotechnology, Bioinformatics, and Medical Device manufacturing, are high growth and vital to the US economy, according to the US Department of Labor. The State also sees strong investment in such industries. This sector includes both high-tech jobs and lower-skill jobs that provide career ladders.

Many customers will have barriers to participating in training, such as transportation issues. It is expected that staff will work with customers to identify and remove barriers to participation through the provision of supportive services and needs-related payments. This is especially relevant for adults who are low-income, displaced, and under-skilled, as well as disconnected youth; in fact, many provisions in the Recovery Act are designed to target these populations, and there is a Priority of Service in effect for recipients of public assistance and other low-income individuals. These groups have been starkly affected by the economic recession and are greatly in need of assistance to get on a pathway out of poverty. Youth, also often at risk, can be served with a Summer Youth Employment Program. Given the fact that individuals up to age 24 can be considered “youth” for the purposes of spending Recovery Act funds, this presents an excellent opportunity to assist our young adult customers.

The Plan Modification will allow Local Boards the opportunity to re-evaluate their current system’s delivery of employment and training services in light of funding considerations, new initiatives and performance. In developing those new strategies and policies, local areas should consult with their region’s Labor Market Analyst to review updated data and trends that may impact planning efforts and to use demographic information provided to assure workforce related needs of special populations. In addition, occupational demand lists should be carefully reviewed with attention to current economic conditions. The Plan Modification consists of two parts, the Strategies and Policy Updates, and WIA Compliance sections.

Section I: Strategies and Policy Updates

The Strategies and Policy Updates section is in the form of questions that will address:

1. Priority of Service for recipients of public assistance, other low-income individuals, veterans, and eligible spouses of veterans;
2. Supportive services and needs-related payments;
3. Youth activities;
4. Reemployment services under the Wagner-Peyser Act;
5. Training; and
6. Continued emphasis on services for special needs populations.

Section II: WIA Compliance

The WIA Compliance section deals with the Local Board Policies that are regulated by the Workforce Investment Act. In this section, local boards are asked to verify that the policies contained in their current Plan and in their Functional Alignment Addendum remain in effect, or indicate that the policy has changed. Where policies have changed or new policies have been instituted, the policy must be attached.

During the State review process, local areas may be asked for clarification or additional information. **Responses will become part of the local plan, and will be considered policy.**

Section I. Strategies and Policy Updates

1. Priority of Service

Local Boards must incorporate priority of service for veterans and eligible spouses as mandated under federal regulations that went into effect on January 19, 2009. In addition, the Recovery Act requires a statutory priority for recipients of public assistance and other low-income individuals.

It is important to understand that veterans' priority of service is not intended to displace the core mission of any particular program. More specifically, a priority of service within a priority is created for those programs that are derived from a federal statutory mandate (such as the Recovery Act) that requires a priority or preference for a particular group of individuals. As an example, when you collectively compare recipients of public assistance and other low-income individuals with veterans and eligible spouses of veterans, the following priority order is applicable:

1. The first population to receive intensive and training services is public assistance and low-income veterans (or eligible spouses of veterans);
2. The second priority is for public assistance and low-income non-veterans;
3. The third priority is for veterans (or eligible spouses of veterans) who are not low-income or receiving public assistance;
4. The last priority is for adults who are non-veterans who are not low-income or receiving public assistance.

To this end, Local Boards are required to show evidence that strategies and policies are in place (or will be in place) addressing priority of service.

a. Public Assistance and Low-Income Populations:

Priority use of WIA Recovery Act funds for intensive and training services must apply to recipients of public assistance and other low-income individuals. This requirement is a major shift from current state guidance for non-Recovery Act WIA Adult formula funds which gives the Local Board discretion to enact priority of service.

In order to better understand current guidance regarding priority of service it is helpful to look back at historical guidance on this topic. The "Planning Guidelines for the Comprehensive Three-Year Local Plan (Program Year 2005 to 2007)" issued by the Department in February 2005 required Local Boards to describe the criteria used to determine whether funds allocated for employment and training activities are limited, and the process by which any priority of service will be applied. This guidance did not mandate that priority of service be enacted. Subsequently, the "Local Plan Modification for Program Year 2008" required the Local Board to submit any changes to current priority of service policy (if applicable) and to indicate if the Local Board has since declared a priority of service to be in effect.

Based on this historical guidance, it is possible that a Local Board has never declared priority of service to recipients of public assistance and other low-income individuals. The Recovery Act now requires every Local Board to declare priority of service to recipients of public assistance and other low-income individuals. Only WIA Adult funds are covered under this provision of the Recovery Act, as priority of service to recipients of public assistance and other low-income individuals does not apply to youth, dislocated worker, Wagner-Peyser, and Reemployment Services grant funds.

The Local Board must show clear evidence that priority of service is provided for intensive and training services under Recovery Act WIA Adult funds to recipients of public assistance and low-income individuals. As such, please respond to the questions below. Additionally, the Local Board is encouraged to develop a separate policy guidance document to be distributed to all impacted One-Stop Career Center staff members. Please find a sample policy provided in Attachment I.

1. Describe the method(s) that will be used to identify an individual as a priority customer. Please include:

- a. A description of how the appropriate documentation is collected and maintained when an individual self-identifies as a public assistant recipient or other low-income individual;
- b. The parameters to be used that qualifies someone as an low-income individual (note – income earned while on active duty status is required to be disregarded in eligibility determinations); and
- c. The estimated percentage/number of WIA Adult customers that will qualify for priority of service during the program year.
- d. If applicable, indicate how it was determined there are sufficient local resources for employment and training activities to serve all customers, so that a priority of service does not need to be applied for customers served by non-Recovery WIA Adult funds.

Identifying customers that fall within the priority of service guidelines will be done at the core service level in order to streamline the process and avoid major changes to our customer flow procedures. The information will be collected during the customer's first visit to the Career Center when they complete our local OSOS registration form. The form asks individuals to self-identify if they have a household income under \$25,000 per year (*Note: this amount is used only as a starting point to determine if the individual's household income may fall within the Poverty or 70% of the LLSIL guidelines*), or if they are a TANF, Safety Net, or Food Stamp recipient. It also asks if they are a veteran or a qualifying spouse of a veteran.

During the initial assessment interview, staff will ask customers a series of questions to confirm the customer's low income and/or veteran status. Staff Verification will include using one or more of the following sources: Applicant Signed Statement (Self Attestation); Alimony Agreement ; Award Letter from Veteran's Administration; Bank Statements; Compensation Award Letter; Court Award Letter; Employer Statement/Contact; Family or Business Financial Records; Housing Authority Verification; Pay Stubs; Pension Statement; Social Security Benefits; Public Assistance or Food Stamp Records; Quarterly Estimated Tax for Self-Employed Persons; and/or UI Documents.

Staff will follow WIA regulations regarding "countable" income and family size. Staff will verify on OSOS that they evaluated each customer for priority of service status and viewed the appropriate records or self-attestation statement confirming that customer's priority of service status.

We estimate that 25% of WIA adult customers will qualify for priority of service classification.

2. If your local area will not be applying priority of service to all adults, describe the procedure(s) that will be used to differentiate between Recovery WIA Adult and non-Recovery WIA Adult customers for purposes of Priority of Service. [Note: depending on local policy, priority of service may not be mandatory when services are provided with non-Recovery WIA Adult funds]

N/A

3. Describe the internal monitoring process, including subrecipient monitoring, that will be initiated to ensure federal priority of service requirements under the Recovery Act are successfully implemented and adhered to.

The quarterly monitoring by the WIB Director of participant records will now include reviewing priority of service requirements. In addition, one staff member will be assigned to review priority of service status prior to an adult being enrolled in a training service. In addition, adults who request training services, but were not initially identified as a priority of service customer will be reevaluated at the time of their training request. Hard copy records of priority of service status will be maintained for all customers enrolled in an ITA training program.

4. Describe the modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

As mentioned previously, in order to avoid major changes to our customer flow procedures, priority of service status will be determined at the initial assessment interview, . This first service will now require additional data collection and documentation review, but will help us avoid adding additional customer steps before customers can access intensive services.

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing priority of service in the daily operations.

Training of all One-Stop Center staff will occur during regularly scheduled staff meetings. Technical Advisory #09-14 will provide the basis for information shared during the training. In addition, one individual will be designated the "priority of service expert" and will be available to answer staff questions as they arise. Finally, new procedures will be added to the Career Center Policy Manual, which is available to all staff members on-line.

6. Please include relevant information not mentioned above that supports the Local Board’s strategy for providing priority of service to recipients of public assistance and other low-income individuals.

The Career Center publishes an annual Program Catalog, outlining the services available. Priority of Service information will be added to the catalog. In addition, the Career Center has a referral process in place, with both counties Departments of Social Services mandating Career Center appointments for all employable TANF and Safety Net recipients

b. Veterans & Eligible Spouses of Veterans:

The United States Department of Labor implemented veterans’ priority of service via regulation that went into effect on January 19, 2009. As a result of this regulation, all One-Stop Career Centers will need to have clear strategies for providing veterans and eligible spouses of veterans with the highest quality of service at every phase of services offered. Comprehensive guidance has been provided by the Department under the Workforce Development System Technical Advisory #09-14 released on April 29, 2009.

The federal regulation requires that Local Boards develop and include in their strategic local plans, policies implementing priority of service for the local One-Stop Career Centers and for service delivery by local workforce preparation and training providers. These policies must establish procedures to ensure that covered persons are given an opportunity to identify themselves as a veteran or eligible spouse at the point of entry thus allowing them to take full advantage of priority of service. Please note, federal regulations currently provide direction that verification of the status of an individual as a veteran or eligible spouse at the point of entry is not required.

More specifically, policies implementing priority of service shall ensure that covered persons are aware of: (1) their entitlement to priority of service; (2) the full array of employment, training, and placement services available under priority of service; and (3) any applicable eligibility requirements for those programs and/or services. Under this context, local policy should detail the strategies and procedures to be invoked that will satisfy the requirements as found in Federal regulation. For additional guidance, you are strongly encouraged to view the Federal regulations as found at 20 CFR Part 1010, published at *Federal Register* 78132 on December 19, 2008.

The Local Board must show clear evidence that priority of service is provided for veterans and eligible spouses of veterans. As such, please respond to the questions below. Responses become part of the local plan, and are considered policy. Additionally, the Local Board is encouraged to develop a separate policy guidance document to be distributed to all impacted One-Stop Career Center staff members.

1. Describe the policies that will be established to ensure covered persons are identified at the point of entry thus allowing them to take full advantage of priority of service. [Responses should include the procedures that are in place to ensure signage is properly displayed and the procedures that are in place to identify covered persons who physically access or virtually access service delivery points.]

Identifying customers that fall within the veteran priority of service guidelines is done at the point of entry. Veterans are identified in the REOS downloads before they even

come to the Career Center, and walk-ins are identified during their first visit to the Career Center when they complete our local OSOS registration form. The form asks if the customer is a veteran or eligible spouse of a veteran and it also states that both groups qualify for priority of service status. All veterans, walk-ins or UI claimants, are immediately routed to see our dedicated Veteran Staff member, a LVER. The LVER provides the initial assessment and offers continuing vocational counseling, assessment and case management services. The LVER refers veteran customers to other appropriate Career Center intensive and training services, insuring that veterans are given priority.

Priority of service is also offered through the job matching procedures done for all new OSOS/AJE job orders. This is completed on a daily basis. Veteran Staff are also fully informed of recruitments and job fairs so that Veterans may be properly referred.

New signage is not yet available but will be prominently displayed throughout the Career Center, just as the other information specifically for Veterans (VET10 (2/08) is currently displayed.

2. Describe the enhancements that will be made to local area websites advising self-service users of priority of service.

The following paragraph has been added to the front page of our website:
The Workforce Investment System proudly supports our veterans. Veterans and their eligible spouses receive priority access to the employment, training and placement services they are eligible to receive.

3. Describe the procedures that are in place to ensure all contract templates, RFP, and sub-contract agreement language is revised to include priority of service language.

The Columbia-Greene area utilizes locally modified State DOL agreement language for its contracts, sub-contracts and RFP templates.

4. Describe modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

N/A

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing veterans' priority of service in the daily operations. [Training should include defining the terms "veteran", "eligible veteran", "covered person", "eligible spouse", and "qualified job training program". Technical Advisory #-09-14 provides specific guidance on the information that should be shared with staff.]

Training of all One-Stop Center staff occurs during regularly scheduled staff

meetings. Technical Advisories, like TA #-09-14 are discussed during those meetings. Finally, new procedures are added to the Career Center Policy Manual, which is available to all staff members on-line.

6. Describe the outreach strategies (if any) that will be incorporated into local policy in an effort to “get the word out” about veterans’ priority of service. [Outreach strategies may also be targeted to employers in an effort to gain support and interest for the hiring of veterans. In addition to the existing Work Opportunity Tax Credit veteran target group, the Recovery Act added “unemployed veterans” as a targeted category. An employer who hires an unemployed veteran (defined as discharged from active duty in the Armed Forces at any time during the five-year period ending on the hiring date, and receiving unemployment compensation for at least four weeks during the year prior to being hired by the employer) may qualify for a federal tax credit incentive.]

The Career Center publishes an annual Program Catalog, outlining the services available. Priority of Service information will be added to the catalog.

Veteran Staff work closely with the State, County and Federal Veteran Service Providers, as well as the many not for profits that extend services at the grass roots level to veterans and their families.

Veteran Staff participate in Community Job Fairs and Informational Events to ensure that the entire community is kept informed of services available to Veteran Customers.

Veteran Staff participate in outreach efforts that target specific at risk groups such as the homeless and disabled veterans.

In addition, the Business Services Team will ensure that all employer materials are updated to highlight the benefits of hiring an unemployed veteran. Benefits of Hiring Veterans will also be highlighted in our quarterly e-newsletters. Business Services Representatives will promote the benefits of hiring an unemployed veteran in their visits to employers and at other employer venues such as Chamber Business After Hours events.

7. Describe the internal monitoring process that will be initiated to ensure federal veterans’ priority of service requirements are successfully implemented and adhered to.

The quarterly monitoring by the WIB Director of participant records will now include reviewing priority of service requirements. In addition, tracking logs are used to monitor progress in the case of special programs. Comprehensive notes are entered and maintained in OSOS and OSOS Exit Reports are used to ensure that all Veterans are receiving services (& follow up services).

8. Please include relevant information not mentioned above that supports the Local Board’s strategy for providing veterans and eligible spouses of veterans with priority of service.

2. Supportive Services and Needs Related Payments

The Recovery Act places a strong emphasis on providing increased services and training for workers in need. Further, the Recovery Act and New York State policy require the use of funds for supportive services and needs-related payments that are necessary to ensure that participants are able to fully avail themselves of appropriate employment and training opportunities. Needs related payments must be made available to enable participants to pursue training of sufficient duration to acquire skills and credentials of value that will connect them to emerging jobs as the economy recovers.

As USDOL – ETA has acknowledged, differentiating between individuals served with Recovery Act and non-Recovery Act funds is challenging, since eligibility requirements are the same, and the funds must be spent concurrently. Accordingly, it is expected that local areas will make supportive services and needs related payments available to participants served by both Recovery Act and non-Recovery Act funds.

Local areas are therefore directed to develop policy guidelines for the administration of supportive services which include the following:

Definitions and Descriptions of Local Policy:

a. Supportive Services:

WIA §663.800 (Ref: §101(46) and 134(e)(2)) defines supportive services for adults and dislocated workers as those that include transportation, child and dependent care, housing and needs related payments which are necessary to enable individuals to participate (or continue to participate) in activities authorized under WIA Title 1B and which are not available through other programs.

Supportive services for youth are defined in the WIA Rules and Regulations at §664.440 as including, but not limited to:

1. linkages to community services;
2. assistance with transportation costs;
3. assistance with childcare and dependent care costs;
4. assistance with housing;
5. referrals to medical services; and
6. assistance with uniforms or other appropriate work attire and work related tool costs, including such items as eyeglasses and protective eyewear.

Supportive Services can only be provided to individuals currently enrolled in a WIA program, except for Youth who may continue to receive Supportive Services during Follow Up at the discretion of the local area, per §664.450(a)(1).

1. Supportive service categories may be administered separately and distinctly from one another or disallowed completely by Local Boards. Describe how the Local Board will administer the

following categories: Housing, Child and Dependent care, Transportation, Other payment categories, and Other supportive services specific to youth as defined in §664.440:

Supportive services are used for customers in training. Columbia-Greene has distinct policies for child care and transportation that define eligibility requirements and payment limitations. We do not provide housing assistance or dependent care, but staff are able to make referrals to the appropriate agencies if customers indicate a need and ask for assistance in obtaining either.

Supportive services for youth are delivered on an as-needed basis during both program enrollment and as a follow-up service.

2. Describe how the LWIA will establish initial and continuing eligibility for Supportive Services:

Initial eligibility for child care and transportation is established by an assigned Employment Advisor, once enrollment in a training program is approved. Continuing eligibility is based on the customer continuing to meet attendance requirements for their particular program.

3. Describe the following:

- a. Timing and frequency of services;
- b. Duration of services
- c. Priority of funding;
- d. Service adjustments;
- e. Exceptions; and
- f. Referrals to alternative sources of assistance, including use of local partnerships.

- a. Supportive Services are made on a bi-weekly basis.
- b. Participants receive supportive services as long as they remain in a WIA funded training program.
- c. A customer who is eligible for training services is automatically eligible for supportive services.
- d. Adjustments to supportive services plans are made as needed.
- e. Exeptions for a one-time supportive service can be made, with those meeting priority of service definitions being served first. Additional exceptions can be made by the Career Center Director.
- f. Referrals to other agencies providing supportive services are provided as well.

4. Describe the accountability measures and methods of documentation of supportive services (by funding category):

Accountabiliy measures and methods of documentation are the same for all funding streams. Customers must provide the Career Center with bi-weekly attendance sheets signed by the officl of the school they are attending.

For transportation we only reimburse customers that must travel over 100 miles per week. If they go under the 100 miles because of missing class days then they forfeit that week's payment.

The Career Center requires that day care providers submit a letter or form confirming the children they will be serving. Payments are made directly to the provider.

Payments to licensed Day Care Centers are made based on their policies. Payments to non-licensed providers are based on attendance records.

b. Needs-Related Payments (NRP):

The goal for One-Stop Career Centers should be that no individual approved to attend training should have to refuse or abandon such training because he or she cannot afford living expenses. Needs-related payments (NRPs), a sub-category of supportive services, are a means of allowing trainees to pursue or continue full-time training when they do not qualify for or have exhausted their Unemployment Insurance (UI) benefits. The Recovery Act and New York State policy require that these payments be made available to adult and dislocated worker trainees to enable them to complete the level of training that will make them more competitive in the job market.

Needs-related payments are defined in §663.815 as providing “financial assistance to participants for the purpose of enabling individuals to participate in training”. To qualify for NRPs, “adults must be unemployed; not qualify for, or ceased to have qualified for, unemployment compensation; and be enrolled in a program of training services under WIA §134(d)(4).” Please note that needs-related payments are not considered taxable income, according to USDOL.

Dislocated workers (DW) are additionally required to “have ceased to qualify for TAA or NAFTA-TAA; and be enrolled in a program of training services under WIA §134(d)(4) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker’s eligibility as a dislocated worker, or if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six months.” [Note: NYSDOL has requested a waiver to allow the dislocated worker requirements to be the same as the adult requirements. Upon approval, notice will be communicated to local areas.]

Needs-related payments may also be paid to youth who are enrolled in training, at the discretion of the local area.

A sample Training Support Analysis Form that can be used as a template when designing a method for determining an individual’s qualifications for NRPs is included as Attachment H.

Local needs-related payment policy should include provisions that such payments will not be offered to individuals who have another means of financial support, such as TANF.

1. Regarding the eligibility of participants:

- a. How many hours/credits must a participant be registered for in order to remain eligible for NRPs?
- b. What academic and attendance standards will be required for payments to continue and how will this be verified?
- c. Can and/or will payments be made to participants on sick, vacation, or holiday leave?
- d. How will Extended UI Benefits affect receiving NRPs?
- e. Will NRPs be suspended during periods of earned income and will participants have to re-qualify to start receiving NRPs again once the income ends? (How will income be calculated?)
- f. If an individual receives NRPs at the same time as supportive services from another program/partner, how will this be coordinated and documented?

- a. A full time program is defined as either a non-credit or licensing program which requires a customer to attend instruction for at least 20 hours per week or a credit bearing program semester during which a customer is enrolled in no fewer than 15 credits, whenever appropriate classes are available.
- b. The customer must meet the school's minimum standards for attendance and academic performance.
- c. Payments will only be made while school is in session.
- d. Those customers receiving any type of UI payment will not be eligible for a Needs Related Payment.
- e. Those customers with any type of cash income (Including TAP and Pell) will not be eligible for a Needs Related Payment during weeks they are receiving that income. One time income payments will be divided by the NRP payment amount to determine how many weeks the student will not be eligible for the NRP.
- f. Other supportive services besides actual cash will not be considered in determining eligibility for Needs Related Payments. If they are receiving other cash income they will not be eligible for Needs Related Payments.

2. Regarding the payments of NRPs:

- a. How will the payment amount of NRPs be determined?
- b. What is the maximum allowable individual payment?
- c. What is the limit on number of payments per individual?
- d. How will overpayments (or the potential for overpayments) be monitored and recovered?
- e. What will the payment schedule for NRPs be?
- f. How will participants claim payments?

- a. The NRP will be a fixed amount for every qualifying individual.
- b. The payment is set at \$50.00 per week.
- c. The maximum amount of payment will be \$750.00 per school year.
- d. Employment Advisors will be responsible for determining the start and end dates for their students receiving NRPs, based on the student's school schedule and date they reach the \$750.00 cap.

- e. Students will be paid on a bi-weekly basis.
- f. Payments are claimed by customers and Employment Advisors completing the NRP section of the Individual Employment Plan, which identifies the weeks for which the payments are available. It include an attestation paragraph that states the customer has no additional income, including UI payments for those weeks. It also states that the customer will notify the Career Center if their financial situation changes. The customer must sign this form before payments begin.

3. Regarding the administration of the NRP program:

- a. Who will have the authority to approve participant requests for NRPs?
- b. Who will manage the NRP program?
- c. Who will respond to questions and complaints?
- d. Who will handle NRP form distribution, payment accounting, and payment processing?
- e. How will the requirements for and payments of NRPs be documented?

- a. The Employment Advisor has the authority to approve participant requests for NRPs, once they have been informed by the Director of the Career Center that funding is available.
- b. The NRP program will be managed by the Director of the Career Center.
- c. The Employment Advisor assigned to the customer will respond to questions regarding NRPs. The Director will respond to complaints.
- d. Employment Advisors, the case managers of classroom training participants, complete the forms to customers and submit them to the Assistant Director of Accounting for payment.
- e. The Career Center has a written policy in its Policy Manual regarding the requirements for payments. Payments will be documented through the college's normal fiscal processes.

3. Youth Activities and Summer Youth Employment Programs

As cited in TEGL #14-08, the Recovery Act does not limit the use of the funds to summer employment, but the Congressional explanatory statement for the Act states that “the conferees are particularly interested in these funds being used to create summer employment opportunities for youth.” The Recovery Act also expands the eligibility criteria for the program to serve youth up to age 24.

ETA strongly encourages local areas to:

- Design age appropriate activities and work readiness goals;
- Establish worksites that offer meaningful work experience;
- Incorporate green work experiences;
- Develop connections to Registered Apprenticeship programs;
- Integrate work-based and classroom-based learning activities;
- Link summer employment to academic learning for summer employment participants who do not have a high school diploma;
- Offer continued services to support older, out-of-school youth during non-summer months; and
- Focus on the neediest youth, including out-of-school youth and those most at risk of dropping out, youth in and aging out of foster care, youth offenders and those at risk of court involvement, children of incarcerated parents, and migrant and farm worker youth.

With that in mind, please answer the following questions:

1. Describe your PY 2009 summer youth employment program design and include the following:
 - a. Activities broken out by age groups:
 - i. 14 – 15
 - ii. 17 – 18
 - iii. 18 - 21
 - iv. 22 – 24
 - v. 18 – 24 for work experience only 10/1/09 through 3/31/10;
 - b. Work readiness component;
 - c. Definition of work readiness to be measured;
 - d. How measurable increases of work readiness will be determined;
 - e. How “green” work experience or training will be incorporated into your program;
 - f. Apprenticeship opportunities; and
 - g. Outreach and services to migrant and farm worker youth and other neediest youth populations. Describe the various strategies you employed to recruit these target populations.

The Columbia-Greene WIA Summer Youth Employment Program is designed to teach youth job skills, develop good work habits, and explore career opportunities.

All youth receive:

- a. **Work experience – The majority of students, ages 14 or 15 participate in a four week career exploration/work simulation experience in one of three areas: food service, videography, or health/science. Students between the ages of 15 to 24 are either placed at a private, non-profit or government**

worksites for a minimum of six weeks of work. Some participants between the ages of 18 and 24 are allowed a maximum of 23 weeks of work, and may have pay rates above the minimum wage, commiserate with their job responsibilities.

- b. The work readiness component consists of two parts. The first is the supervisor's evaluations of participants' work skills and performance, which is completed at the end of their first two weeks on the job and then during the last week on the job. The students are also required to complete our SYEP "Skills Book". This manual requires participants to successfully finish a variety of activities during the program. This includes:**
- o The participant setting short and long term work and education goals**
 - o Developing an understanding of the work skills valued by employers (SCAN Skills)**
 - o Accurately completing a job application and resume**
 - o Completing a weekly journal of what they have experienced and learned.**

Participants are determined to be work ready when they have completed the skill book successfully and have received an employee evaluation with at least a satisfactory rating on the three foundation skills and the five work skills.

- c. Measurable increases in work readiness are determined by comparing the completeness and accuracy of the participants' SYEP application forms to the completeness and accuracy of the skill book. It is also measured by the comparison of the first employer evaluation to the final evaluation.**
- d. Green jobs were incorporated into our summer youth program through our coordinated partnership with the Student Conservation Association. The SCA hired 17 students that were referrals from both the WIA summer youth and year-round program.**
- e. No apprenticeship programs were available locally.**
- f. Outreach for the summer youth program begins in early May. Outreach to migrant farm workers is done through the local school districts Outreach and recruitment for other needy youth is done by staff who visit all local high schools, County Departments of Social Services, County Probation Departments, Division of Youth Facilities, and local community action agencies.**

- a. Provide the following:**

- a. What percentage of Recovery Act funds do you plan to spend on summer 2009 activities from 5/1/2009 through 9/30/2009 and how many participants will be served?**
- b. What percentage of Recovery Act funds do you plan to spend on serving older youth participating in work experience only activities from 10/1/2009 through 3/31/2010 and how many participants will be served?**

a. Approximately 90% of Recovery act funds will be spent on summer 2009 activities, from March 2009 to September 2009. From May 2009 until

September 2009 we will serve 87 participants.

b. We will not be serving older youth participating in work experience only activities.

- b. If the fiscal agent or grant recipient is not operating the summer employment program, please describe the Local Board's procedures for procuring summer employment providers.

N/A

- c. Describe the type of summer program worksites that were identified, recognizing that youth worksites could not include casinos or other gambling establishments, aquariums, zoos, golf courses, or swimming pools when funded with Recovery Act funds:

- a. How were/will worksites be selected?
- b. Identify the type of sites, i.e. public sector, private sector, non-profits that were/will be used.
- c. What is the local plan to ensure that adherence to current workplace safety guidance and applicable federal/state minimum wage requirements are observed?
- d. How will you ensure that the youth work experience does not unfavorably impact current employees and/or impair existing contracts for services or collective bargaining agreement, or replace laid off workers?
- e. Will youth be matched to work sites based on their goals and interest? If not, how will they be matched?
- f. Please identify the project-based or service learning that will be utilized.

- a. Worksites that want to participate in the Summer Youth Employment Program must complete an application process that includes providing job descriptions and worksite agreement. This application ensures that the worksite understands the responsibility of sponsoring youth workers, and that they are willing to dedicate staff time to providing appropriate supervision. In addition, to the application, staff of the Career Center have past experiences with summer youth worksites and have knowledge of those organizations that provide valuable, safe work experience opportunities.**
- b. Private sector, public sector, and not-for-profit worksites are used. Examples of these include schools, community action agencies, town recreation programs, public work departments, nursing homes, museums, libraries, and private businesses.**
- c. All supervisors are required to follow Youth Employment Program regulations such as time and attendance procedures, NYS Child Labor Laws, and to adhere to the Youth Employment Program worksite agreement. This agreement is signed by the worksite administrator and by WIA staff. This information is reviewed verbally and provided in writing during a mandatory worksite orientation, which must be attended by all supervisors. The Career Center staff assigned to the youth program are responsible for monitoring worksites for safety and to ensure that youth are following labor laws. They are also responsible for computing the number of hours youth have worked during each bi-weekly pay period. All participating youth are employees of Columbia-Greene Community**

College, so the payroll department has each youth's payrate, which is at least at the minimum wage.

- d. The worksite agreement signed by the worksite and WIA staff certifies that employment of the youth will not adversely impact current employees, impair existing contracts for services or employment, or replace laid off employees.
- e. Youth are matched to worksites based on their goals, interests, and skills whenever possible. They are verbally asked their work preferences based on the following categories: Health Care/Services, Office/Clerical, Child Care, Recreation/Parks, Maintenance/Cleaning, or Customer Service. Although every effort is made to match the youth's career interests with a worksite, there is no guarantee. Due to the lack of public transportation in our area, some youth are placed in jobs not related to their interests.

5. Integration of Work-Based and Classroom-Based Learning Activities, Academic and Occupational Learning are two options to complement work experience. Describe the following:

- a. Did your local area offer classroom-based learning along with the work experience during the summer youth employment program? If so, please detail to whom and how it was offered.
- b. Did your local area provide a direct link between summer employment and academic learning? If so, how was this accomplished?

- a. **Our Career Exploration Program for 14 and 15 year old youth provides classroom based learning built into the work experience component. This year, there are 3 groups of 15 participants all working at Columbia-Greene Community College. The groups are divided into Food Service, Health/Science and Video Production. Each group was provided with a Supervisor/Instructor and an Aid. Each group takes field trips to businesses related to their career area, participate in some academic learning related to their work project and/or career exploration activities. The food service group runs the Learn Today Café preparing and selling breakfast and lunch items for visitors and staff at the college. The Video Production group made a video highlighting the purpose of the Summer Youth Employment Program and what they learned about the world of work. The health group got certified in first aid and CPR.**
- b. **The completion of the SYEP "Skill Book" provides an opportunity for academic learning in terms of incorporating writing and math skills in the completion of activities.**

6. Describe what your year-round program design for Recovery Act funds includes. Indicate whether you are reserving your Recovery Act funds to support summer youth employment and extended work experience only activities for older youth.

Due to continued cuts in our year-round WIA youth program, approximately 10% the Recovery Act funds will be used to maintain these programs. Specifically, the funds will be used to support the operation of youth internships for participants that are also enrolled in a GED preparation program.

7. Briefly describe how you are coordinating the expenditure of your WIA Formula funds and Recovery funds to optimize program flexibility and ensure adequate expenditure rates for both funding sources.

The expenditure of WIA formula funds and Recovery funds, not spent on the SYEP, will be expended in a manner that ensures existing contracted programs have the funds to maintain service levels, with the Recovery act funds helping support internship opportunities for out-of-school youth enrolled in GED preparation programs.

8. Describe your local strategy for continued services supporting older, out-of-school youth during non-summer months including:

- a. Any supportive services, daycare, incentives, and needs-based payments; and
- b. Co-enrolling youth in adult training services.
- c. Promoting the availability of employer tax credits to hire disconnected youth, ages 16-24, during 2009 or 2010.

Our local strategy for continued services supporting older, out-of-school youth during non-summer months includes co-enrolling youth in adult training and supportive services, when appropriate. Supportive services and incentives may be given as needed and appropriate through the youth program. Youth staff work closely with our Business Services team when looking to place youth in work experience positions and/or finding permanent employment. The Business Services Team will also assist in the marketing of available tax credits to employers hiring disconnected and/or disabled youth.

4. Reemployment Services under the Wagner-Peyser Act

The Recovery Act provides dedicated funding for allowable reemployment services including, but not limited to: occupational and labor market information, in-person staff assisted services, initial and comprehensive assessment; career guidance; group and individual counseling; development of individual employment plans/training plans; identification of skills gaps and transferable skills; as well as job search assistance and referral to jobs.

Local plans are required to address the following issues as they relate to reemployment services:

1. Describe how the LWIA will ensure that a full array of reemployment services is provided to UI customers, including skill assessment, career planning and training.

All UI customers who are required to work search are called into the Career Center for an Initial Assessment with an Employment Advisor. All services are explained and appropriate activities are recommended and scheduled, including skill assessment, career planning activities and training request procedures. Follow up interviews take place within 90 days for all UI customers that do not avail themselves of the recommended services that were initiated during the customer's first visit at the center.

2. With the emphasis on training in the Recovery Act, explain how you are promoting training to UI customers, including the Section 599 provisions of the UI Law.

Career opportunities and related training options are explained at the initial interview and discussed in all workshops. The Career Center Catalog has an entire section devoted to training options, including ITA policies, the In-Demand Occupations List and Section 599 of the UI law. Workforce Advisors are trained to focus on the skills of customers and to continuously make recommendations to customers on appropriate training and skill upgrading options.

3. Describe any specialized services or training opportunities that will be developed to meet the needs of UI Customers.

Utilizing recovery act funds, the Center is offering UI customers and others a 27 hour keyboarding and computer internet class to help those individuals who have no experience with typing and/or computer use. In addition, the Career Center has encouraged both the local BOCES (Questar III and Columbia-Greene Community College to update its offerings on the NYS Training Provider list. Questar III is offering a Mechanical Technology Training Program and the College is offering a Certified Nurse's Aid program.

4. Explain how your area is dealing with increased numbers of UI customers in a functionally aligned/integrated manner.

The increased number of UI customers has not had any impact on our functionally aligned. The increased numbers have dramatically increased the workload for all the Center's Employment Advisors, regardless of their funding source. Fortunately, we are have additional staff from our WP partners scheduled to come on board soon.

5. What strategies is the LWIA using to keep UI customers engaged for an increased length of time as a result of the currently recessed job market? In particular, discuss the amount of time that is allowed to lapse before a call-back for services.

Staff who complete the initial assessment with a customer are responsible for maintaining contact with that customer until they find employment. Follow-up meetings occur with customers who have not accessed any Career Center service after 10 weeks.

5. Individual Training Accounts (ITA), Customized Training and OJT

The American Recovery and Reinvestment Act provides an unprecedented opportunity for expanded access to training and related services for workers. This infusion of additional formula funds should result in a substantial increase in the number of adults and dislocated workers receiving training services. Additionally, LWIAs have the authority to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations, so long as the contract does not limit customer choice. As indicated in TEG 14-08, institutions of higher education, including community colleges, do not need to be on the state list of eligible

training providers. Other training providers, which are not institutions of higher education, must be on the state eligible training providers list in order to be awarded a contract.

In anticipation of the receipt of Recovery Act funding, the Department issued Technical Advisory #09-2, *Individual Training Account (ITA) Approval Policy*, which required every local area to develop a written ITA policy and procedures.

1. Provide a copy of your local area's written ITA policy and procedures (which should include the demand occupations/skills targeted for training services). Please reach out to all available resources, including your area Labor Market Analyst and business services representatives, to secure the most current local and regional labor market data on occupations that are in demand.

To approve a customer for an ITA the following issues must be addressed:

- The individual has met the eligibility requirements for WIA Title IB. They must be either classified as a Dislocated Worker or an adult. Note: 80% of WIA Adult training funds must be utilized for priority of service customers.
- The individual is requesting training in an in-demand occupation.
- If an individual already has an educational attainment level at, or above, an Associate Degree, then a review of the applicant's degree and previous work experience must conclude that the applicant is unlikely to reach self-sufficiency without additional education.
 - **Note:** For Adults and Dislocated Workers that possess an Associate degree or higher that is determined to still be relevant, a Mini-ITA of \$1,000 may be available, if determined appropriate by staff from the Workforce Investment Office.
- The individual is not in default on a student loan, if they are selecting a training program that is eligible to receive PELL grants.
- The school selected by the applicant is on the New York State Eligible Training Provider list.
- For Adult eligibility, the individual should be requesting an ITA for training in an occupation that will increase the individual's income by ten percent (based on a comparison of the individual's pre-program hourly wage to the mean hourly wage for the occupation).
- For Dislocated Worker eligibility, the individual is requesting an ITA for training in an occupation that should pay an income that is at least 97% of the individual's pre-laid-off wage.
 - **Note:** Exceptions to the wage policy can be made if the results of the vocational assessment process determine that it is unlikely that the individual will be able to complete any training program or find employment in any field that will increase their income or replace their previous wage within a reasonable time frame.
- For Dislocated Workers residing outside of Columbia or Greene County the ITA system for those individuals will follow the system from their county of residence. The maximum amount of the ITA will also be based on their county of residence, unless it is higher than the Columbia Greene amount, in which case the

Columbia-Greene amount will be used.

Upon approval of training:

- The customer and employment advisor will complete the ITA form. The ITA form will be signed and dated by employment advisor, customer and training provider. First page (white) is kept in customer folder, second page (yellow) is given to Associate Director of accounting, third page (pink) is given to customer and last page (goldenrod) is kept by training provider.
- ITA amounts are based on mean hourly wages of the occupation.

MEAN HOURLY WAGE RATE	AMOUNT OF ITA
\$13.87 OR ABOVE	\$8,000
\$11.87 to \$13.86	\$7,000
\$10.37 to \$11.86	\$5,000
\$9.87 to \$10.36	\$3,500
BELOW \$9.87	0

The Columbia-Greene “In-Demand” Occupation list was revised by the Workforce Investment Board recently. The new list is in response to the current business climate. The WIB has determined that the economy is in such flux that it is very difficult to make long term predictions regarding the current and future job needs of local and regional businesses. It has given the Workforce New York Career Center at Columbia-Greene Community College flexibility in determining which occupations can be considered In-Demand while the recession continues.

The WIB has determined that the Career Center can evaluate any occupation for “In-Demand” classification, if it falls within one of the following major groups, as defined by the 2000 Standard Occupational Classification (SOC) system:

- 13-0000 Business and Financial Operations Occupations
- 15-0000 Computer and Mathematical Occupations
- 17-0000 Architecture and Engineering Occupations
- 19-0000 Life, Physical, and Social Science Occupations
- 21-0000 Community and Social Services Occupations
- 23-0000 Legal Occupations
- 25-0000 Education, Training, and Library Occupations
- 29-0000 Healthcare Practitioners and Technical Occupations
- 31-0000 Healthcare Support Occupations
- 33-0000 Protective Service Occupations
- 35-0000 Food Preparation and Serving Related Occupations
- 39-0000 Personal Care and Service Occupations
- 41-0000 Sales and Related Occupations
- 43-0000 Office and Administrative Support Occupations
- 47-0000 Construction and Extraction Occupations
- 49-0000 Installation, Maintenance, and Repair Occupations
- 51-0000 Production Occupations
- 53-0000 Transportation and Material Moving Occupations

The Workforce New York Career Center at Columbia-Greene Community College will consider the following issues when determining an occupation's designation as "in- demand":

1. **Employment Prospects:** Generally, the employment prospects for the occupation should be considered as favorable or very favorable for the Capital District region based on the most recent workforce industry data (provided by the New York State Department of Labor); or, a specific employer or union has identified the occupation as currently in-demand without a pool of eligible candidates from which to choose.
2. **Wage Rate:** The occupation should provide an entry-level mean hourly wage or annual salary that equals at least \$9.87 per hour (based on the most recent workforce industry data provided by the New York State Department of Labor). Commissions, tips, or other forms of compensation should not be considered when determining Hourly Wage Rates.
3. **Full Time Employment:** The occupation generally provides full-time, non-seasonal employment in our local area.
4. **Career Pathways:** The occupation provides for advancement opportunities within one or more industries.
5. **Credentials:** The occupation requires/prefers either an industry recognized credential, state license, or post-secondary degree.

2. Discuss how the ITA cap was established for the local area. Explain whether the cap was recently increased due to the receipt of additional funds through the Recovery Act and how this increase will impact training numbers and increase training opportunities in your area.

The ITA caps are based on typical costs of vocational training options for in-demand occupations, while also allowing additional ITA funding for occupations that pay higher wages. Training numbers in our local area will increase based on the increased funding through the Recovery Act.

3. Discuss whether the local area intends to enter into contracts with institutions of higher education or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations. If pursuing this option, describe the occupations and identify the training providers from which you will be purchasing training. If your area will not enter into such contracts, please explain why not.

We will not be entering into contracts with training providers, because training options through the ITA process is available.

4. Describe how all career counseling staff that are conducting comprehensive assessment (both WIA-funded and non-WIA-funded) are developing Individual Employment Plans/Training Plans that include approval for ITAs.

Customers who have been identified as being in need of career development services are referred to comprehensive assessment services, which can include the creation of an Individual Employment Plan. Steps involved in developing these plans may include one or more of the following activities: individual counseling appointments, career exploration using CHOICES and/or Career Zone, testing services, and attendance at one or more workshops. Workshops cover a variety of topics such as, researching the local labor market, job search skills, interviewing, computer literacy, networking, and resume writing.

If a customer requests classroom training, or it is determined that training is necessary, then the customer completes the Columbia Greene Workforce New York Career Center's Application For WIA Title IB Financial Aid form. This form is used in the completion of the IEP which documents approval for WIA funded training, which includes ITAs and OJTs.

5. Describe the processes in place to determine Pell grant eligibility. Explain how the local area intends to utilize Pell grants and coordinate them with other financial aid resources. If the local area has processes in place to notify customers of Pell eligibility, please describe them.

All customers approved for an ITA are required to apply for other financial aid sources, including Pell. The ITA specifically states that WIA will only cover costs that are not covered by TAP and/or Pell. It is the customer's responsibility to apply for these programs with the assistance of the school they are planning to attend.

6. Using the table below, provide the numbers of individuals that received training services in PY 2008 (see Attachment J for PY 2008 data to date provided by Research and Statistics) and project the number of participants that are anticipated to receive training services in PY 2009. Any planned training for participants through contracted classroom training and or through contracts with community based organizations for special populations should be counted under the ITA category.

PY 2008 Estimated Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	88	96	0	0
Total # - ITA	61	94	0	0
Total # - OJT	1	2	0	0
Total # - Skill Upgrading	0	0	0	0
Total # -Customized	26	0	0	0
Total # - Rec'd NRPs	0	0	0	0
Total # - Rec'd Supp. Services	0	0	0	0
Total Training Expenditures (ITA, OJT and Customized)	91,400.70	159,147.46	0	0
PY 2009 Planned Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	113	111	0	0
Total # - ITA	84	108	0	0
Total # - OJT	3	3	0	0
Total # - Skill Upgrading	0	0	0	0
Total # -Customized	26	0	0	0
Total # - Rec'd NRPs	0	1	0	0
Total # - Rec'd Supp. Services	10	10	0	0
Total Training Expenditures (ITA, OJT and Customized)	117,200.00	183,800.00	0	0

6. Service Delivery to Targeted Populations

Federal policy under the Recovery Act, as articulated in TEGL No. 14-08, recognizes the significant impact the recession has had on low-income, displaced and under-skilled adults and disconnected youth. Local policy under the Recovery Act should place emphasis on enabling these populations to acquire the knowledge and skills necessary for success in the workplace.

In addition, Program Year 2009 federal planning guidelines call for assurances that the full range of high quality employment and training services, delivered through the One-Stop delivery system, will be accessible to, and meet the needs, of the following groups: dislocated workers, displaced homemakers, low-income individuals, migrant and seasonal farm workers, women, minorities, individuals training for non-traditional employment, veterans, public assistance recipients and individuals with multiple barriers to employment, including older workers, individuals with limited English proficiency and persons with disabilities. In addition, LWIAs need to assure that effective outreach and recruitment strategies are in place through local partnerships to reach all targeted population groups.

LWIAs are requested to describe local priority of service to low income individuals and recipients of public assistance in Section 1 of this plan. Note that if the Local Board currently has such a policy in place, it should be reviewed for consistency with the guidelines established in TEGL No. 14-08, adjusted as necessary and submitted with this planning document. LWIAs are also asked to describe local priority of service to veterans and eligible spouses of veterans in Section 1.

The Other Service Strategies section of local planning guidance for Program Year 2008 requested an explanation of strategies and initiatives to serve various special populations, which included:

- Individuals with Limited English Proficiency
- Low Income, Low-Skilled Workers
- Other Individuals with Barriers to Employment
- Individuals with Disabilities (including the role of the Disability Program Navigator)

As noted above, federal policy as outlined in TEGL 14-08 continues the emphasis on providing high quality services to these groups. Local areas should review their current strategies and initiatives for service to these populations, update them as warranted under Recovery Act guidelines and attach them to this plan submission. In addition, describe local service delivery strategies that will address the workplace needs of:

1. **Dislocated Workers, including Displaced Homemakers:** Describe assistance provided to dislocated workers to assure they have the necessary skills to reconnect with the workplace. Describe how comprehensive One-Stop services are fully available to Displaced Homemakers and any linkages with area Displaced Homemaker Centers.

Employment Advisors at the Career Center works closely with Dislocated Workers to assist them in assessing their current skill levels as well as to explore and promote the jobs of today and the future. They help the job seeker make the determination of what type of training might be most appropriate to reach those career goals. We provide support through job search assistance, pre-vocational educational services

and Individual Training Accounts. We work closely with other government programs and non-profit agencies to assist with supportive service needs so that customers can participate in our programs and services.

During the upcoming year we are encouraging dislocated workers to pursue any occupation where there is a reasonable potential for employment. However, specific efforts are being made to promote the employment opportunities available locally in Health Care and Advanced Manufacturing. We are also working closely with economic development agencies in their efforts to promote Green Energy sectors in the local area. In Health Care, we support programs such as Certified Nurses Aides, Licensed Practical Nurse, Registered Nurse, and Medical Records Billing and Coding. In Advanced Manufacturing we are promoting training in areas such as welding, truck driving and mechanical technology. Entrepreneurial companies working in the areas of wind and solar energy are expanding in our area and we are attempting to provide OJT assistance when new jobs open up. We work closely with Columbia-Greene Community College, Ulster BOCES and Questar III, as well as a number of private training providers.

There are no specific Displaced Homemaker Programs available in our area, but we ensure that our displaced homemakers have access to all the services available to any dislocated worker, including child care reimbursement. Our Career Center has a resource room and a workshop room with computers that have typing tutors, Provelt! and Metrix Learning. Of course, these computers can also be used for job search and other employment-related activities such as resume development and assessment through NYS Department of Labor's Job Zone and CHOICES. Displaced Homemakers, and all Dislocated Workers are provided with one-on-one assistance in developing a resume that highlights the skills they have, no matter how they were obtained.

2. **Migrant and Seasonal Farm Worker Adults:** Explain the means by which the full range of WIA and Wagner-Peyser Services are available to Migrant and Seasonal Farm Worker adults in your area.

Our Center has a Rural Labor Service Representative assigned to us on a full time basis. She insures that the migrant and seasonal farm workers has access to the full range of WIA and Wagner-Peyser services. All of our core and many of our intensive services are available to a universal population, without eligibility requirements such as residency, citizenship, or right-to-work documentation. We also provide services through our website.

3. **Women:** Describe service strategies that assure women have access to labor market information and the skills development and supportive services necessary to enable them to acquire and retain high-wage jobs and maintain self-sufficiency. Include approaches used to eliminate possible barriers to employment in non-traditional occupations.

The Columbia-Greene Workforce area specifically encourages women to think “out of the box” when considering career options. We have specific sections of our in-house labor market book devoted to pointing out pay differences between occupations traditionally held by women, at various educational levels, to occupations traditionally held by men. We provide women who choose non-traditional occupations reference materials on how to deal with negative attitudes they might possibly encounter. In addition, supportive services, such as child care is available.

4. **Minorities:** Describe how services, including those provided through partner agencies, will be coordinated to assure that minority customers receive the full range of employment and training programs and services, especially those that lead to employment in high-wage, high-growth occupations.

The Columbia-Greene Career Center coordinates with a number of agencies that reaches out to minority populations. Specifically, this year a local plant closing has left many ESL speakers unemployed. We have ensured that translators have been available at rapid response sessions and at the Career Center when needed. In addition, we worked closely with Questar III to show the demand for additional ESL classes and helped them arrange funding to pay for those extra classes. This is only one example of how the Career Center meets the needs of local minority communities, as evidenced by our enrollment numbers which reflect a higher percentage of minority participants than the census suggests resides in our community.

5. **Individuals Training for Non-Traditional Employment:** Explain how information on area demand occupations, high-growth industries and related training opportunities, including occupational skills training, are made available to individuals interested in training for non-traditional employment.

The Columbia-Greene Workforce area specifically encourages all participants to think “out of the box” when considering career options. We have specific sections of

our in-house labor market book devoted to pointing out pay differences between occupations at various education levels that utilize math and science skills compared to occupations with similar education levels with a more “liberal arts” bent. As stated above we attempt to encourage women and men to pursue jobs based on their interests, while also considering employment outlooks and pay scales. We have funded training for women to become welders and men to become nurses. It is a natural part of our assessment and career planning process to knock down customers’ internal barriers about occupations they should not consider because of their sex.

6. **Older Individuals:** Describe how services offered through your local One-Stop system are accessible to, and meet the needs of, older individuals (age 55+).

Older individuals have access to all the services available to any other adult and/or dislocated worker. We encourage them to upgrade their skills and consider retraining options. We can determine eligibility and either enroll them directly or refer them to Title V employment programs available in the local area. A local Office of the Aging Director is a member of the Workforce Investment Board, to ensure older individuals receive the services they need.

7. **Other:** Indicate any other population groups specifically targeted in your local area, such as persons in need of English as a Second Language (ESL) instruction, and individuals who are preparing to re-enter the workforce.

Section II WIA Compliance

The Local Plan Modification will extend the existing Local Plan and Functional Alignment Addendum to June 30, 2010 and will become the basis for local area policy and monitoring.

It is anticipated that many of the local board's policies and procedures have remained constant since implementing the approved 2005-2009 Plan and Functional Alignment Addendum. Therefore, the purpose of this Compliance Section is to capture and publish local information about policies that may have changed or been updated. The local board is asked to certify as to whether a policy change has occurred and, where that has happened, provide the new policy.

Please complete the following chart (which follows the same order as the Compliance Section of the 2005-2009 Plan) indicating the status of your governing policies and attach new policy where appropriate.

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2009?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
1. Selecting and Certifying One Stop Operators	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Contracting for Service Providers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Priority of Service	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
4. Self-Sufficiency	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Supportive Services and Needs-Related Payments	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
6. Grievances and Complaints	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>		
7. Youth Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Design Framework</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Youth Council</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Recovery Act Provisions</i>	Policy attachment required	<input checked="" type="checkbox"/> Yes
8. Adult, Dislocated Worker and Wagner-Peyser Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Rapid Response</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Business Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<i>Integration of Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Reemployment Services Recovery Act Provisions</i>	Policy attachment required	<input checked="" type="checkbox"/> Yes
9. Training		
<i>Individual Training Accounts (ITA)</i>	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
<i>Customized Training</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>OJT</i>		
<i>Trade Act Strategies</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. WIA IB & Wagner-Peyser PY 09 Performance and System Indicators	NA	NA
11. Local Monitoring	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12. Open Meetings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
13. Public Comment on Local Plan	NA	NA

Required Signatures

	<i>Required Signatures</i>	<i>Attached?</i>
Attachment A	Signature of Local Board Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment B	Signature of Chief Elected Official(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment C	Signature of WIB Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment D	Units of Local Government	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment E	Fiscal Agent/Grant Subrecipient	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment F	One Stop Operator Information	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment G	Federal and State Certifications	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

If any of the following documents have changed in whole or in part, please attach.

	<i>Changed?</i>	<i>Attached?</i>
Chief Elected Official Agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Local Board By-Laws	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
One Stop Operator Agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that this Plan Modification was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Date:		Signature of Local Board Chair:	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local Board Chair:	
Ms.	<input type="checkbox"/>	Anthony P. Zibella	
Other	<input type="checkbox"/>		
Name of Board:	Workforce Investment Board of Columbia & Greene Counties		
Address 1:	P.O. Box 753		
Address 2:			
City:	Catskill		
State:	N.Y.	Zip: 12414	
Phone:	518-945-1508	E-mail: drake@mhcable.com	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO: Wayne Speenburgh	
Ms.	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Title of Local CEO:	Chairman		
Address 1:	Greene County Legislature		
Address 2:	411 Main Street, PO Box 467		
City:	Catskill		
State:	NY	Zip:	12414
Phone:	518 719-3793	E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

**ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL
Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):
Mr. <input checked="" type="checkbox"/>	Typed Name of Local CEO:	
Ms. <input type="checkbox"/>	Arthur Baer	
Other <input type="checkbox"/>		
Title of Local CEO:	Chairman	
Address 1:	Columbia County Board of Supervisors	
Address 2:	401 State Street	
City:	Hudson	
State:	NY	Zip: 12534
Phone:	518 828-1527	E-mail: dicosmo@govt.co.columbia.ny.us

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT C: SIGNATURE OF WIB DIRECTOR

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan Modification was developed through consultation and dialogue between the local area’s representative(s) and the New York State Department of Labor’s Regional Labor Market Analyst.

By virtue of my signature, I:

- attest that dialogues were conducted between the WIB’s representatives and the LMA which provided the WIB with data and the demographic characteristics of the LWIA’s resident population
- assure that service delivery and design, resource allocation, and other planning decisions were made by the WIB as a result of a careful consideration of the implications of the data and demographics as provided

Date:		Signature of Local WIB Director:
Mr. ___		Typed Name of Local WIB Director: Katie Drake
Ms. <u>x</u>		
Other ___		
Name of Board:	Workforce Investment Board of Columbia & Greene Counties	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

ATTACHMENT D: UNITS OF LOCAL GOVERNMENT

Where a local area is comprised of multiple counties or jurisdictional areas, provide the names of the individual governmental units and identify the grant recipient.

Unit of Local Government	Grant Recipient	
	Yes	No
Columbia County Board of Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Greene County Legislature	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

*Identify the Fiscal Agent or a Grant Recipient to assist in the administration of grant funds.
Provide the names of the agent and/or subrecipient.*

Entity	Fiscal Agent	
	Yes	No
Columbia-Greene Community College	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: Columbia-Greene Workforce New York	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	Columbia-Greene Community College 4400 Route 23, Hudson, NY 12534
Operator Phone: (518) 828-4181 x 5510	
E-Mail: wiltse@sunycgcc.edu	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by either the United States Department of Labor or the United States Department of Health and Human Services which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

C. DRUG FREE WORKPLACE. By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C,

pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

For contracts funded by the U.S. Department of Labor

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

For contracts funded by the U.S. Department of Health and Human Services

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

- (1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;

(2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled "Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance" which prohibit discrimination against qualified individuals with disabilities;

(3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled "Nondiscrimination on the Basis of Age in Programs and Activities Reviewing Federal Financial Assistance", which prohibits discrimination on the basis of age;

(4) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and

(5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

The grant applicant also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

STATE CERTIFICATIONS

E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1) No principle or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- 2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- 3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

F. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership

Policy #: 301 Title: Priority of Service & Financial Aid Determination –WIA Title IB

Effective Date: 10/31/02

Amended Date: 7/1/09

Policy Description: Local guidelines for financial aid eligibility for intensive or training services for WIA Adults and Dislocated Workers is based on self-sufficiency levels and priority of service guidelines established by the Workforce Investment Board of Columbia & Greene Counties.

Reference Documents: WIB Resolution 0210-31
IHF - Application For WIA Title IB Financial Aid
IHF – Documentation Checklist
WIA Section 134(b)(4)G
WIB Resolution-0106-09
IHF-Columbia Greene Training Request Review Sheet
IHF-Important Information About Obtaining An Individual Training Account
IHF-Individual Employment Plan Sections A –J

Procedures: Individuals requesting financial aid for training through WIA Title I must complete the following steps:

- Meet with an Employment Advisor who will explain the “Application for WIA Title IB Financial Aid” form. At the same time, the customer will also be provided with a “Documentation Checklist” form, which will identify the information the customer must provide in order to complete the eligibility process. Such as Driver’s License, Non-driver’s Identification, Birth Certificate to determine if a customer is over age 18. With males registered with Selective Service if born after 12/31/59.
- The customer will then be given an appointment to bring back the completed Application form and the required documentation. The Employment Advisor will give the customer their business card, with the date and time of the appointment written on the back of the card.
- At this appointment the Employment Advisor responsible for financial aid determination will determine if the customer meets the following guidelines:

Adults: The self-sufficiency level for adults is \$16.00 per hour for the individual applicant.

Dislocated Worker: The self-sufficiency level for dislocated workers is a replacement wage of 97% of their previous salary.

Priority of Service Guidelines for ITA's

- For Adults: Columbia or Greene County Resident. A veteran or eligible spouse of a veteran or a member of a household with a family Income level below the Poverty or 70% of LLIL Guidelines, based on family income during the previous 26 weeks.
- For Dislocated Workers: Income is below a self-sufficient level
- For Adults and Dislocated Workers: Individuals with limited formal education

Priority of Service Guidelines for OJT and Customized Training

- For Adults and Dislocated Worker: Columbia or Greene County Resident or business located in Columbia or Greene County.

Additional Policy Requirements for ITA's

For Adults and Dislocated Workers with Associate degrees or higher, approval will be determined by staff from the Workforce Investment Office. Approval will be based on:

- A review of the applicant's degree in relation to in-demand occupations and a review of the applicant's work experience to determine likelihood of reaching self-sufficiency without additional education.
- Must not be in default on a student loan to access an ITA for a training program that is also PELL eligible.
- For Adults, ITA's will only be approved for an individual when the mean hourly wage of the occupation being trained for will increase the individual's income by ten percent (based on the individual's pre-program hourly wage).
- For Dislocated Workers, ITA's will only be approved for an individual when the mean hourly wage of the occupation being trained for is at least 97% of the individual's pre-laid-off wage. Exceptions can be made to this policy if the results of the vocational assessment process determine that it is unlikely that the individual will be able to complete any training program or find employment in any field that will increase their income or replace their previous wage within a reasonable time frame.
- For Dislocated Workers residing outside of Columbia or Greene County the ITA system for those individuals will follow the system from their county of residence. The maximum amount of the ITA will also be based on their county of residence, unless it is higher than the Columbia Greene amount, in which case the Columbia-Greene amount will be utilized.

The Employment Advisor will discuss the Application For WIA Title IB Financial Aid form and any completed career planning or testing activities with the customer to complete sections A-J of the IEP.

These documents will also be used to complete the Columbia Greene Training Request Review Sheet which will determine if an ITA can be approved for the customer. If a positive outcome is determined then the Employment Advisor will complete the Important Information About Obtaining An Individual Training Account form, which outlines the next steps the customer will need to take to enroll in approved training.

The customer will then be introduced to the Employment Advisor who is assigned to provide case management activities for the training program the customer has selected. All documentation will also be given to this Employment Advisor.

Policy #: 301.4

Title: Supportive Services

Effective Date: 7/01/06

Amended Date: 7/01/08
2/20/09
3/09/09
7/01/09

Policy Description: Supportive services are monies reimbursed to WIA participants participating in training programs to offset the costs involved with participation. These services are available as long as funds are available to support the service.

Reference Documents: TA 09-3
IEP Sections A-K
IEP Section L. -Supportive Services

Procedures:

Transportation:

Costs are reimbursed for mileage for training activities only for those customers traveling at least 100 miles per week. Reimbursement is set at a fixed rate of \$20.00 per week. Section L of the Individual Employment Plan must be completed by the customer's Employment Advisor, and a copy of that IEP section must be submitted to the Assistant Director for Accounting.

Child Care:

If children are with a home-based sitter reimbursement is at \$2:00 and hour for the first child, \$.75 an hour for second child and \$.50 an hour for each additional child. These payments are made for class time, plus one half-hour before training begins and one half-hour after training ends to cover travel time. This information is gathered in the supportive service assessment form. Upon enrollment in a program, participants will obtain a baby sitter form from their Employment Advisor. Once completed payments will begin. It is the responsibility of the participant to pay the babysitter upon receipt of the child care check. Participants electing to utilize a center based child care service must contact their Employment Advisor. A contract between our office (WIO) and the Day Care Center will be issued. Day Care Centers usually bill us monthly and we pay them directly.

Both transportation and non-Day Care Center payments are calculated based on attendance records received from the training facilities or the customer. If a day of class is missed there will be no supportive services for that day. Supportive service checks made out directly to customers are issued on a bi-weekly basis. They are issued every other Thursday afternoon. They can be picked up at the WIO office or they will be mailed to participants homes (this is arranged with the Employment Advisor in advance).

Policy #: 301.5

Title: Needs Related Payments

Effective Date: 7/01/00

Amended Date:

Policy Description: Needs related payment(s), (NRP's), are cash payments made to eligible dislocated workers in order to enable them to continue participating in a training or education program.

Reference Documents: Workforce Investment Act Sections 663.815 through 663.840

Procedures: Receipt of NRP's will be limited by time and conditions. The eligibility to receive payments will be determined by the factors listed below: The LWIB is intent upon making this support available. However, it is the lowest priority activity within the service mix we offer to customers. Since the amount of funding set aside to make NRP's will be the last dollars budgeted, we cannot guarantee that every eligible customer will receive payments or that all that do will reach the school year cap of \$750.00. Payments will be made in \$50.00 weekly payments.

To qualify an individual *must*:

- Ceased to qualify for unemployment insurance payments;
- Have been accepted in training or education by the end of the 13th week of their initial unemployment compensation benefit period;
- Apply for and utilize, if eligible, TAP and PELL grants and
- Accept a student aide position if one is available, and if not eligible, conduct a job search that meets the approval of your program advisor.

Additional conditions:

- Customers who can retain \$750.00 or more of PELL grant funding after meeting tuition and fee obligations will not qualify for NRP's in that semester.
- Payments will only be made during semesters/scheduled training periods in which the customer is enrolled in a full time program.
- A full time program is defined as either a non-credit or licensing program which requires a customer to attend instruction for at least 20 hours per week or a credit bearing program semester during which a customer is enrolled in no fewer than 15 credits, whenever appropriate classes are available.

*The LWIB has not set a policy for adults or participants who do not qualify for unemployment insurance as a result of the qualifying layoff.

Policy #: 305

Title: ITA Training

Effective Date: 6/30/01

Amended Date: 1/15/08
4/8/09
7/28/09

Policy Description: Once financial aid eligibility for Title IB has been determined, customers must still obtain approval for an Individual Training Account (ITA). Approval will be based on availability of funds, customer's projected ability to successfully complete training, cost of training, provider eligibility, demand occupation, mean hourly wage, and placement rate upon training completion.

Reference Documents: WIA Section 134(b)(4)G
WIB Resolution-0106-09
IHF-Columbia Greene Training Request Review Sheet
IHF-Columbia Greene ITA Form
IHF-Important Information About Obtaining An Individual Training Account

Procedures:

To approve a customer for an ITA the following issues must be addressed:

- The individual has met the financial aid eligibility requirement for WIA Title IB.
- If an individual already has an educational attainment level at, or above, an Associate Degree, then a review of the applicant's degree and previous work experience must conclude that the applicant is unlikely to reach self-sufficiency without additional education.
 - **Note:** For Adults and Dislocated Workers that possess an Associate degree or higher that is determined to still be relevant, a Mini-ITA of \$1,000 may be available, if determined appropriate by staff from the Workforce Investment Office.
- The individual is not in default on a student loan, if they are selecting a training program that is eligible to receive PELL grants.
- The school selected by the applicant is on the New York State Eligible Training Provider list.
- For Adult eligibility, the individual should be requesting an ITA for training in an occupation that will increase the individual's income by ten percent (based on a comparison of the individual's pre-program hourly wage to the mean hourly wage for the occupation).
- For Dislocated Worker eligibility, the individual is requesting an ITA for training in an occupation that should pay an income that is at least 97% of the individual's pre-laid-off wage.
 - **Note:** Exceptions to the wage policy can be made if the results of the vocational assessment process determine that it is unlikely that the individual will be able

to complete any training program or find employment in any field that will increase their income or replace their previous wage within a reasonable time frame.

- For Dislocated Workers residing outside of Columbia or Greene County the ITA system for those individuals will follow the system from their county of residence. The maximum amount of the ITA will also be based on their county of residence, unless it is higher than the Columbia Greene amount, in which case the Columbia-Greene amount will be used.

Upon approval of training:

- The customer and employment advisor will complete the ITA form. The ITA form will be signed and dated by employment advisor, customer and training provider. First page (white) is kept in customer folder, second page (yellow) is given to Associate Director of accounting, third page (pink) is given to customer and last page (goldenrod) is kept by training provider.
- ITA amounts are based on mean hourly wages.

MEAN HOURLY WAGE RATE	AMOUNT OF ITA
\$13.87 OR ABOVE	\$8,000
\$11.87 to \$13.86	\$7,000
\$10.37 to \$11.86	\$5,000
\$9.87 to \$10.36	\$3,500
BELOW \$9.87	0

Policy #: 109 Title: In-Demand Occupations List

Effective Date: 7/28/09

Amended Date:

Policy Description: The Workforce Investment Act of 1998 requires that funds provided to local areas that are to be used for training must only be spent on training people for “in-demand” occupations. It is the responsibility of local Workforce Investment Boards to determine occupations that are in-demand within their local area.

Reference Documents: WIB Minutes, July 14, 2009

Procedures: The Columbia-Greene “In-Demand” Occupation list was revised by the Workforce Investment Board on July 14, 2009. The new list is in response to the current business climate. The WIB has determined that the economy is in such flux that it is very difficult to make long term predictions regarding the current and future job needs of local and regional businesses. It has given the Workforce New York Career Center at Columbia-Greene Community College flexibility in determining which occupations can be considered In-Demand while the recession continues.

The WIB has determined that the Career Center can evaluate any occupation for “In-Demand” classification, if it falls within one of the following major groups, as defined by the 2000 Standard Occupational Classification (SOC) system:

- 13-0000 Business and Financial Operations Occupations
- 15-0000 Computer and Mathematical Occupations
- 17-0000 Architecture and Engineering Occupations
- 19-0000 Life, Physical, and Social Science Occupations
- 21-0000 Community and Social Services Occupations
- 23-0000 Legal Occupations
- 25-0000 Education, Training, and Library Occupations
- 29-0000 Healthcare Practitioners and Technical Occupations
- 31-0000 Healthcare Support Occupations
- 33-0000 Protective Service Occupations
- 35-0000 Food Preparation and Serving Related Occupations
- 39-0000 Personal Care and Service Occupations
- 41-0000 Sales and Related Occupations
- 43-0000 Office and Administrative Support Occupations
- 47-0000 Construction and Extraction Occupations
- 49-0000 Installation, Maintenance, and Repair Occupations
- 51-0000 Production Occupations
- 53-0000 Transportation and Material Moving Occupations

The Workforce New York Career Center at Columbia-Greene Community College will consider the following issues when determining an occupation’s designation as “in-demand”:

6. **Employment Prospects:** Generally, the employment prospects for the occupation should be considered as favorable or very favorable for the Capital District region based on the most recent workforce industry data (provided by the New York State Department of Labor); or, a specific employer or union has identified the occupation as currently in-demand without a pool of eligible candidates from which to choose.
7. **Wage Rate:** The occupation should provide an entry-level mean hourly wage or annual salary that equals at least \$9.87 per hour (based on the most recent workforce industry data provided by the New York State Department of Labor). Commissions, tips, or other forms of compensation should not be considered when determining Hourly Wage Rates.
8. **Full Time Employment:** The occupation generally provides full-time, non-seasonal employment in our local area.
9. **Career Pathways:** The occupation provides for advancement opportunities within one or more industries.
10. **Credentials:** The occupation requires/prefers either an industry recognized credential, state license, or post-secondary degree.

Policy #: 601

Title: Youth Recovery Act Provisions

Effective Date: 4/01/09

Amended Date:

Policy Description: The Recovery Act of 2009 is allowing the Columbia-Greene area to provide an expanded Summer Youth Employment Program utilizing WIA funds

Reference Documents: Training and Employment Guidance Letter No. 14-08

Procedures:

The Columbia-Greene WIA Summer Youth Employment Program is designed to teach youth job skills, develop good work habits, and explore career opportunities.

All youth receive:

Work experience – The majority of students, ages 14 or 15 will participate in a four week career exploration/work simulation experience in one of three areas: food service, videography, or health/science. Students between the ages of 15 to 24 are either placed at a private, non-profit or government worksites for a minimum of six weeks of work. Some participates between the ages of 18 and 24 are allowed a maximum of 23 weeks of work, and may have pay rates above the minimum wage, commiserate with their job responsibilities.

The work readiness component **will** consists of two parts. The first is the supervisor’s evaluations of participants’ work skills and performance, which is completed at the end of their first two weeks on the job and then during the last week on the job. The students are also required to complete our SYEP “Skills Book”. This manual requires participants to successfully finish a variety of activities during the program. This includes:

- The participant setting short and long term work and education goals
- Developing an understanding of the work skills valued by employers (SCAN Skills)
- Accurately completing a job application and resume
- Completing a weekly journal of what they have experienced and learned.

Participants will be determined to be work ready when they have completed the skill book successfully and have received an employee evaluation with at least a satisfactory rating on the three foundation skills and the five work skills.

Measurable increases in work readiness will be determined by comparing the completeness and accuracy of the participants’ SYEP application forms to the completeness and accuracy of the skill book. It is also measured by the comparison of the first employer evaluation to the final evaluation.

Green jobs will be incorporated into our summer youth program through our coordinated partnership with the Student Conservation Association. The SCA hired 17 students that were referrals from both the WIA summer youth and year-round program.

No apprenticeship programs are available locally.

Outreach for the summer youth program [will begin](#) in early May. Outreach to migrant farm workers is done through the local school districts Outreach and recruitment for other needy youth is done by staff who visit all local high schools, County Departments of Social Services, County Probation Departments, Division of Youth Facilities, and local community action agencies.

Worksites that want to participate in the Summer Youth Employment Program must complete an application process that includes providing job descriptions and worksite agreement. This application ensures that the worksite understands the responsibility of sponsoring youth workers, and that they are willing to dedicate staff time to providing appropriate supervision. In addition, to the application, staff of the Career Center have past experiences with summer youth worksites and have knowledge of those organizations that provide valuable, safe work experience opportunities.

Private sector, public sector, and not-for-profit worksites are used. Examples of these include schools, community action agencies, town recreation programs, public work departments, nursing homes, museums, libraries, and private businesses.

All supervisors are required to follow Youth Employment Program regulations such as time and attendance procedures, NYS Child Labor Laws, and to adhere to the Youth Employment Program worksite agreement. This agreement is signed by the worksite administrator and by WIA staff. This information is reviewed verbally and provided in writing during a mandatory worksite orientation, which must be attended by all supervisors. The Career Center staff assigned to the youth program are responsible for monitoring worksites for safety and to ensure that youth are following labor laws. They are also responsible for computing the number of hours youth have worked during each bi-weekly pay period. All participating youth are employees of Columbia-Greene Community College, so the payroll department has each youth's payrate, which is at least at the minimum wage.

The worksite agreement signed by the worksite and WIA staff certifies that employment of the youth will not adversely impact current employees, impair existing contracts for services or employment, or replace laid off employees.

Youth are matched to worksites based on their goals, interests, and skills whenever possible. They are verbally asked their work preferences based on the following categories: Health Care/Services, Office/Clerical, Child Care, Recreation/Parks, Maintenance/Cleaning, or Customer Service. Although every effort is made to match the youth's career interests with a worksite, there is no guarantee. Due to the lack of public transportation in our area, some youth are placed in jobs not related to their interests.

ATTACHMENT H: TRAINING SUPPORT ANALYSIS FORM:

NEEDS-RELATED PAYMENTS

Please note that a "no" response to questions 1 through 3 disqualifies you for needs-related payments (NRP).

1. Are you unemployed or have you received notification of layoff?
 Yes No
2. Have you ceased to qualify for UI benefits or Trade Readjustment Allowances (TRA)?
 Yes No
3. Are you currently maintaining satisfactory progress in training? Attach most recent grades.
 Yes No

Please note that a "yes" response to questions 4 and 5 disqualifies you for needs-related payments (NRP).

4. Are you currently participating in a work experience, On-the-Job Training (OJT) or work study?
 Yes No
5. Do you intend to claim any type of unemployment insurance benefits or receive any payments for work or vacation?
 Yes No
6. Do you need income support beyond your "other resources" available in order to participate in training? Examples of other resources include but are not limited to severance pay, TANF, other family income (spouse's income), etc.
 Yes No

If yes, explain:

Needs-Related Payments are not intended to provide the entire amount of income support you may need to complete your training. These payments are made to temporarily help you while making satisfactory progress during your participation in full-time training. Needs-Related Payments are subject to your on-going eligibility for the program and funding availability.

All answers and statements are true and complete to the best of my knowledge. I understand that untruthful or misleading answers may cause my determination to be rejected. I further understand that any payments made based on such statements may require Needs-Related Payments provided to be returned.

Participant Signature: _____

Date: _____

ATTACHMENT I: PRIORITY OF SERVICE SAMPLE POLICIES

**LOCAL WORKFORCE INVESTMENT BOARD
POLICY ISSUANCE NUMBER:**

TO: All One-Stop Career Center Staff and Providers

SUBJECT: Priority of Service for Recipients of Public Assistance & Other Low-Income Individuals under the Recovery Act WIA Adult Funding Stream

ISSUANCE DATE: XXXXXX

EFFECTIVE DATE: XXXXXX

EXPIRATION DATE: XXXXXX

Purpose: To issue priority of service policy for adults who are recipients of public assistance and other low-income individuals who require intensive and training services under the Recovery Act WIA Adult funding stream.

Background: The American Recovery and Reinvestment Act of 2009 (The Recovery Act) signed by President Obama on February 17, 2009 is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the recession. On March 18, 2009, the United States Department of Labor's, Employment and Training Administration released guidance (Training & Employment Guidance Letter No. 14-8) for implementing Workforce Investment Act and Wagner-Peyser Act funding under the Recovery Act. The Recovery Act contains several provisions designed to target services to certain populations. One such provision mandates that priority of service must be enacted for recipients of public assistance and other low-income individuals who receive intensive and training services under the WIA Adult funding stream.

Policy: The local workforce investment board should craft language that provides clear direction to successfully ensure priority of service is provided for intensive and training services under Recovery Act WIA Adult to recipients of public assistance and low-income individuals. Points to consider are:

1. What defines a low-income individual?
2. What criteria will be used to differentiate between Recovery WIA Adult and non-Recovery WIA Adult funds? (Depending on local policy, Priority of Service may not be mandatory when services are provided with non-Recovery WIA Adult funds).
3. What criteria will be used to designate a priority customer?
4. What monitoring criteria will be enacted to ensure federal requirements are being successfully implemented?

Inquiries: Please direct any questions to XXXXXXXX.

Chair LWIB or Chief Elected Official

Date

**LOCAL WORKFORCE INVESTMENT BOARD
POLICY ISSUANCE NUMBER:**

TO: All One-Stop Career Center Staff and Providers

SUBJECT: Veterans Priority of Service

ISSUANCE DATE: XXXXXX

EFFECTIVE DATE: XXXXXX

EXPIRATION DATE: XXXXXX

Purpose: The purpose of this policy is to implement veterans’ priority of service as mandated in Federal regulation (Final Rule, 20CFR Part 1010) that went into effect on January 19, 2009.

Background: The Jobs for Veterans Act, enacted into Public Law 107-288 on November 7, 2002 made a number of amendments to encourage military veterans’ access to services within an integrated one-stop service delivery system. One such amendment creates a priority of service for veterans (and some spouses) “who otherwise meet the eligibility requirements for participation” in DOL training programs. As mandated in Federal regulation, One-Stop Career Centers are required to implement priority of service and will need to have clear strategies for providing veterans and eligible spouses of veterans with quality service at every phase of services offered.

Policy: The local workforce investment board should craft language that provides clear direction to successfully ensure priority of service is provided to Veterans. Points to consider are:

1. What defines a veteran, eligible veteran, covered person, eligible spouse, qualified job training program?
2. What procedures are in place to ensure signage is properly displayed?
3. What procedures are in place to identify covered persons who physically access or virtually access service delivery points?
4. What outreach strategies (if any) will be incorporated in local policy?
5. What website design policy will be implemented?
6. What procedures are in place to ensure the revision of all contract templates, RFP and sub-agreement language to include priority of service language?
7. What customer flow process will be implemented to make use of DVOPs and LVERs?
8. What modifications to Functional Alignment (if any) will be made to enhance implementation of priority of service?
9. What procedures are in place to ensure all impacted staff are made aware of and assist in the implementation of priority of service?

Inquiries: Please direct any questions to XXXXXXXX.

Chair LWIB or Chief Elected Official

Date

ATTACHMENT J: PY 2008 PARTICIPANT TRAINING DATA

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
Albany/Rensselaer/Schenectady Counties	WIA Dislocated Worker Local	448	428	14	56	0	31	25	320
Albany/Rensselaer/Schenectady Counties	WIA Adult Local	410	389	19	120	0	13	0	258
Albany/Rensselaer/Schenectady Counties	OOSY	19	0	0	1	0	0	0	18
Albany/Rensselaer/Schenectady Counties	ISY	37	0	0	35	0	0	0	2
Allegany/Cattaraugus Counties	WIA Dislocated Worker Local	94	76	17	0	0	4	0	73
Allegany/Cattaraugus Counties	WIA Adult Local	253	170	80	0	0	0	0	173
Allegany/Cattaraugus Counties	OOSY	34	0	5	0	0	0	0	29
Allegany/Cattaraugus Counties	ISY	13	0	0	0	0	0	0	13
Broome/Tioga Counties	WIA Dislocated Worker Local	449	248	56	0	0	1	0	391
Broome/Tioga Counties	WIA Adult Local	920	623	86	8	0	0	0	826
Broome/Tioga Counties	OOSY	54	0	0	0	0	0	0	54
Broome/Tioga Counties	ISY	6	0	0	0	0	0	0	6
Cayuga/Cortland Counties	WIA Dislocated Worker Local	91	86	2	0	0	0	0	89
Cayuga/Cortland Counties	WIA Adult Local	120	97	1	12	0	0	0	107
Cayuga/Cortland Counties	OOSY	6	0	0	0	0	0	0	6
Cayuga/Cortland Counties	ISY	2	0	0	1	0	0	0	1
Chautauqua County	WIA Dislocated Worker Local	102	100	0	0	0	1	0	101
Chautauqua County	WIA Adult Local	143	61	0	1	0	0	79	62
Chautauqua County	OOSY	5	0	0	0	0	0	0	5
Chautauqua County	ISY	2	0	0	0	0	0	0	2
Chemung/Schuylers/Steuben Counties	WIA Dislocated Worker Local	218	72	47	6	0	0	0	166
Chemung/Schuylers/Steuben Counties	WIA Adult Local	976	24	449	70	0	0	328	130
Chemung/Schuylers/Steuben Counties	OOSY	58	0	0	5	0	0	0	53
Chemung/Schuylers/Steuben Counties	ISY	12	0	0	0	0	0	0	12
Chenango/Delaware/Otsego Counties	WIA Dislocated Worker Local	94	76	8	5	0	4	0	77
Chenango/Delaware/Otsego Counties	WIA Adult Local	162	95	22	1	0	1	43	95

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
Chenango/Delaware/Otsego Counties	OOSY	14	0	2	0	0	0	0	12
Clinton/Essex/Franklin/Hamilton	WIA Dislocated Worker Local	32	13	18	0	0	0	0	14
Clinton/Essex/Franklin/Hamilton	WIA Adult Local	128	85	38	2	0	0	0	88
Clinton/Essex/Franklin/Hamilton	OOSY	4	0	0	0	0	0	0	4
Columbia/Greene Counties	WIA Dislocated Worker Local	83	72	2	0	0	18	0	62
Columbia/Greene Counties	WIA Adult Local	78	48	1	0	0	13	26	37
Dutchess County	WIA Dislocated Worker Local	125	119	6	0	5	1	0	113
Dutchess County	WIA Adult Local	98	94	5	0	5	2	0	86
Dutchess County	OOSY	20	0	0	0	0	0	0	20
Dutchess County	ISY	1	0	0	0	0	0	0	1
Erie County	WIA Dislocated Worker Local	671	403	236	11	0	1	4	419
Erie County	WIA Adult Local	704	497	98	44	0	0	59	503
Erie County	OOSY	8	0	0	0	1	0	0	7
Erie County	ISY	65	0	0	0	55	0	0	10
FINGER LAKES - Ontario/Seneca/Wayne/Yates	WIA Dislocated Worker Local	120	104	13	1	0	0	0	106
FINGER LAKES - Ontario/Seneca/Wayne/Yates	WIA Adult Local	257	164	52	24	0	0	5	176
FINGER LAKES - Ontario/Seneca/Wayne/Yates	OOSY	2	0	0	0	0	0	0	2
FINGER LAKES - Ontario/Seneca/Wayne/Yates	ISY	5	0	0	0	0	0	0	5
Fulton/Montgomery/Schoharie Counties	WIA Dislocated Worker Local	72	54	14	0	0	18	0	40
Fulton/Montgomery/Schoharie Counties	WIA Adult Local	312	73	0	1	0	14	234	62
GLOW -Genesee/Orleans/Livingston/Wyoming	WIA Dislocated Worker Local	156	145	11	0	0	1	0	144
GLOW -Genesee/Orleans/Livingston/Wyoming	WIA Adult Local	348	253	44	0	0	31	41	232
GLOW -Genesee/Orleans/Livingston/Wyoming	OOSY	24	0	0	1	0	0	0	23
Hempstead/Long Beach	WIA Dislocated Worker Local	373	251	1	6	0	12	0	354
Hempstead/Long Beach	WIA Adult Local	108	94	1	2	0	0	1	103

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
Jefferson/Lewis Counties	WIA Dislocated Worker Local	62	44	18	0	0	23	0	22
Jefferson/Lewis Counties	WIA Adult Local	158	110	46	1	0	37	0	74
Monroe County	WIA Dislocated Worker Local	288	252	2	29	0	2	1	253
Monroe County	WIA Adult Local	671	443	5	206	0	4	11	445
Monroe County	OOSY	100	0	0	0	0	0	0	100
Monroe County	ISY	203	0	0	0	0	0	0	203
New York City	WIA Dislocated Worker Local	1282	1278	0	0	0	38	2	1241
New York City	WIA Adult Local	3708	2918	98	0	0	59	712	2839
New York City	OOSY	NA	NA	NA	NA	NA	NA	NA	NA
New York City	ISY	NA	NA	NA	NA	NA	NA	NA	NA
Niagara County	WIA Dislocated Worker Local	132	118	6	0	0	0	0	126
Niagara County	WIA Adult Local	168	151	8	1	0	0	1	157
Niagara County	OOSY	11	0	0	0	0	0	0	11
Niagara County	ISY	1	0	0	0	0	0	0	1
NYSDOL - CO	WIA Dislocated Worker Local	2	2	0	0	0	0	0	2
Oneida/Herkimer/Madison Counties	WIA Dislocated Worker Local	270	194	76	0	0	6	4	185
Oneida/Herkimer/Madison Counties	WIA Adult Local	391	114	142	1	0	1	106	142
Oneida/Herkimer/Madison Counties	OOSY	34	0	8	0	0	0	13	12
Oneida/Herkimer/Madison Counties	ISY	5	0	0	0	0	0	1	4
Onondaga County	WIA Dislocated Worker Local	254	242	8	0	0	20	0	226
Onondaga County	WIA Adult Local	301	176	25	0	0	28	102	146
Onondaga County	OOSY	29	0	1	0	0	0	0	28
Onondaga County	ISY	10	0	0	0	0	0	0	10
Orange County	WIA Dislocated Worker Local	176	166	11	0	0	0	0	166
Orange County	WIA Adult Local	142	124	14	1	0	0	0	126
Oswego County	WIA Dislocated Worker Local	107	92	13	0	0	0	0	94
Oswego County	WIA Adult Local	232	113	48	26	0	2	31	124

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
Oswego County	OOSY	25	0	0	0	0	0	0	25
Oswego County	ISY	13	0	0	0	0	0	0	13
Oyster Bay/North Hempstead/Glen Cove	WIA Dislocated Worker Local	577	222	0	4	0	1	0	572
Oyster Bay/North Hempstead/Glen Cove	WIA Adult Local	186	119	0	0	0	1	0	185
Oyster Bay/North Hempstead/Glen Cove	OOSY	13	0	0	0	0	0	0	13
Putnam/Westchester Bal.	WIA Dislocated Worker Local	224	212	0	12	0	1	0	211
Putnam/Westchester Bal.	WIA Adult Local	179	176	0	4	0	0	0	175
Putnam/Westchester Bal.	OOSY	49	0	1	0	0	0	0	48
Putnam/Westchester Bal.	ISY	6	0	0	0	0	0	0	6
Rockland County	WIA Dislocated Worker Local	46	42	0	1	0	1	1	42
Rockland County	WIA Adult Local	38	32	0	0	0	2	2	34
Rockland County	OOSY	25	0	0	0	0	0	0	25
Rockland County	ISY	30	0	0	0	0	0	0	30
Saratoga/Warren/Washington Counties	WIA Dislocated Worker Local	26	24	1	1	0	1	0	23
Saratoga/Warren/Washington Counties	WIA Adult Local	74	66	1	4	0	4	0	66
St. Lawrence County	WIA Dislocated Worker Local	120	90	17	1	0	0	0	102
St. Lawrence County	WIA Adult Local	263	203	31	4	0	0	0	228
St. Lawrence County	OOSY	11	0	0	0	0	0	0	11
St. Lawrence County	ISY	2	0	0	0	0	0	0	2
Suffolk County	WIA Dislocated Worker Local	953	937	0	5	0	4	0	944
Suffolk County	WIA Adult Local	961	959	0	7	0	78	0	876
Suffolk County	OOSY	53	0	1	0	0	0	0	52
Suffolk County	ISY	12	0	0	0	0	0	0	12
Sullivan County	WIA Dislocated Worker Local	34	19	5	0	0	13	0	16
Sullivan County	WIA Adult Local	43	40	5	0	0	0	0	38
Sullivan County	OOSY	4	0	0	0	0	0	0	4
Sullivan County	ISY	1	0	0	0	0	0	0	1
Tompkins County	WIA Dislocated Worker	42	41	0	1	4	0	0	37

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
	Local								
Tompkins County	WIA Adult Local	55	53	2	5	1	0	0	47
Ulster County	WIA Dislocated Worker Local	74	71	0	0	0	5	0	70
Ulster County	WIA Adult Local	154	150	4	0	0	0	0	150
Ulster County	OOSY	29	0	0	0	0	0	0	29
Ulster County	ISY	2	0	0	0	0	0	0	2
Yonkers City of	WIA Dislocated Worker Local	49	47	1	0	0	0	1	47
Yonkers City of	WIA Adult Local	73	62	7	0	0	5	0	61
Yonkers City of	OOSY	59	0	0	0	0	0	0	59
Yonkers City of	ISY	14	0	0	0	0	0	0	14