

**Western Virginia Workforce Development Board
Program Oversight Committee**

February 3, 2022

Virginia Career Works – Roanoke Center

I.	Call to Order	Abby Hamilton
II.	Public Comment	
III.	Meeting Minutes Approval – October 28, 2021	Abby Hamilton
IV.	WIOA Title I Programs Report	Michelle Brennan
	<ul style="list-style-type: none">• WIOA Title I Programs Performance	
V.	New Business	Leah Gibson
	<ul style="list-style-type: none">• Legislative Updates• Updated Work Experience Policy• CareerQuest 2022• Program Services Unit Staffing Update• WIOA Title I Program Operations Waiver Update	
VI.	Other Business	Morgan Romeo
	<ul style="list-style-type: none">• Discretionary Grants<ul style="list-style-type: none">◦ JobsPlus, INSPIRE, CAREER National Dislocated Worker, YouthBuild, SNAPET, OnRamp, Good Jobs Challenge• Career Pathways Project	
VII.	Upcoming Meetings	
	<ul style="list-style-type: none">• Next Program Oversight Meeting May 5, 2022• Next WVVWDB Meeting March 25, 2022	
VIII.	Adjournment	

**Western Virginia Workforce Development Board
Program Oversight Committee**

October 28, 2021, at 9:00am

Virginia Career Works – Roanoke Center
3601 Thirlane Road, Suite 2, Roanoke, VA 24019

Members	Present
Karen Michalski	X
Joe Brinley	X
Dr. Milan Hayward	X
Abby Hamilton, Chair	X
Emily Smith	

WWWDB Staff	Present
Michelle Brennan	X
Leah Gibson	X

Call to Order

Abby Hamilton called the meeting to order at 9:00am.

Public Comment

There was no public comment.

Meeting Minutes Approval – August 30, 2021

Abby Hamilton asked the group to review the minutes from the last meeting.

Program Oversight Committee Action: A motion was made by Karen Michalski to approve the minutes as presented. Joe Brinley seconded the motion. The motion was carried by vote.

WIOA Title I Programs Report

Michelle Brennan presented the WIOA Title I programs report that was included in the packet. Michelle noted that staff are having no difficulties enrolling into the WIOA Title I Adult program, but applicants are coming in slower for the Dislocated Worker and Youth programs. The group discussed reasons why some individuals who may have ended employment last year (2020) due to COVID-19, may not be considered Dislocated Workers, as they may not be returning to the workforce, may be staying at home, or may be retiring, due to the ‘Silver Tsunami’ effect. Michelle also asked the group for suggestions for outreach in the community to recruit program participants. Many suggestions were shared such as Foster Care staff at local Departments of Social Services, Parent Groups at the schools, religious groups, and Straight Street. Michelle will be reaching out to many organizations, as well as being connected to some by Committee members via email.

New Business

PY2021 ETPL Renewals – Executive Committee Action

Leah Gibson shared that the Executive Committee acted at their last meeting, on behalf of the full Board, to review and approve Training Providers for continued approval on the Eligible Training Provider List, to receive WIOA Title I funds for participant tuition. The Committee approved all providers previously approved locally to

remain, except for Black Diamond School of Beauty, as that institution failed to meet Equal Opportunity & Accessibility standards, as required by the state & federal regulations.

Committee Member Vacancy

Leah Gibson reminded the Committee that we still have a vacancy on the Committee, where Amanda Rogers left her previous employment and had to vacate her position on the Board as well. The Committee members discussed other private sector representatives on the Board that would be a good fit and contribute to the Committee's goals. The group agreed to reach out to Kristi Mallory or Tiffany Worstell to fill the vacancy. Abby Hamilton will reach out to Kristi following today's meeting.

CareerQuest 2021 Postponed

Leah Gibson updated the Committee members that after multiple conversations with the school districts, had agreed to postpone CareerQuest 2021 from September & October to the spring in March & April. The staff are working with the school districts to confirm the new dates & will send out links for businesses & volunteers to sign up to participate once the details are finalized.

Program Services Unit Staffing

Leah Gibson updated the group that three staff vacancies had developed over the past couple of months within the Program Services Unit. As a result, staff reviewed the positions and have posted two positions to be filled: a Career Coach and a Program Services Specialist. The Program Services Specialist is a newly created position, that will focus on outreach, recruitment & enrollment into the WIOA Title I programs. This position was created after multiple discussions with Michelle & her team about the needs of the Program Services Unit.

Other Business

Discretionary Grants

Leah Gibson provided an update on discretionary grants for the committee on behalf of Morgan Romeo. She shared that all the local workforce development boards in Virginia had applied for CAREER National Dislocated Worker Grant funding, through the Director's Association. This application would allow each local area to have funds dedicated to supportive services for Dislocated Workers, that would be more flexible than our WIOA Title I Funds. The group was awarded these funds, and we look forward to implementing this additional service for our local Dislocated Workers to meet their needs. She also shared an update on the SNAP E&T funding application, as that application was submitted, and staff expect to hear back on that funding early next week.

Upcoming Meetings

The next Committee meeting will be February 3, 2022, at 9:00am. The next Board meeting is December 17, 2021, at 9:00am.

Adjournment

Abby Hamilton adjourned the meeting at 9:56am.

Workforce Innovation and Opportunity Act (WIOA)
Title I Adult and Dislocated Worker Programs
Performance Report - December 2021

Adult Program

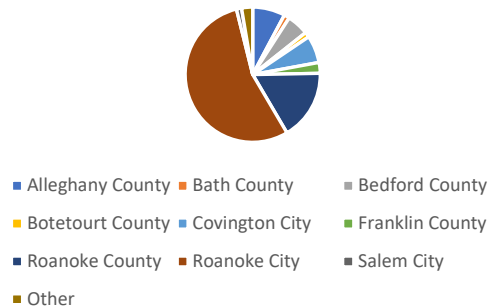
Participants by Month		
Month	New	Total YTD
July	16	16
August	24	40
September	16	56
October	11	67
November	8	75
December	20	95
January		95
February		95
March		95
April		95
May		95
June		95

Carryover Participants	122
New Enrollment Goal	101
Total Participant Goal	223

% Toward New Enrollment Goal	94%
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**end of month should be 50%*

Adult Enrollment by Locality



Dislocated Worker Program

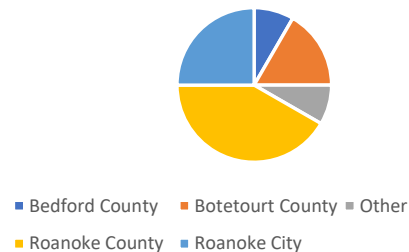
Participants by Month		
Month	New	Total YTD
July	0	0
August	5	5
September	7	12
October	0	12
November	0	12
December	0	12
January		12
February		12
March		12
April		12
May		12
June		12

Carryover Participants	19
New Enrollment Goal	104
Total Participant Goal	123

% Toward New Enrollment Goal	12%
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**end of month should be 50%*

Dislocated Worker Enrollment by Locality



Adult Program

Training Participation	
Healthcare	58
Manufacturing	8
Information Technology	5
Financial Services	1
Construction	4
Transportation	33
Education	1

Post-Secondary	105
OJT Placements	4
Work Experiences	2

Dislocated Worker Program

Training Participation	
Healthcare	7
Manufacturing	6
Information Technology	2
Financial Services	0
Construction	3
Transportation	1
Education	1

Post-Secondary	14
OJT Placements	6
Work Experiences	0

Adult Program Expenditures & Obligations YTD

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Occupational Skills Training	\$135,000.00	\$73,368.98	\$89,728.81	66%
On-the-Job Training	\$25,000.00	\$1,713.00	\$13,720.00	55%
Work Experience	\$0.00	\$5,790.00	\$6,400.00	-100%
Customized Training	\$0.00	\$0.00	\$0.00	0%
Contract Training	\$0.00	\$0.00	\$0.00	0%
Transitional Jobs	\$0.00	\$0.00	\$0.00	0%
Registered Apprenticeship	\$0.00	\$0.00	\$0.00	0%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$20,000.00	\$10,085.97	\$21,112.65	106%
Certification & Credentialing	\$5,000.00	\$707.00	\$907.00	18%
Other Services	\$0.00	\$0.00	\$0.00	0%
Total	\$185,000.00	\$91,664.95	\$131,868.46	71%

*end of month should be 50%

Dislocated Worker Expenditures & Obligations YTD

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Occupational Skills Training	\$140,000.00	\$12,775.00	\$12,775.00	9%
On-the-Job Training	\$30,000.00	\$6,899.26	\$19,501.26	65%
Work Experience	\$0.00	\$0.00	\$0.00	0%
Customized Training	\$0.00	\$0.00	\$0.00	0%
Contract Training	\$0.00	\$0.00	\$0.00	0%
Transitional Jobs	\$0.00	\$0.00	\$0.00	0%
Registered Apprenticeship	\$0.00	\$0.00	\$0.00	0%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$45,000.00	\$1,975.79	\$3,572.59	8%
Certification & Credentialing	\$5,000.00	\$175.00	\$175.00	4%
Other Services	\$0.00	\$0.00	\$0.00	0%
Total	\$220,000.00	\$21,825.05	\$36,023.85	16%

*end of month should be 50%

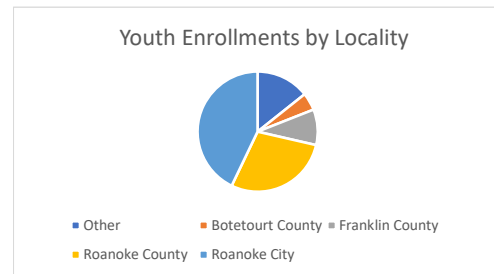
Workforce Innovation and Opportunity Act (WIOA)
Title I Youth Program
Performance Report - December 2021

Participants by Month		
Month	New	Total YTD
July	1	1
August	9	10
September	3	13
October	6	19
November	2	21
December	3	24
January		24
February		24
March		24
April		24
May		24
June		24

Carryover Participants	28
New Enrollment Goal	72
Total Participant Goal	100

% Toward New Enrollment Goal	33%
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**end of month should be 50%*



Youth Program

Training Participation	
Healthcare	7
Manufacturing	3
Information Technology	2
Financial Services	0
Construction	0
Transportation	2
Education	0
Post-Secondary	9
OJT Placements	1
Work Experiences	4

Out of School Youth Program Expenditures

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Tutoring, Study Skills	\$0.00	\$0.00	\$0.00	0%
Alternative Secondary School Service	\$0.00	\$0.00	\$0.00	0%
Work Experience/Internship	\$94,500.00	\$1,066.00	\$1,066.00	1%
Occupational Skills Training	\$50,000.00	\$12,000.00	\$18,500.00	37%
Supportive Service	\$22,500.00	\$886.23	\$4,718.09	21%
Adult Mentoring	\$0.00	\$0.00	\$0.00	0%
Follow-up Services	\$0.00	\$0.00	\$0.00	0%
Leadership Development	\$13,500.00	\$0.00	\$0.00	0%
Comprehensive Guidance & Counseling	\$0.00	\$0.00	\$0.00	0%
Financial Literacy	\$0.00	\$0.00	\$0.00	0%
Entrepreneurial Skills Training	\$0.00	\$0.00	\$0.00	0%
Career Awareness & Career Counseling	\$0.00	\$0.00	\$0.00	0%
Preparation for Post-Secondary	\$0.00	\$0.00	\$0.00	0%
Total	\$180,500.00	\$13,952.23	\$24,284.09	13%

*end of month should be 50%

In School Youth Program Expenditures

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Tutoring, Study Skills	\$0.00	\$0.00	\$0.00	0%
Alternative Secondary School Service	\$0.00	\$0.00	\$0.00	0%
Work Experience/Internship	\$10,500.00	\$200.00	\$200.00	2%
Occupational Skills Training	\$0.00	\$0.00	\$0.00	0%
Supportive Service	\$2,500.00	\$0.00	\$0.00	0%
Adult Mentoring	\$0.00	\$0.00	\$0.00	0%
Follow-up Services	\$0.00	\$0.00	\$0.00	0%
Leadership Development	\$1,500.00	\$0.00	\$0.00	0%
Comprehensive Guidance & Counseling	\$0.00	\$0.00	\$0.00	0%
Financial Literacy	\$0.00	\$0.00	\$0.00	0%
Entrepreneurial Skills Training	\$0.00	\$0.00	\$0.00	0%
Career Awareness & Career Counseling	\$0.00	\$0.00	\$0.00	0%
Preparation for Post-Secondary	\$0.00	\$0.00	\$0.00	0%
Total	\$14,500.00	\$200.00	\$200.00	1%

*end of month should be 50%

WIOA Title I Program Performance Review

LWDA 3

WIOA Title I Programs & Fiscal Team

December 1, 2021

Agenda

- Introductions
- Fiscal Update and PY20 Performance Review Discussion
 - Overview
 - Adult
 - Dislocated Worker
 - Youth
 - Discretionary Grants
 - Other Administrative Items
- Program Successes and Opportunity Areas Recap
- Questions

Introductions

Fiscal Update and PY20 Performance Review Discussion

LWDA 3 Overview

Area 3 Review

Counties of Alleghany, Botetourt, Craig,
Franklin, & Roanoke,
Cities of Covington, Roanoke & Salem

Prepared with September 2021 MEDR

AJC Locations

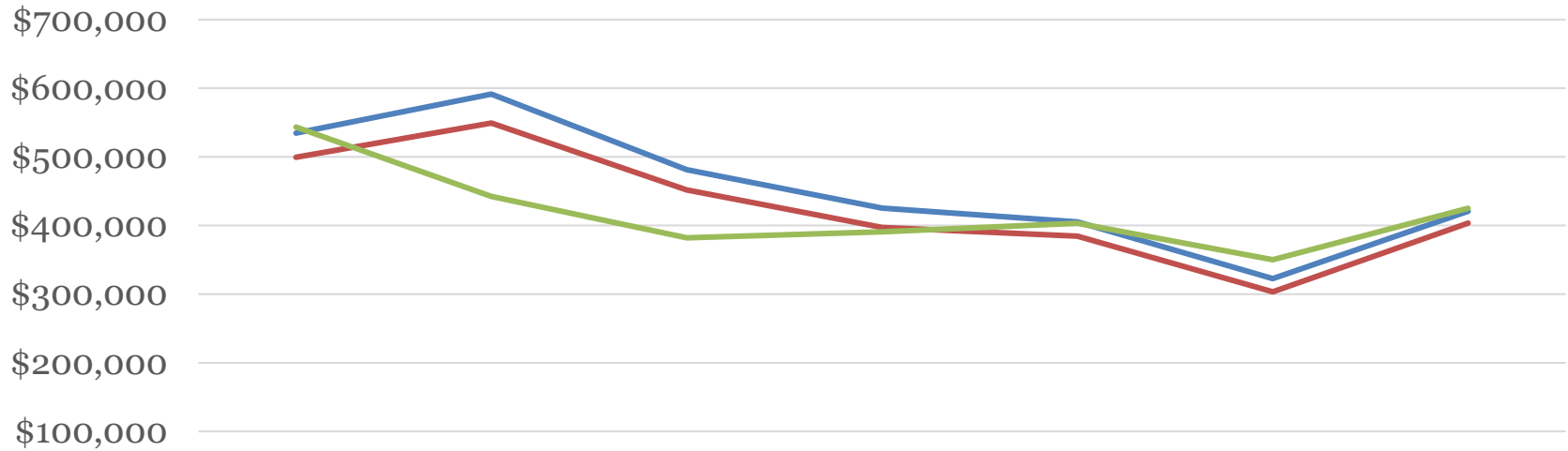
Comprehensive and Affiliate Sites

- Virginia Career Works Covington Center
 - Affiliate
 - 106 North Maple Avenue Covington, VA 24426
- Virginia Career Works Franklin Center
 - Affiliate
 - 50 Claiborne Avenue Rocky Mount, VA 24151
- Virginia Career Works Roanoke Center
 - Comprehensive
 - 3601 Thirlane Road NW, Suite 2 Roanoke, VA 24019

Service Providers

- One-Stop Operator: The Workplace
- Adult: Western VA WDB
- DLW: Western VA WDB
- Youth: Western VA WDB
- Waiver approved for permitting the board to provide WIOA Title I Individualized and Follow-Up Career Services
- Letter due February 15, 2022 stating if there is intent to seek approval for continuation of the waiver

Allocations PY15 to PY21

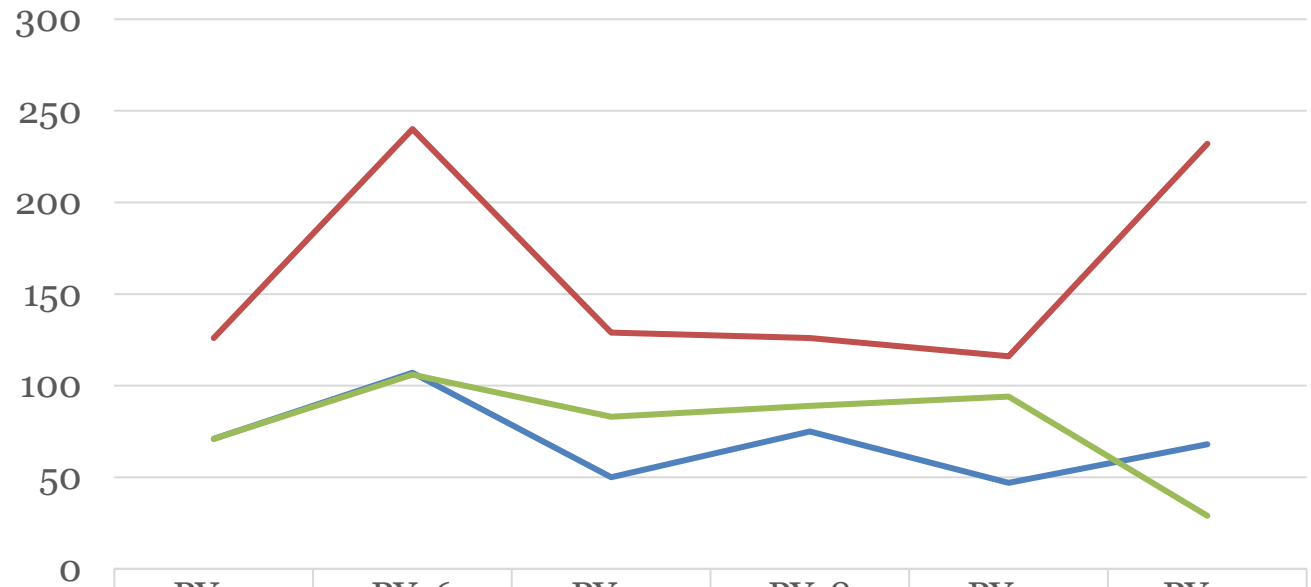


	7/1/15-6/30/17 PY15	7/1/16-6/30/18 PY16	7/1/17-6/30/19 PY17	7/1/18-6/30/20 PY18	7/1/19-6/30/21 PY19	7/1/20-6/30/22 PY20	7/1/21-6/30/23 PY21
Youth	\$534,583	\$591,511	\$481,376	\$425,397	\$405,256	\$322,550	\$420,731
Adult	\$499,479	\$549,198	\$451,809	\$397,084	\$384,484	\$303,489	\$403,547
DLW	\$543,441	\$442,287	\$382,019	\$390,805	\$403,166	\$350,130	\$425,031

Program Years

- Unless otherwise noted, Program Years represent the following time periods
 - PY15: July 1, 2015-June 30, 2016
 - PY16: July 1, 2016-June 30, 2017
 - PY17: July 1, 2017-June 30, 2018
 - PY18: July 1, 2018-June 30, 2019
 - PY19: July 1, 2019-June 30, 2020
 - PY20: July 1, 2020-June 30, 2021

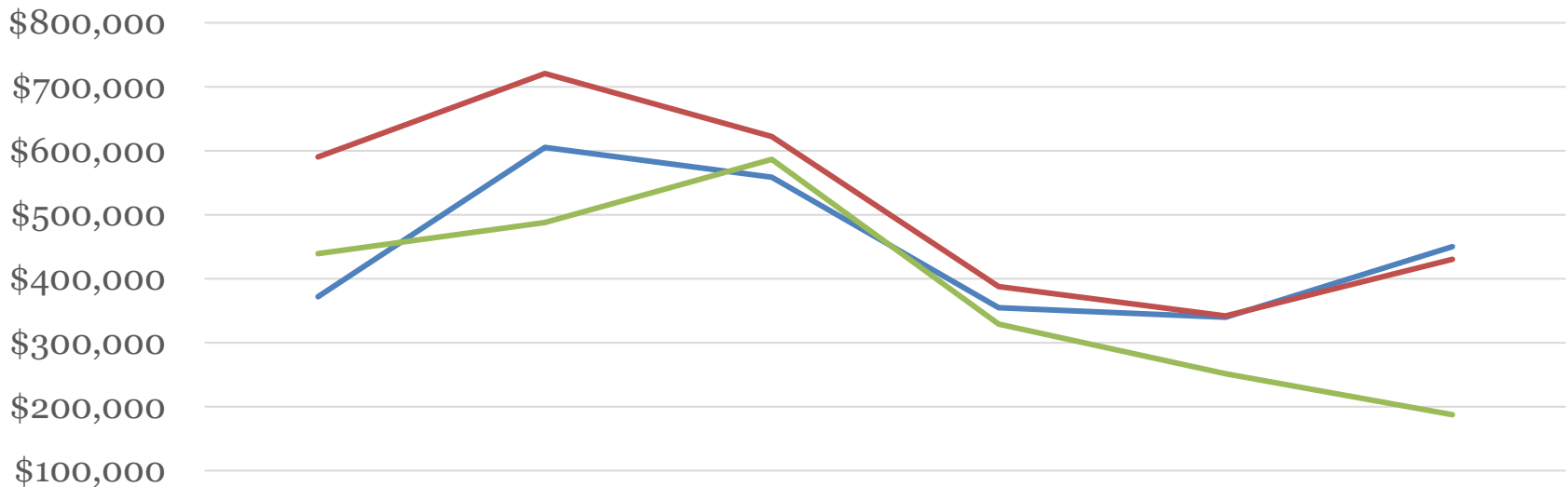
Enrollment Trends



— Youth New Enrollment
— Adult New Enrollments
— DLW New Enrollments

	PY15	PY16	PY17	PY18	PY19	PY20
Youth New Enrollment	71	107	50	75	47	68
Adult New Enrollments	126	240	129	126	116	232
DLW New Enrollments	71	106	83	89	94	29

Expenses Trends



\$-	PY15	PY16	PY17	PY18	PY19	PY20
— Youth	\$372,042	\$605,319	\$558,813	\$354,687	\$339,799	\$450,102
— Adult	\$590,369	\$720,822	\$622,237	\$387,873	\$342,044	\$430,419
— DLW	\$439,176	\$487,987	\$586,770	\$329,064	\$251,483	\$187,628

Transfers

- PY15: No transfer
- PY16: No transfer
- PY17: Transfer \$59,655.52 DLW to Adult
- PY18: Transfer \$40,000 DLW to Adult
- PY19: Transfer \$125,000 DLW to Adult
- PY20: No transfer request to date

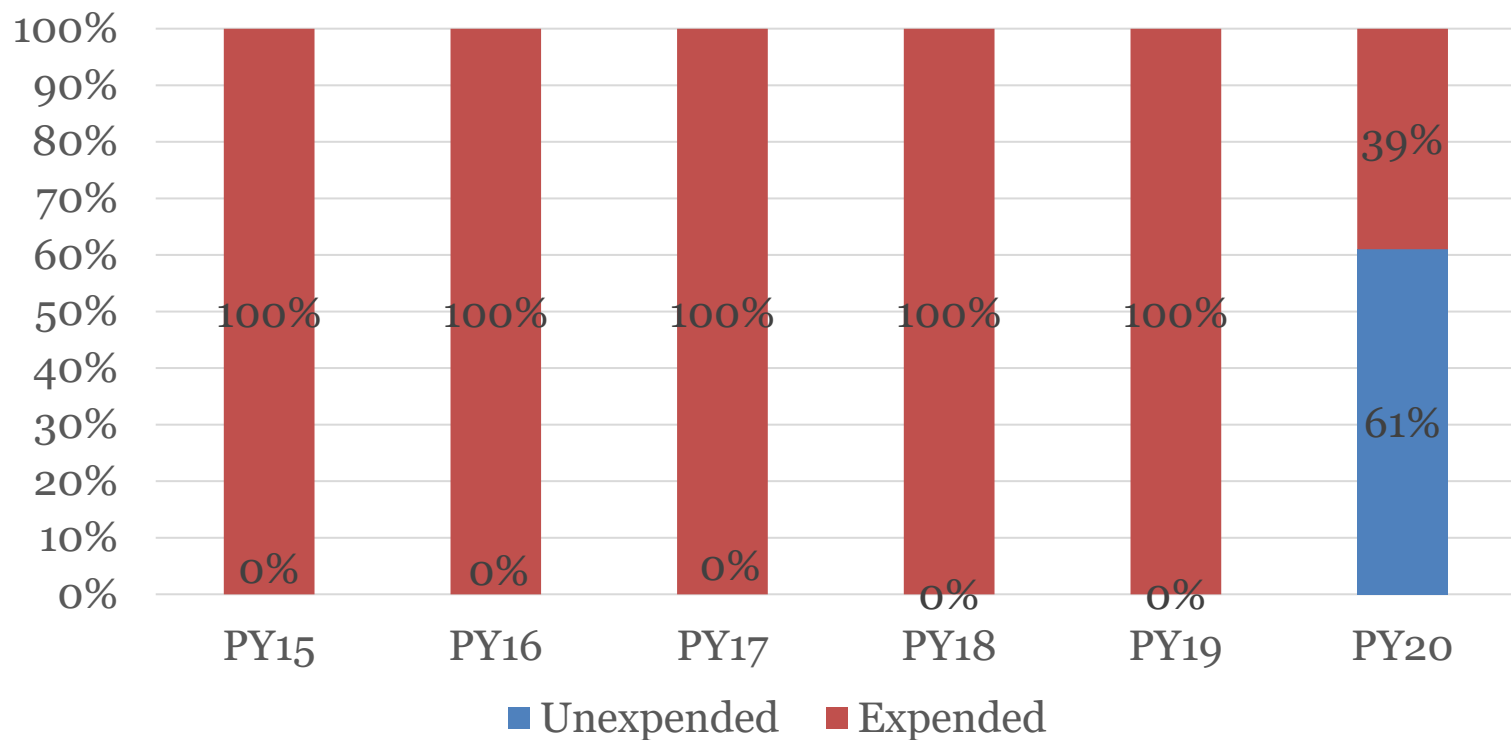
Funds Recaptured

- PY15: None
- PY16: None
- PY17: Youth \$74,597
- PY18: Youth \$80,202
- PY19: None

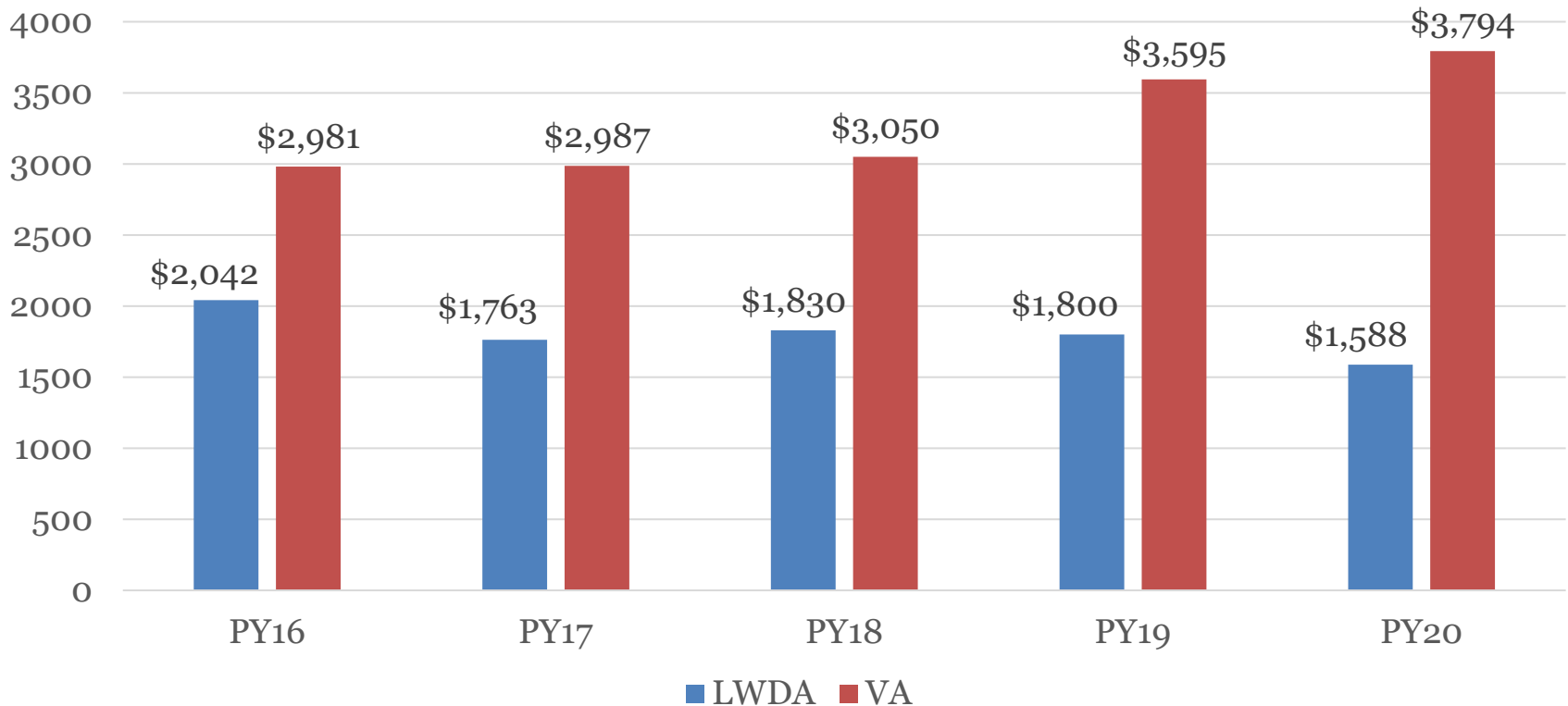
LWDA 3 Adult Program

Adult

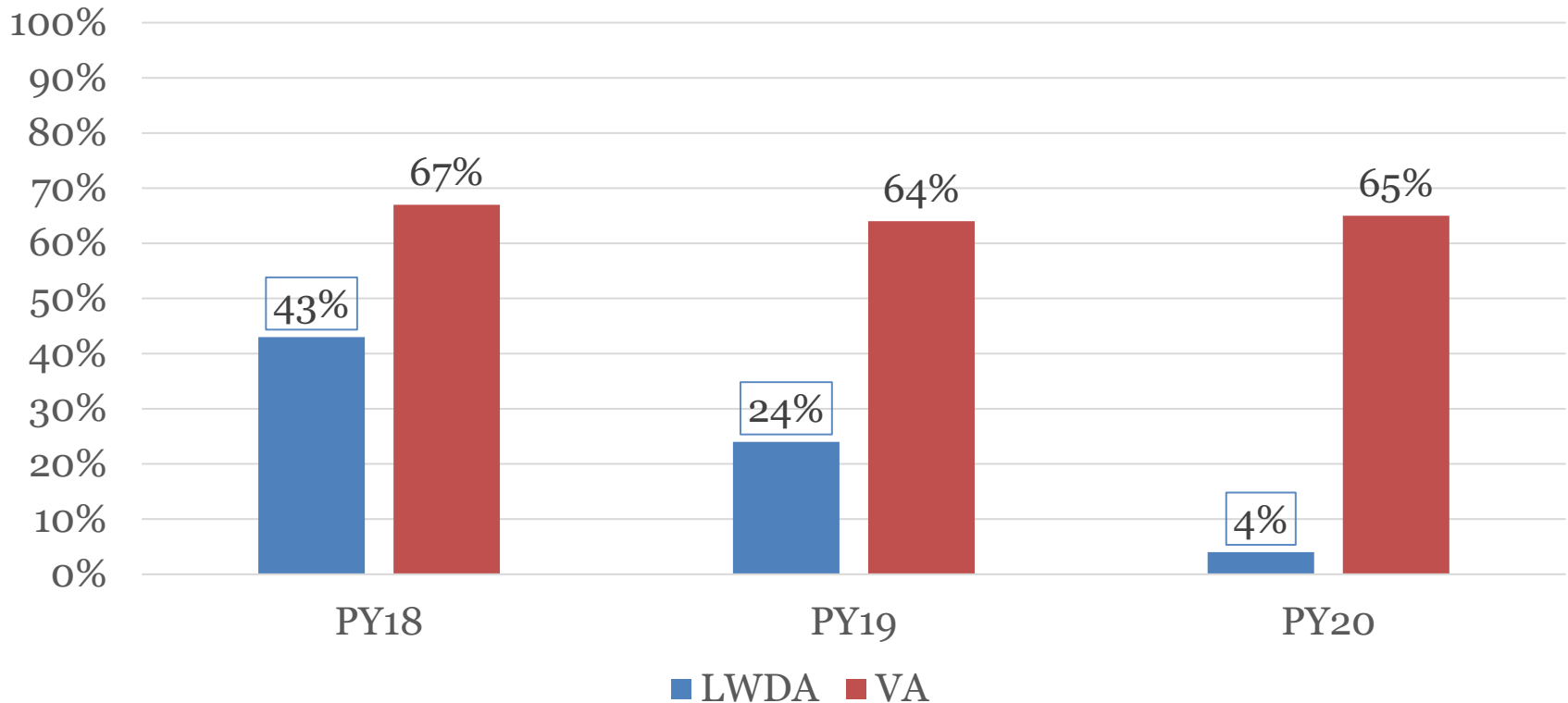
Percent of Funds Expended/Unexpended



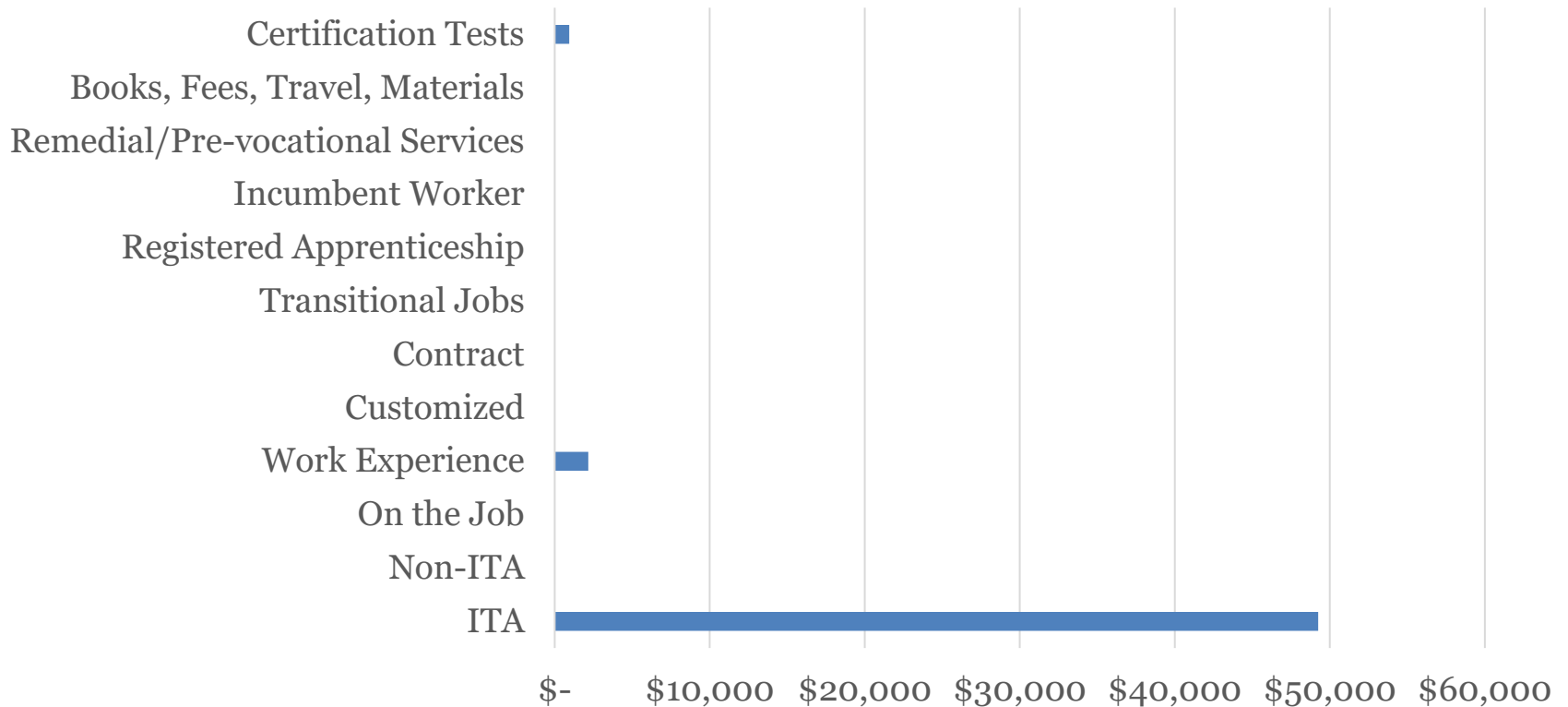
Adult Cost Per Participant



Adult Percent Expended in First Year

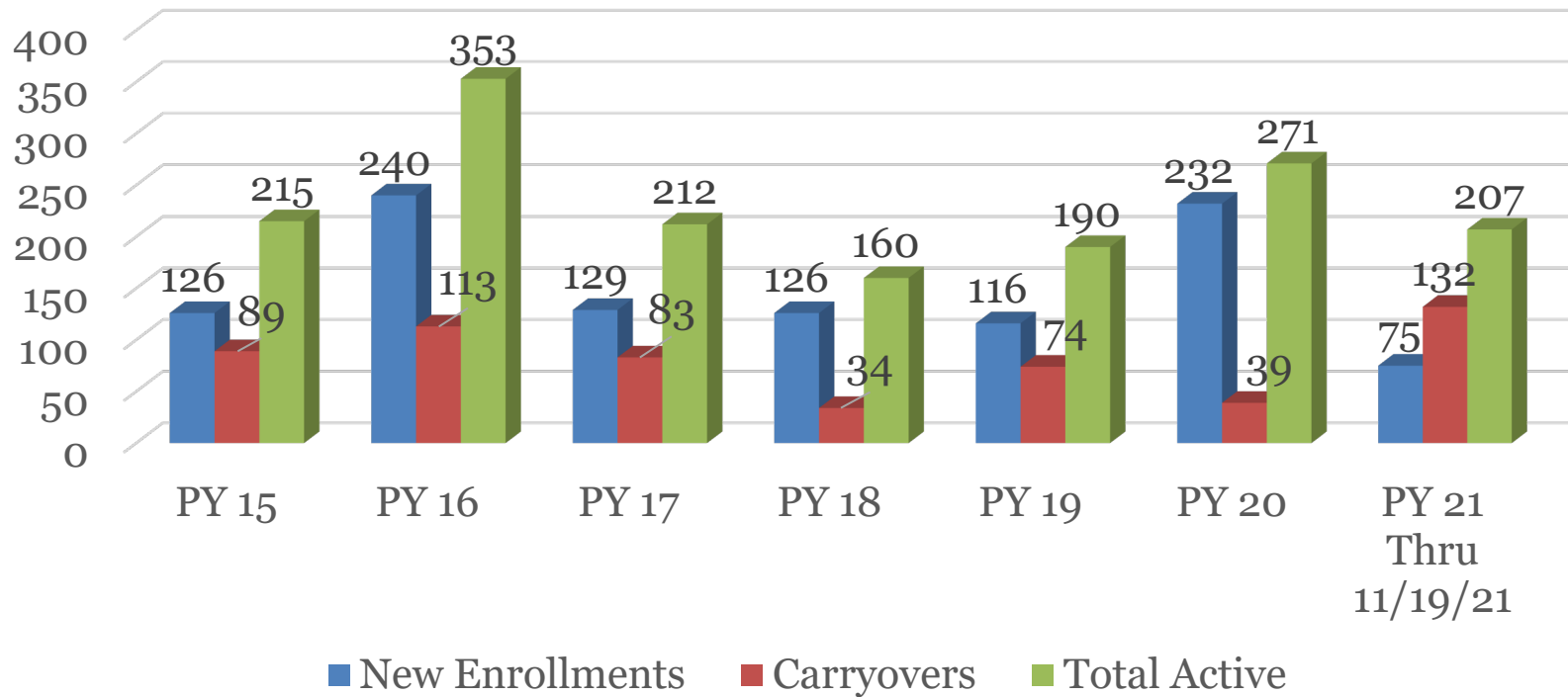


Adult Training Expenses PY20



Performance Update: Adult

LWDA 3 WIOA Title I– Adult Participation Trends
PY15 through Nov.19 PY21



Performance Update: Adult

LWDA 3 PY2020 WIOA Title I Adult Performance Indicators

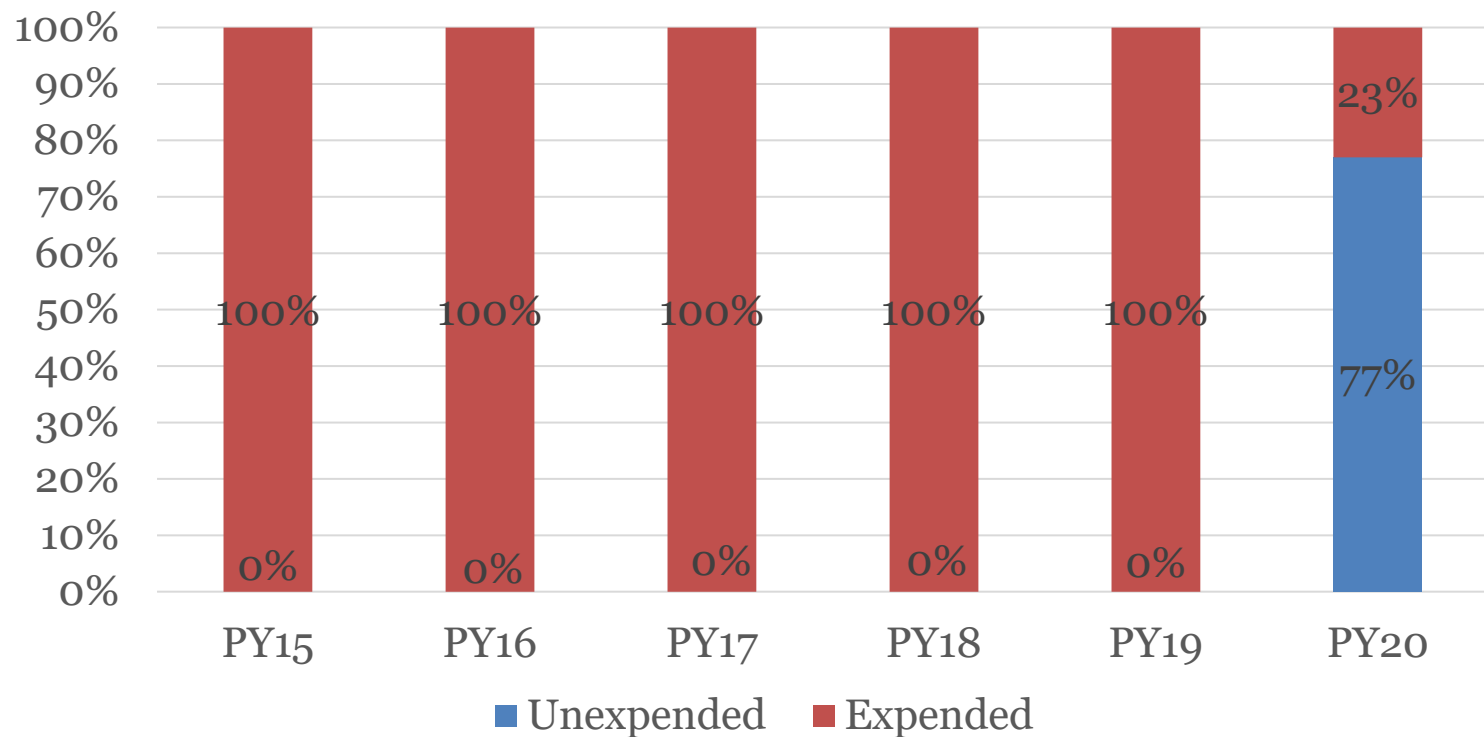
Adult	PY 20 Negotiated Level	Actual Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	85.00%	77.10%	90.7%
Employment 4th Quarter after Exit	85.00%	81.10%	95.4%
Median Earnings 2nd Quarter after Exit	\$6,000.00	\$5,960.00	99.3%
Credential Attainment within 1 year	74.00%	65.10%	88.0%
Measurable Skills Gain	72.70%	89.10%	122.6%

LWDA 3

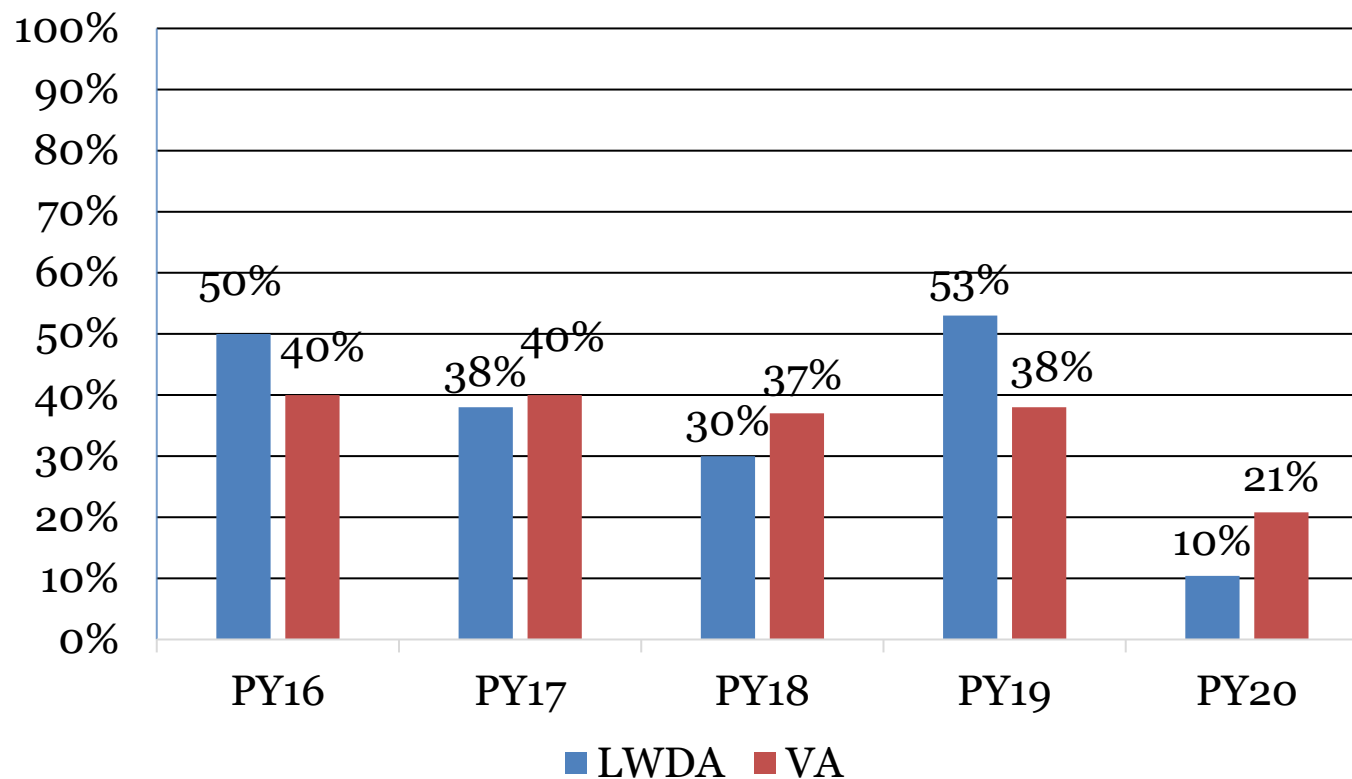
Dislocated Worker Program

Dislocated Worker

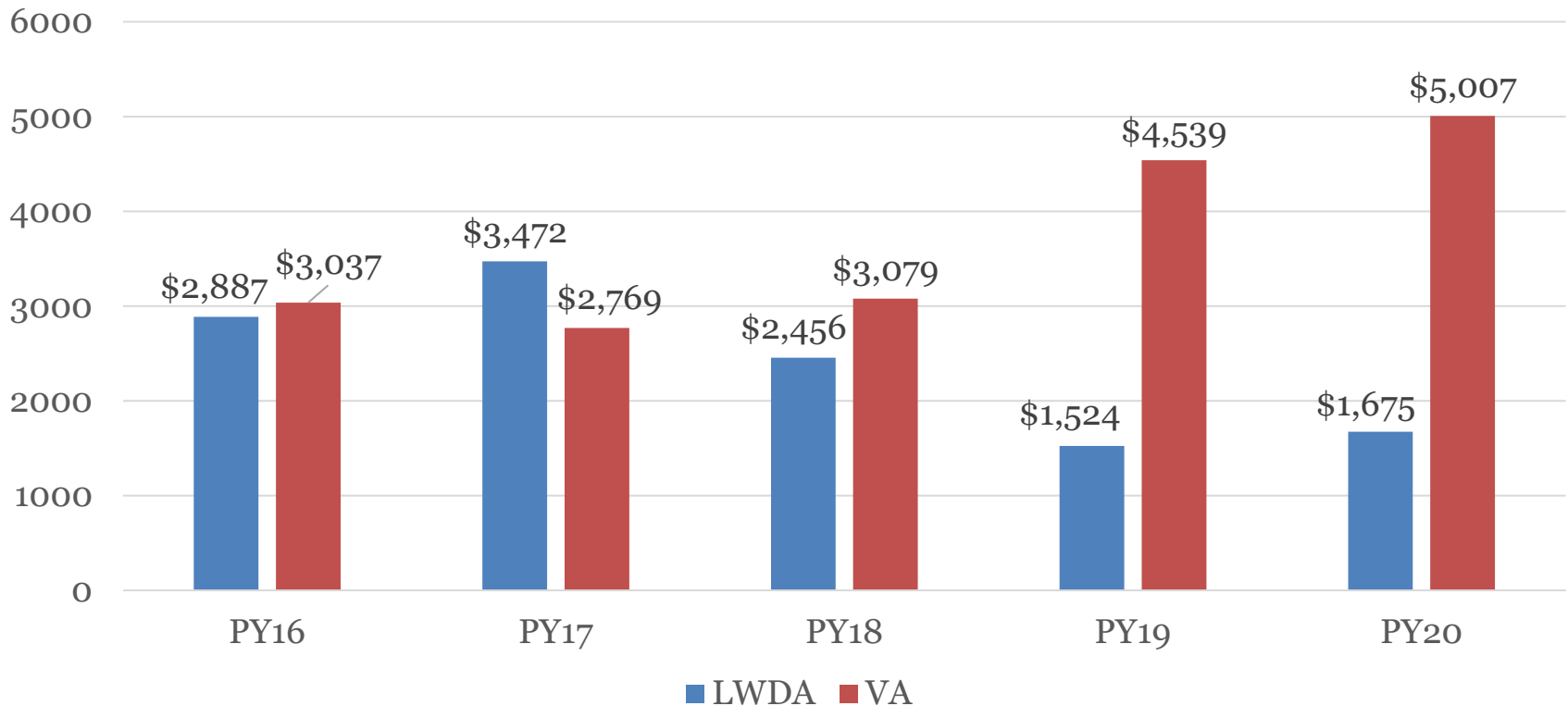
Percent of Funds Expended/Unexpended



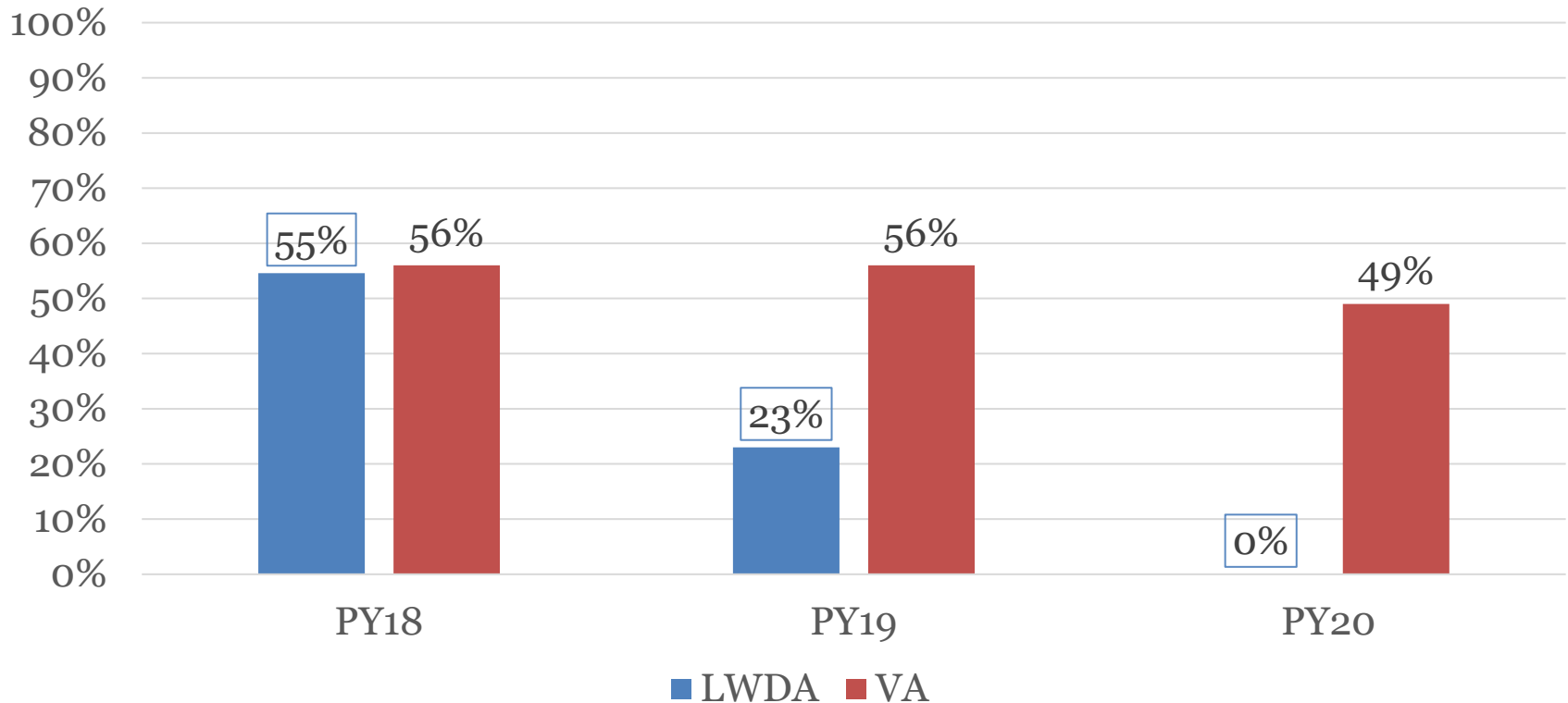
Adult/DW Training Expenditure Rate



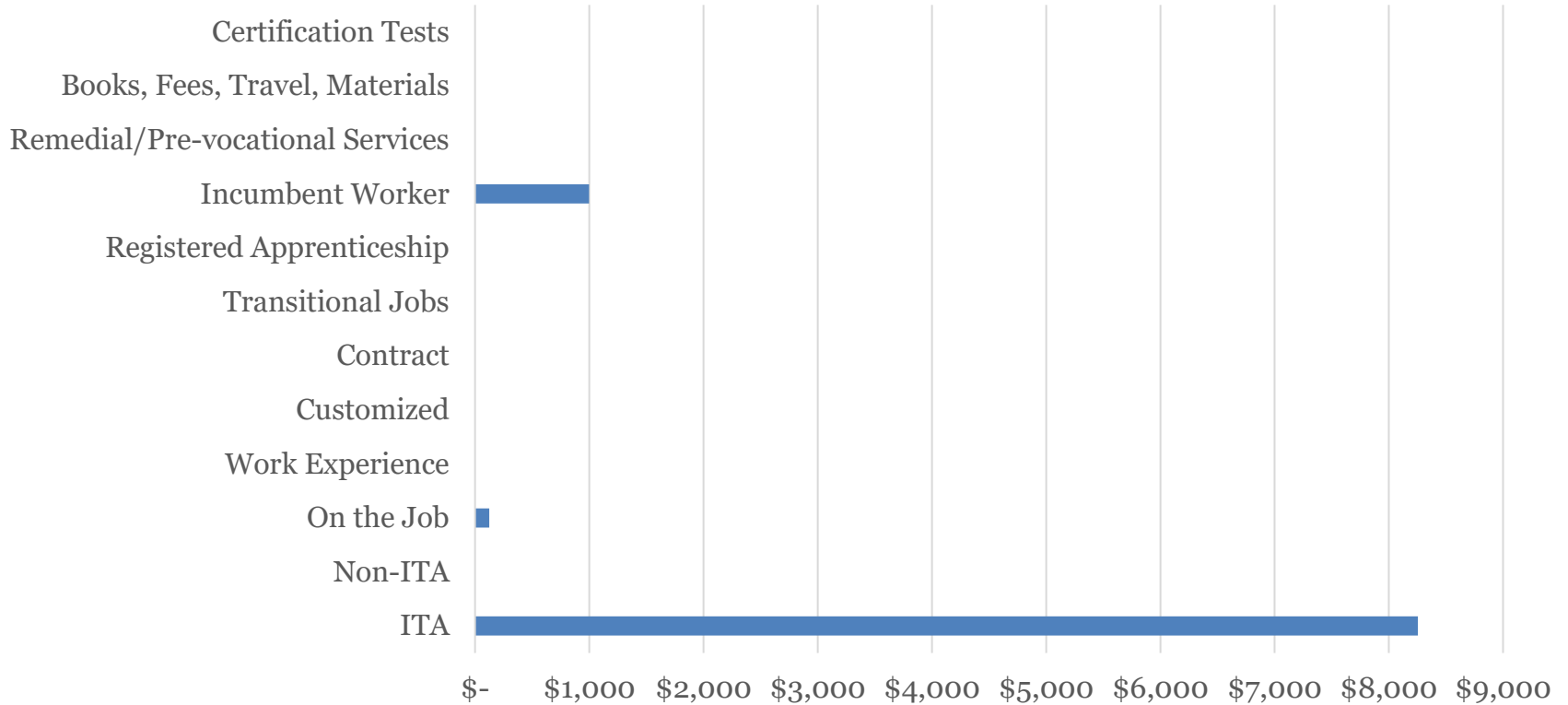
DLW Cost Per Participant



DLW Percent Expended in First Year

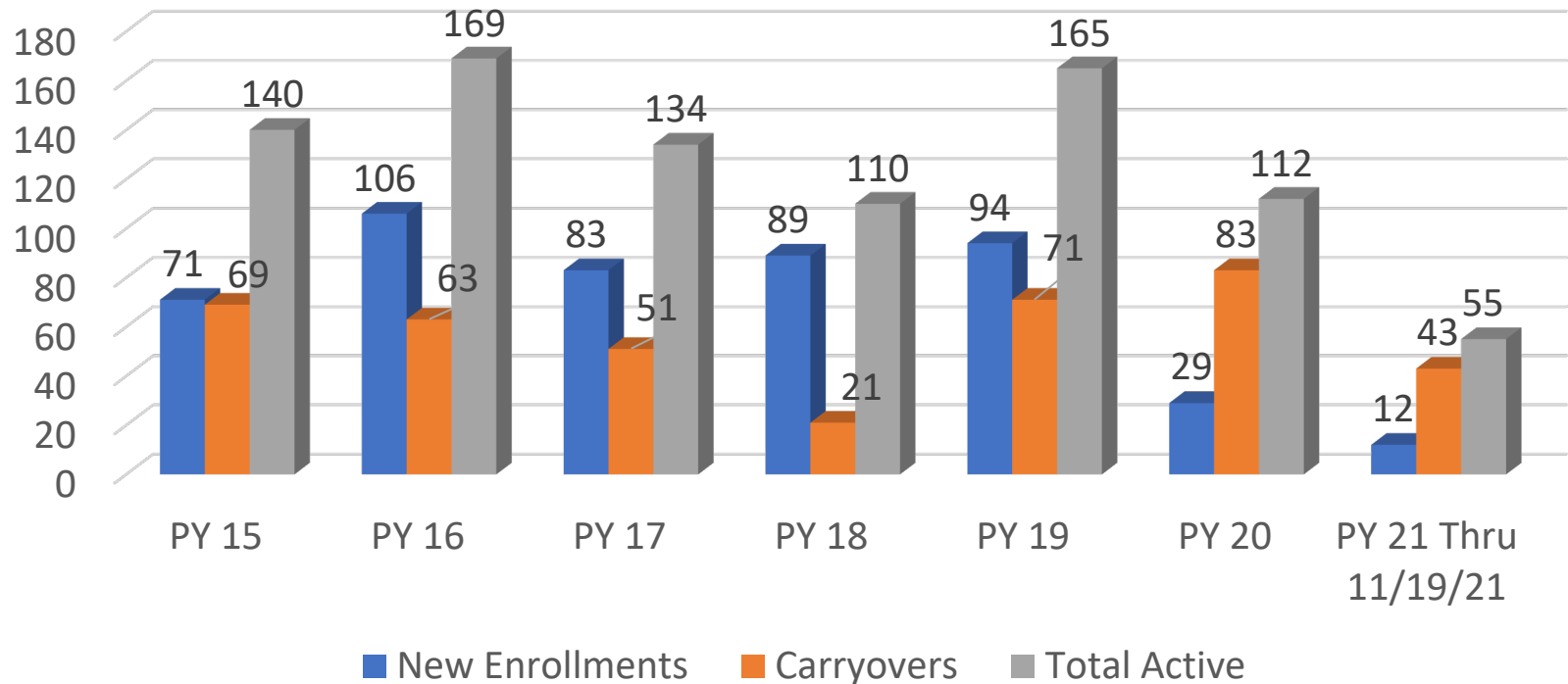


DLW Training Expenses PY20



Performance Update: DW

LWDA 3 WIOA Title I– DW Participation Trends
PY15 through Nov.19 PY21



Performance Update: Dislocated Worker

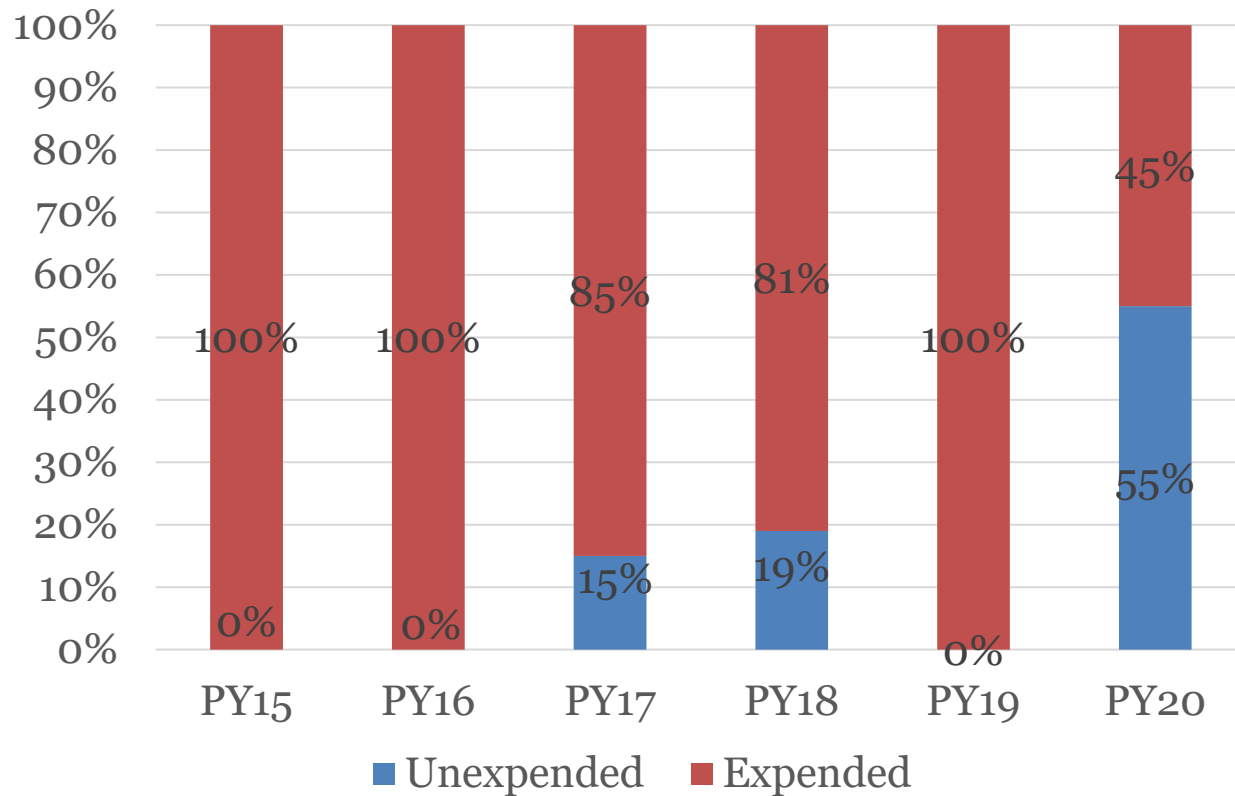
LWDA 3 PY2020 WIOA Title I Dislocated Worker
Performance Indicators

Dislocated Workers	PY 20 Negotiated Level	Actual Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	90.00%	82.70%	91.9%
Employment 4th Quarter after Exit	90.00%	87.50%	97.2%
Median Earnings 2nd Quarter after Exit	\$7,600.00	\$8,190.00	107.8%
Credential Attainment within 1 year	70.00%	61.90%	88.4%
Measurable Skills Gain	66.80%	72.70%	108.8%

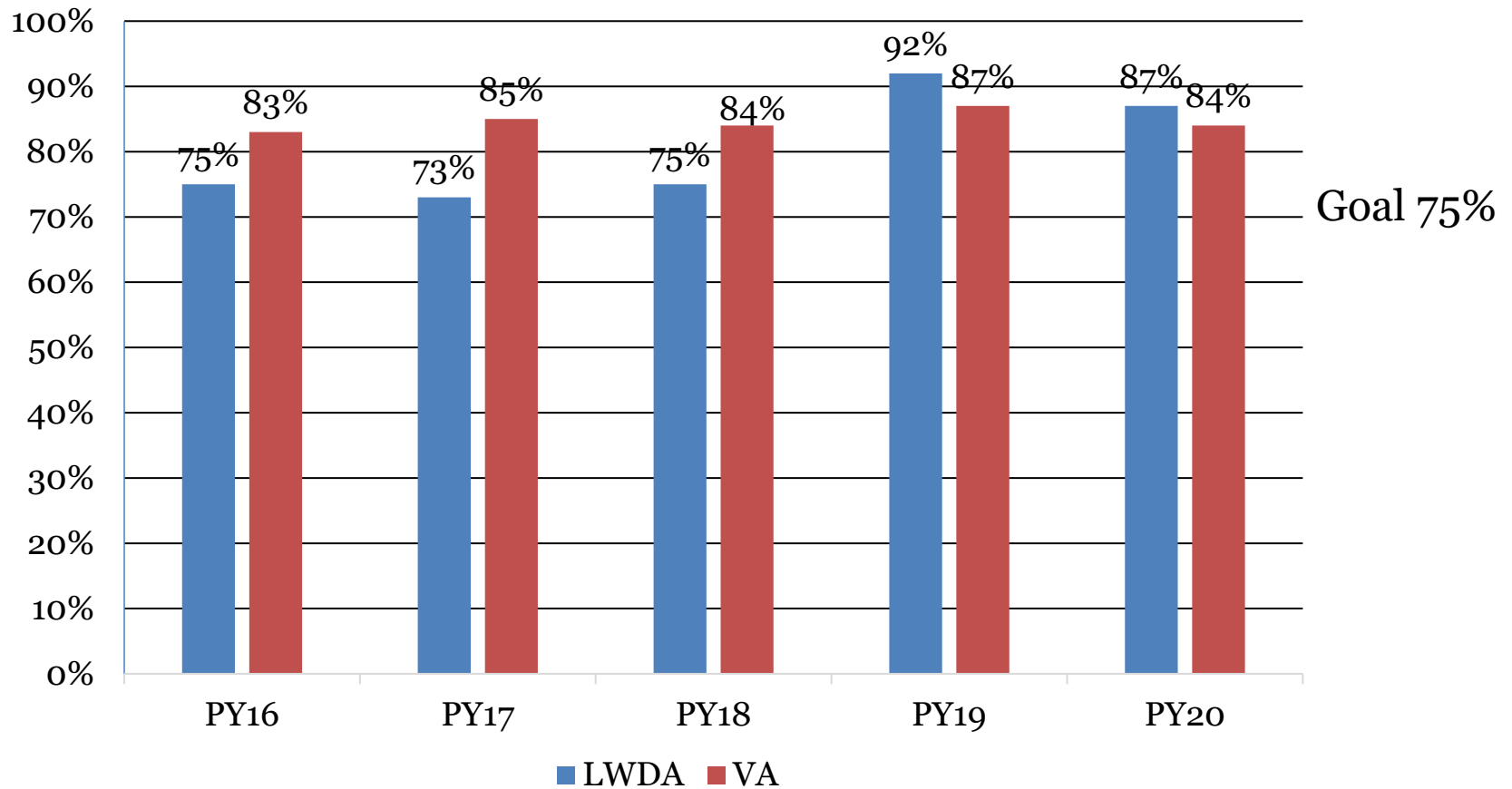
LWDA 3 Youth Program

Youth

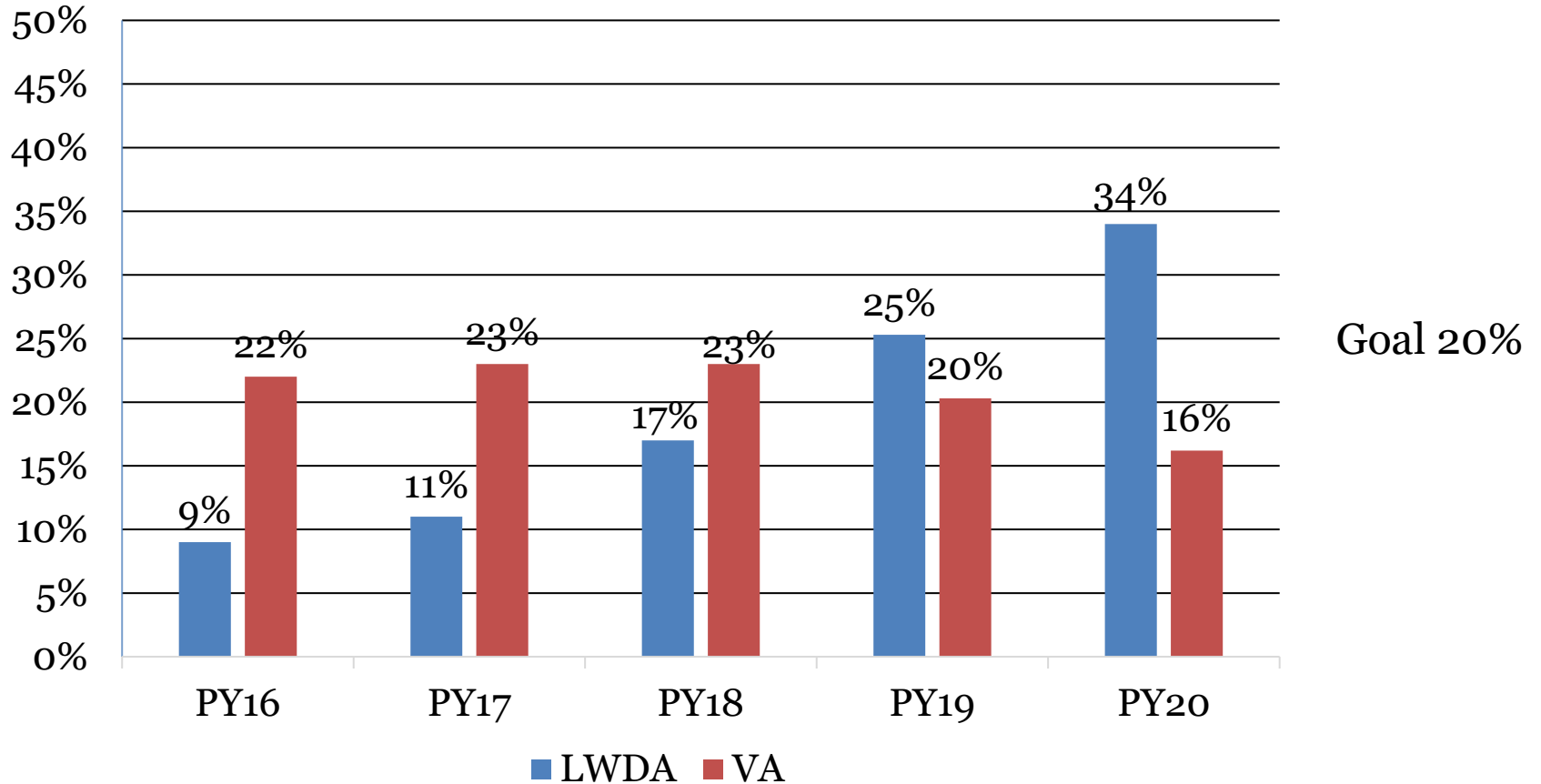
Percent of Funds Expended/Unexpended



OSY 75% Expenditure Rate



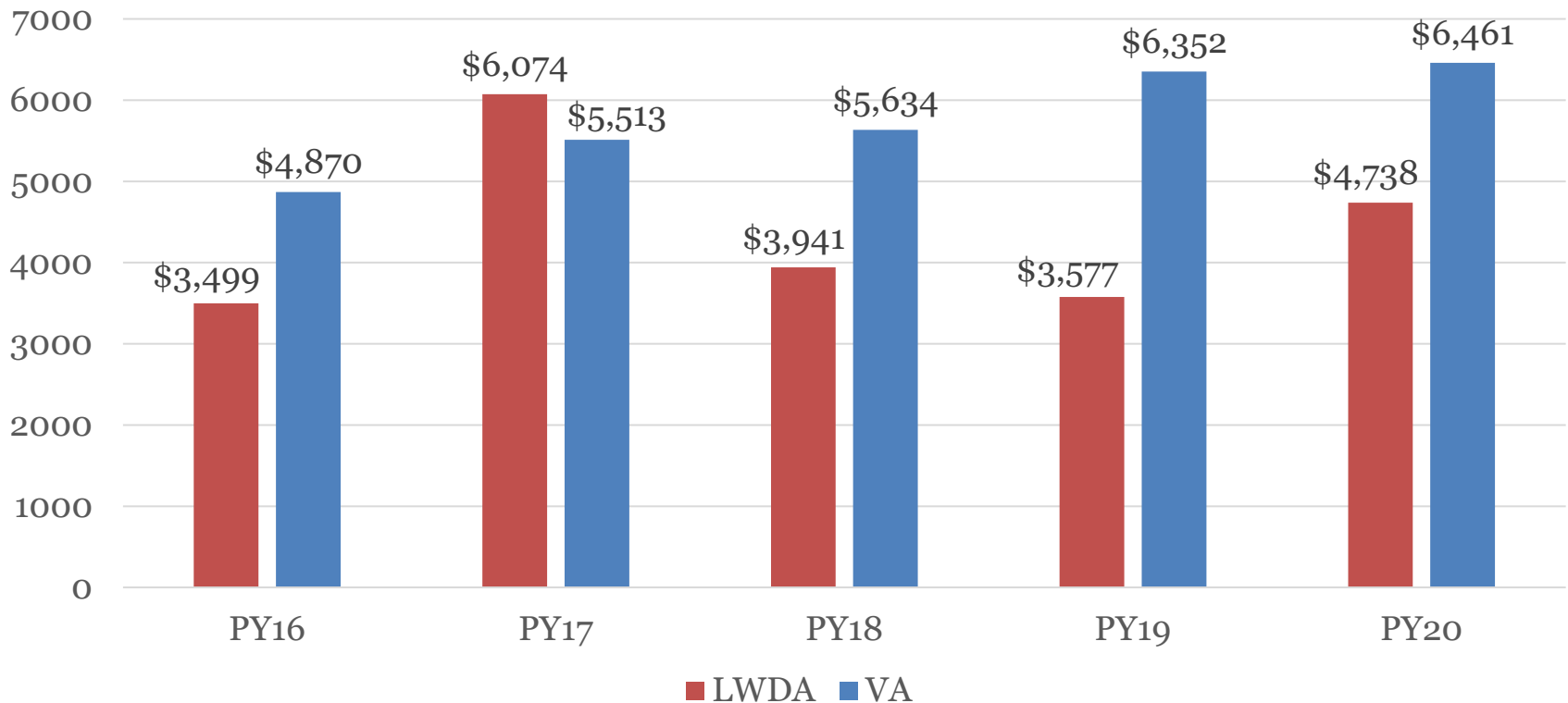
Youth Work Experience



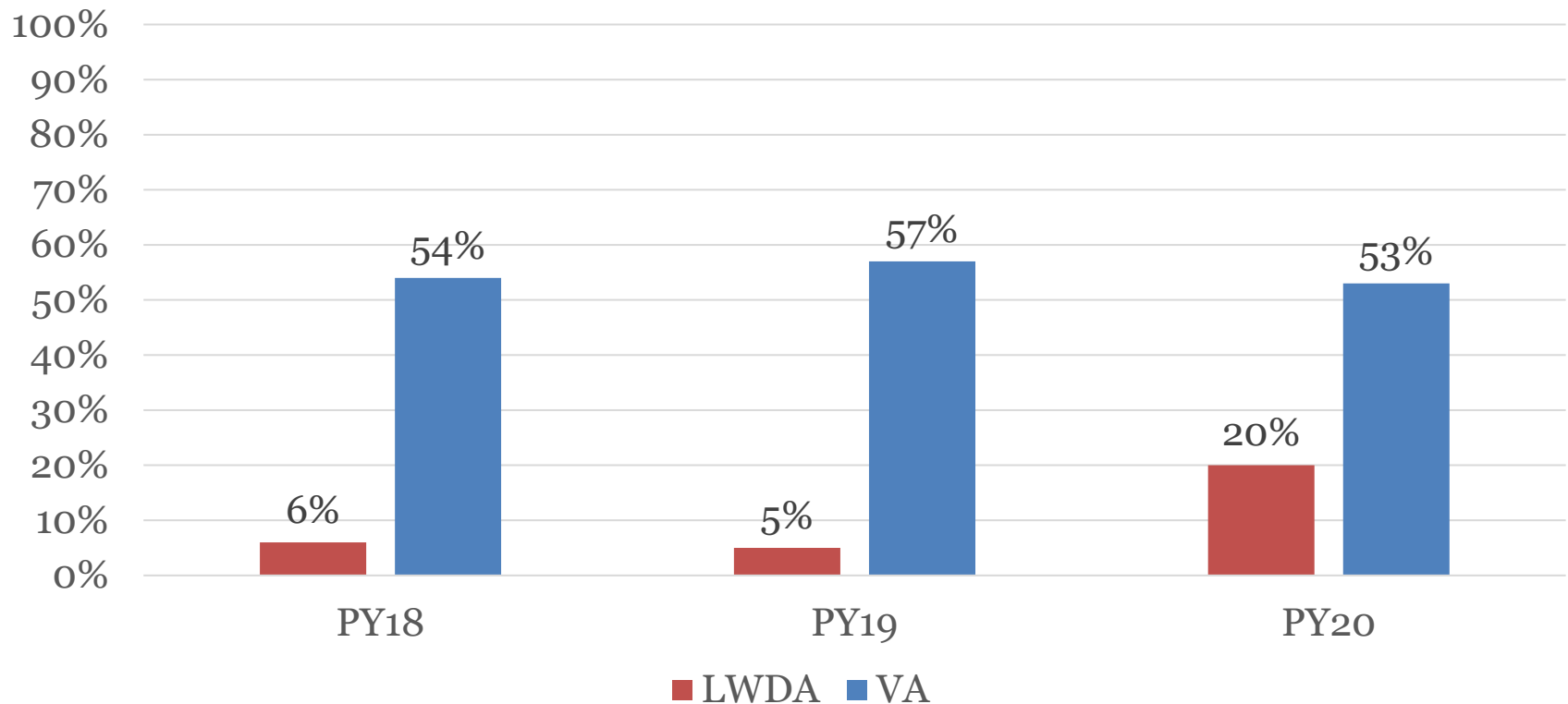
Youth Work Experience

Youth Work Experience Expenditures		Previously Reported	Current Month	Life to Date Cumulative
Personnel (or a portion thereof) allocated to Work Experience				
Salaries/ Wages		\$2,487.29	\$893.52	\$3,380.81
Benefits		\$951.28	\$318.56	\$1,269.84
Participant Services				
Total Paid/ Unpaid Work Experience		\$30,755.97	\$2,657.90	\$33,413.87
TOTAL		\$34,194.54	\$3,869.98	\$38,064.52

Youth Cost Per Participant

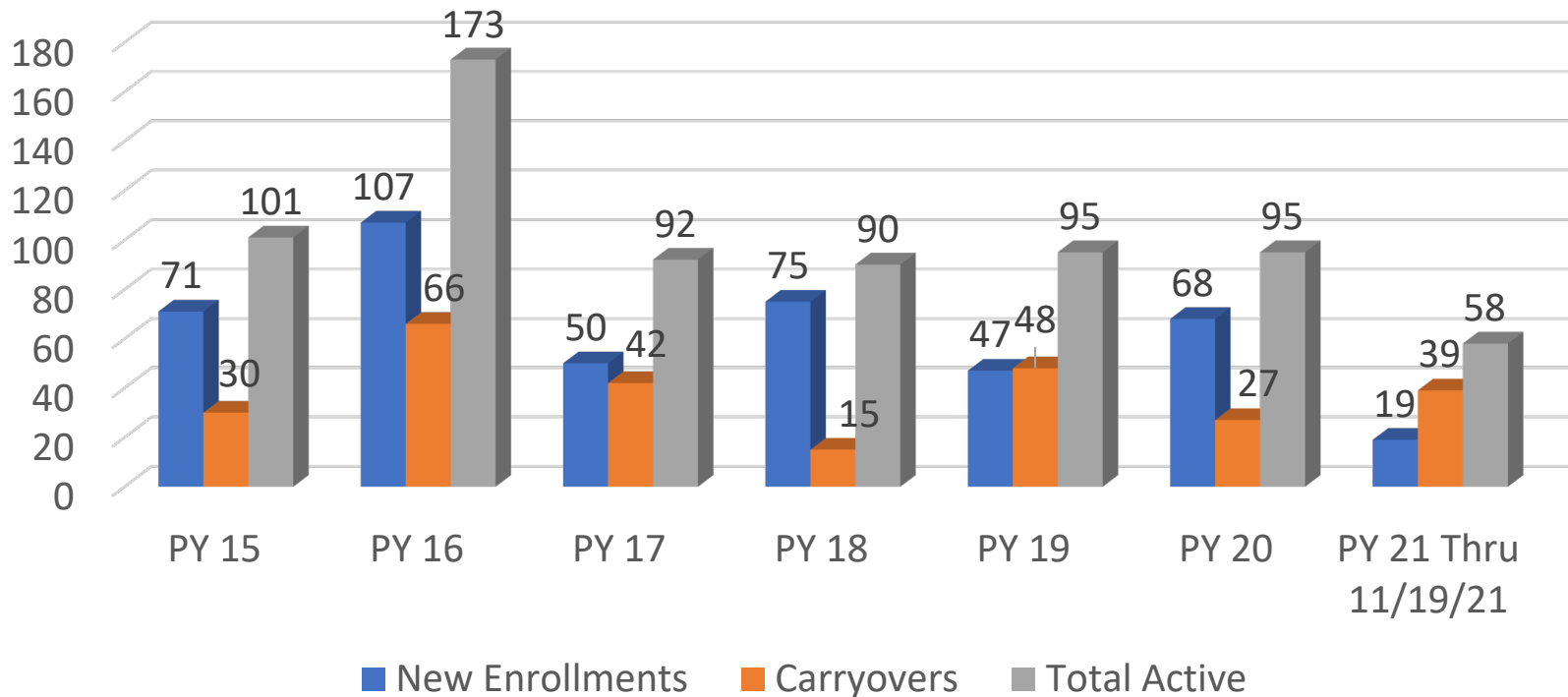


Youth Percent Expended in First Year



Performance Update: Youth

LWDA 3 WIOA Title I– Youth Participation Trends
PY15 through Nov.19 PY21



Performance Update: Youth

LWDA 3 PY2020 WIOA Title I Youth Performance Indicators

Youth	PY 20 Negotiated Level	Actual Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	72.30%	75.00%	103.7%
Employment 4th Quarter after Exit	62.80%	55.10%	87.7%
Median Earnings 2nd Quarter after Exit	\$3,500.00	\$2,121.00	60.6%
Credential Attainment within 1 year	70.00%	20.50%	29.3%
Measurable Skills Gain	64.20%	85.70%	133.5%

LWDA 3

Discretionary Grants

Discretionary Grants

- AJC Security
 - \$47,775 on track to fully expend award
- Return to Earn
 - \$105,624 18% obligated
 - Outreach efforts/feedback from employers
- DWG COVID
 - \$414,938 3% expended

LWDA 3

Other Administrative Items

Other Admin

- EEI Close Out Report Still Needed
- One Stop Certification complete
- MOU/IFA Update
 - DARS/VEC signature needed

Program Successes and Opportunity Areas Recap

Summary Points

Overall Program Successes and Opportunity Areas

- LWDB & Program Structure
 - Strengths: Youth Program In-House improvements/WEX, Adult referrals-relationships with workforce partners, Engaged and diverse board members, Business Services Improvements, own fiscal agent
 - Challenges: low DLW, Economy-low job seekers, VEC agency struggle admin/procedures (not local VEC staff), Business Services need to be innovative
 - Opportunities: More smaller locations (or pop-ups) for greater access, COVID question need for a large comprehensive center
- Other Areas for Support?
 - Training: recap on electronic records with real life examples now that have been implementing for a year, recurring scheduled training opportunities (standing training once a month/quarter) record eligibility, ISS, VOS, how to do CPS/MEDR training for reference, making recordings available
 - Technical Assistance: Peer to peer learning, List of all policies that are required at the local level

Questions



WIOA Title I Program Performance Review

WIOA Title I Programs & Fiscal Team

December 1, 2021

Thank You

Title: Work Experience/Internships Policy	Related Forms: Yes
Effective Date: 6/8/2017	Revised Date: 6/17/2021

Purpose

The purpose of this policy is to establish guidelines for the arrangement of Work Experiences/Internships where an individual will be able to learn an employment related skill or qualify for an occupation through demonstration and practice.

References

- 20 CFR 663 and 664
- Virginia Workforce Letter (VWL) No. 19-07 WIOA Title I Youth Program Work Experience 20% Expenditure Requirement
- Fair Labor Standards Act
- 20 CFR 680
- WIOA, Public Law 113-128
- TEGL 19-16 and 10-16 Change 1

Policy

It is the policy of the Western Virginia Workforce Development Board (WVWDB) to provide the option of Work Experience/Internships to WIOA Title I program participants, where applicable and beneficial. Work Experiences/Internships are planned, structured learning experiences that takes place in a workplace for a limited period. Work Experiences/Internships may be paid or unpaid, as appropriate and may be in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any Work Experience/Internship where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. WIOA is an Equal Opportunity Program and auxiliary aids, and services are available upon request to allow program participation in services, such as Work Experience/Internship.

Procedure

Participant Eligibility

Participants can be deemed eligible once assessed and an Individual Employment Plan (IEP) and Objective Assessment (OA) has been created. In accordance with the IEP and OA, there must be a substantial need for such as:

- Workplace literacy;
- Resume building; or
- Other appropriate purposes.

Host Eligibility

An eligible host for a Work Experience/Internship must meet the following criteria:

- May be in the public, private non-profit, or private sector.
- Must have adequate personnel to provide enough supervision and training.
- Must provide a job description and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.

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- Must not use assignments to displace regular employees, or to replace any employee on layoff.
- All Work Experience/Internship opportunities will allow the WIOA Title I participant to gain skills that lead to occupations identified as in demand in the labor market and determined to be of priority by the Western Virginia Workforce Development Board (WVWDB) and the Chief Local Elected Officials in the Local Plan

Staff may request a waiver for participants that are interested in opportunities outside of these target sectors and occupations. Waivers must be requested, with all required documentation, and approved by the WVWDB Director prior to approving funding for the participant. Waiver documentation must include, at a minimum:

- Justification within the participant's IEP identifying occupation interest and/or aptitude;
- Barriers to employment and/or training in the target sectors and occupations; and
- Local labor market information including LMI data as well as at least 3 different current job openings paying a self-sufficient wage (as defined in our Eligibility policy) for the occupation connected to the training.
- These items must be attached to the waiver request form to the WVWDB Director. Waivers may be available for no more than 5% of funds budgeted annually by line item and by program (i.e.: 5% of the Adult ITA budget, etc.).

Work Experiences/Internships may not be provided within a One-Stop or Virginia Career Works Center, unless approval from the Executive Director of the WVWDB has been received in writing PRIOR to the start date of the work experience/internship.

Relationship Between Host and WIOA Title I Participant

Because Work Experience/Internship is a pre-vocational service, the relationship between the WIOA Title I participant and the host for the work experience activity for the WIOA Title I program does not constitute an employer/employee relationship. Payments to WIOA Title I participants that are participating in Work Experience/Internship opportunities are stipends provided for progress and attendance in an intensive service, not compensation for work performed for an employer. All WIOA Title I participants that participate in a Work Experience/Internship opportunity will be provided a 1099 MISC by January 31st documenting the prior calendar year stipends received. All WIOA Title I participants will receive information on requirements to file income taxes and resources to assist them with filing at little to no cost.

A Work Experience/Internship agreement will be completed between the host site, WIOA Title I participant, and the WVWDB. This agreement must be limited to the period required for a participant to become proficient in the job for which the training is designed. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. Work Experiences/Internships must include an academic component of some nature related to the industry of placement, whether that be to learn work readiness, a specific skill, update or increase math skills, etc. This must be documented within the Work Experience/Internship agreement and must be completed either prior to or during the Work Experience/Internship.

A review of the host will ensure that there is currently or expected to have enough work to provide the service for the participant. An on-site or virtual visit by staff will ensure that the host has the necessary equipment, materials, and supervision to conduct the training.

The host will provide a job description of the occupation as performed in the company and a concise outline of the Work Experience/Internship to be given, tasks to be learned, and the approximate hours of training required for each task. Once this information is provided, the WIOA Title I Staff will determine the length of the training period that will be covered by the agreement. Work Experiences/Internships participants will be paid a stipend at a rate of \$150 per hour that the participant successfully attends and participates in the work experience/internship. Work Experiences/Internships will be combined with comprehensive career and supportive services, as needed. The maximum amount of funding to be spent on a WIOA Title I participant for a Work Experience/Internship opportunity will be \$5,000. A WIOA Title I participant may use these hours in a variety of ways, including all hours at one site or divided between multiple sites. Funds allocated to a participant for a Work Experience/Internship will count towards the maximum expenditure per participant of \$8,000 per year.

The WIOA Title I staff is responsible for ensuring the participant's skill levels will result in the successful completion of the Work Experience/Internship. The WIOA Title I staff must also ensure the following are completed:

- A Work Experience/Internship Agreement that articulates the learning that is to take place, the length of the experience and the competencies that must be mastered must be completed and signed prior to the start of the experience.
- The WIOA staff shall contact the participant at a minimum once each month and shall keep in the participant's file documentation of their progress. Concerns and corrective action necessary to accomplish the objectives shall be recorded and appropriate action and follow-up shall be documented.
- A minimum of one on-site or virtual monitoring visit must be made during the time of active training of a participant at the worksite.
- Time & attendance records must be reviewed prior to forwarding requests for payments.

Funding

While the WIOA Title I Adult and the WIOA Title I Youth program may provide Work Experience/Internship opportunities for enrolled participants, a minimum of 20% of WIOA Title I Youth program year funds must be spent on Work Experience/Internship opportunities and associated activities. Activities and expenditures that can count toward the calculation of Work Experience/Internship expenditures includes the following:

- Direct time and effort of WIOA Title I Youth program funded staff toward developing, implementing, or monitoring Work Experience/Internship opportunities, as shown on monthly timesheets.
- Academic coursework or curriculum related to the required academic component of the work experience.
- Direct stipend payments given to WIOA Title I Youth participants for attendance and progress in Work Experience/Internship opportunities.



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Title: Supportive Services Policy	Related Forms: Yes
Effective Date: 1/27/2017	Revised Date: 3/19/2021 <u>2/2/2022</u>

Purpose

To establish guidelines for provision of supportive services using WIOA funds.

References

- PUBLIC LAW 113–128 Workforce Innovation and Opportunity Act (WIOA) Section 3 (59) and Section 134
- Policy 401-05 Provision of Supportive Services

Policy

Supportive services may be provided only to WIOA clients who are participating in WIOA programs and who are unable to obtain supportive services through other programs. No program operator may provide supportive services funded by a WIOA program until other local area programs (which generally provide the supportive service needed by the client) have been contacted. If a non-WIOA program can provide the supportive service needed by the client, a referral will be made by the program staff. However, if alternative resources cannot be found, then supportive services may be provided using WIOA funds, if it is necessary to enable eligible individuals to participate in program activities under WIOA.

Supportive services may include such services as:

- Transportation;
- Childcare;
- Assistance with the purchase of uniforms for occupational skills training, or appropriate work attire for work activities;
- Training/work-related tools, and other reasonable expenses required to keep a participant in intensive services or training;
- Tests, reasonable accommodations, referrals to health care, books, school supplies, and certifications; or
- Other program activities – for example, auto repairs, test fees, rent, etc.

Needs related payments are not currently offered by the Western Virginia Workforce Development Board.

Procedure

Supportive services may be provided either in kind or through cash assistance. To obtain payment for any supportive service, the participant or the service-providing vendor must provide appropriate documentation. Such documentation will include, at a minimum, the following:

- Justification for the need for supportive services (which must include training attendance records, documentation of miles traveled, receipts, etc.);
- A description of the supportive service provided;
- A list of all organizations contacted and why supportive services could not be obtained through such programs; and



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- An invoice or receipt for payment received (itemized and dated) for the supportive service.

Supportive services are intended as temporary assistance and should not be considered or provided as long-term support. Provision of supportive services is not guaranteed and is contingent on availability of funding. All payments must be made directly to the vendor, when possible.

The following are special regulations established by the WVVDB to govern the provision of supportive services:

- Travel Allowance: A travel allowance may be paid for travel to and from the training facility. Travel allowances will be paid for actual days participated only, and must be documented by an attendance record, which is signed by the appropriate activity representative at the facility and by the participant. Actual round-trip miles per day must be reported correctly by the participant. Attendance documentation must be kept, and in no instance will payment be made in advance. The participant will be required to sign a receipt documenting payment received for the applicable period. Travel reimbursement should be paid at the mileage rate set by the IRS annually, which can be found at <https://www.irs.gov/credits-deductions/individuals/standard-mileage-rates-at-a-glance>. Travel/mileage will be reimbursed for no more than \$2,000 per program year per participant.
- Childcare: To receive child-care payments, participants must show evidence of need, and such payments can be made only when participants cannot afford to pay the childcare themselves. Payment will be made only for those days the participant attends training and the child is present at childcare. To document the actual cost of child care that has been provided, the participant must furnish a Documentation of Child Care Form, which gives the dates and hours per day of child care, and the signature of the child-care provider (including date form is signed) and the cost of the child care provided as well as the training attendance record which is signed by the appropriate activity representative at the facility and by the participant. As stated above, in no instance will payment be made in advance. The participant will be required to sign a receipt documenting payment received for the applicable period. Child Care expenses will be reimbursed for no more than \$2,000 per program year per participant.
- Assistance with Training Uniforms, Work Attire and Related Tools: To receive assistance with training uniforms or appropriate work attire and training/work-related tools, the participant must show evidence of need and the inability to pay for the items himself or herself. Documentation will consist of a completed Supportive Service Request form and an invoice (itemized and dated) for the items purchased. The participant will be required to sign a receipt documenting payment received for the applicable period. Uniforms, tools, and attire will be reimbursed for no more than \$2,000 per program year per participant.
- Tests, reasonable accommodations, referrals to health care, books, school supplies, and certifications: To receive assistance with these expenses, the participant must show evidence of need and the inability to pay for the expenses themselves. Documentation will consist of a completed Supportive Service Request form and an invoice (itemized and dated) for the expenses needed. The participant will be required to sign a receipt

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documenting payment received for the applicable expense. These expenses will be reimbursed for no more than \$2,000 per program year per participant.

- Other: Other needed supportive services to help an individual remain in training or be able to successfully complete program participation, not specified in the above sections, and which the trainee cannot afford, may be provided on a case-by-case basis. Each situation will be evaluated as the need arises, and determination of whether support is needed will be made by the Board Director by way of a waiver request from staff. Proper documentation and verification are required. The participant will be required to sign a receipt documenting payment received for the applicable period.

Funding of training and supportive services combined may not exceed a total of \$8,000 in a 12-month period. All WIOA registrants will be made aware of any excess cost of training not covered by the program and for which they will be responsible. Program operators are expected to work closely with participants to determine the individual's ability to contribute to the cost of training and negotiate a funding plan that will adequately meet the needs of the participant while using WIOA funding in the most efficient manner possible.

Payments to clients must be sufficiently documented (i.e.: computer printout showing funds loaded to card, copy of check payment/voucher, client signature acknowledging they received payment).

Waivers

A waiver to the above maximum specifications may be requested from WWWDB director on a case-by-case basis. Waivers must be submitted to and approved by the Director prior to the expenditure of funds. The necessity for waiver must be sufficiently justified documented for a waiver to be approved.