

LWIA #26

LOCAL POLICIES

SOUTHERN 14 BOARD APPROVED

10.11.2011

Procedures to be used to obtain Affiliate Status as an Organization under a Comprehensive workNet Center within WIA # 26

Southern 14 Workforce Investment Board, Inc.

- 1) The organization seeking to become an affiliate of an existing Comprehensive workNet Center (affiliate applicant) shall contact the Consortium of workNet Partners (Local Partners) for the center they wish to be affiliated with to make their intent known and request the necessary forms and documents.
- 2) Affiliate applicant shall request technical assistance from the Local Partners prior to the purchase of any computer equipment and/or software to insure compatibility with existing state and local equipment.
- 3) Affiliate applicant shall purchase the equipment and structure their facility(s) as required to provide the services and assurances as listed in the Affiliate Agreement dated 05 / 08 / 2001.
- 4) Affiliate applicant shall notify Local Partners in writing when necessary equipment and services are in place. Notification shall include a request for on-site evaluation by a team composed of the Local Partners.
- 5) An on-site survey to verify affiliate site readiness shall be conducted at a mutually convenient time and team members shall provide affiliate applicant with a written report listing deficiencies, if any, and give applicant a time frame for correcting the deficiencies.
1. Affiliate applicant shall notify the Local Partners in writing when deficiencies noted on first on-site visit have been corrected and schedule a second visit by Local Partner team members. This process may continue until all deficiencies are corrected.
- 7) Once all requirements have been met, affiliate applicant shall complete the Affiliate Agreement dated 05 / 08 / 2001. Affiliate applicant and all Local Partners shall sign completed agreement. The original of the signed agreement shall be submitted to the Southern 14 LWIB office for retention. Local Partners and affiliate shall retain a copy of the agreement for their records.
- 8) At any time during the application process should the affiliate applicant be denied affiliate status by the Local Partners the applicant shall have recourse through the Appeals Procedure to the Southern 14 Workforce Investment Board.

Appeals Procedure:

To be used in the event that an applicant seeking affiliate status with a comprehensive workNet Center is denied such status by the Local Partners of that Center after meeting the criteria set down by the Southern 14 Workforce Investment Board Area 26 in the Satellite Agreement dated 05 / 08 / 2001.

1. At the time the Local Partners render a determination of ineligibility they shall send a notice of denial to the affiliate applicant by certified mail and an explanation of the process by which the determination may be appealed.
2. At the same time that the notice of denial is sent to the affiliate applicant a copy of the notice shall be sent to the Southern 14 LWIB office by fax and regular mail.
3. The affiliate applicant who wishes to contest the Local Partners determination of ineligibility shall, within 30 calendar days from the receipt of the notice, send a formal request for reconsideration to the Southern 14 LWIB office by certified mail.
4. Upon receipt of the formal request for reconsideration of eligibility the LWIB shall instruct the LWIB staff to verify that the facts the Local Partners based their determination upon were the same as the affiliate applicant submitted during the application process.
5. Within seven calendar days from receipt of the formal request for reconsideration to become an affiliate the LWIB shall notify the affiliate applicant that they have five calendar days to submit any new information which refutes the information upon which the Local Partners made their initial denial of affiliate status.
6. Within 30 calendar days from receipt of the formal request for reconsideration to become an affiliate the LWIB shall review pertinent information and respond to the affiliate applicant and Local Partners by:
 - a. Reversing the decision of the Local Partners and sending a notice of acceptance as an Affiliate to the Local Partners and affiliate applicant by fax and regular mail; or,
 - b. Reconfirming the decision of the Local Partners to deny affiliate status and sending a notice of denial to the affiliate applicant and the Local Partners by certified mail.

COMPREHENSIVE WORKNET CENTER AFFILIATE AGREEMENT

Southern 14 Workforce Investment Board, Inc.

Purpose:

The purpose of this agreement is to set forth the criteria approved by the Southern 14 Workforce Investment Board Area 26 for becoming an affiliate of a comprehensive workNet Center as designated in the Local Plan for Workforce Investment Area 26.

Vision:

To provide affiliate location(s) which are more geographically readily accessible to customers and where these customers may access all services available through new technology applications, obtain access to the Internet, and receive referrals to the sponsoring comprehensive center through a referral process between the Affiliate and the Center.

Identification of Comprehensive workNet Center(s):

Name: _____

Address: _____

Telephone: _____

Fax: _____

e-mail Contact: _____

Identification of Affiliate:

Name: _____

Address: _____

Telephone: _____

Fax: _____

E-mail Contact: _____

Identification of Affiliate's Geographical Service Area:

Access to Internet:

The Affiliate agrees to provide the following services via Internet connection:

- A) America's Job Bank
- B) America's Talent Bank
- C) Illinois Skills Match
- D) ABI Employer Listing
- E) Illinois workNet
- F) Short-Term Occupational Projections
(Hard copy available from Labor Market Economist, should have on site)

Access to Comprehensive workNet Applications:

The Affiliate agrees to provide the following services on site:

- A) Guides to Career Choices (hard copy)
- B) Programmatic and customer reports as required pursuant to written directions issued by the Consortium of workNet Operators.

Systems Support:

The Affiliate must provide written assurance and documentation that financial resources are available to underwrite the costs of the following:

- A) Computer workstations
- B) Computer servers and peripherals (if required)
- C) Software
- D) Telecommunications expenses
(including Internet access)

Other Affiliate Services:

The Affiliate location and Comprehensive Center agree to, and describe below, the services which will be provided by the affiliate location. These may include, but are not limited to, those offered at the Comprehensive Center.

Staff Assistance to Customers at Affiliate Location:

Provide a description of how staff assistance will be made available to customers of the affiliate.

Changes to Agreement:

Any changes to this agreement shall be made in writing and signed by all parties.

Attachments:

Any attachment(s) hereto which further delineates conditions, terms, or other pertinent details of this agreement are made part of this agreement by reference as though set forth in full therein.

Term:

The term of this agreement shall be for the period beginning 200____, and ending 200____.

Termination:

This agreement may be terminated by the parties upon thirty (30) days written notice.
Executed this _____ day of _____, 200____, by the Affiliate and
Comprehensive workNet Local Partners.

Affiliate

Local Partners

By: _____

By: _____

Title: _____

Title: _____

By: _____

Local Partners

Title: _____

By: _____

By: _____

Title: _____

Title: _____

By: _____

By: _____

Title: _____

Title: _____

By: _____

By: _____

Title: _____

Title: _____

By: _____

By: _____

Title: _____

Title: _____

WIA YOUTH BACHELOR'S DEGREE POLICY

Southern 14 Workforce Investment Board, Inc.

Title IY funds allocated to the 14 counties of the Southern 14 Workforce Investment Board Area 26 may be used, if available, to provide financial assistance to eligible WIA Youth seeking a baccalaureate degree. To be eligible to receive financial assistance for a baccalaureate degree program:

- 1) The bachelor's degree program that the participant is seeking is available and can be obtained at a public college or university within the state of Illinois, or at a four year public college or public university that agrees to waive out of state tuition fees.
- 2) The eligible youth must have completed their secondary education with a "C" average and exhibit the maturity and the ability to complete a baccalaureate program.
- 3) The eligible youth's associate degree must be obtained through a local community college whose district they reside in unless that college does not offer the associate degree the student is seeking. Any transferable credits beyond their associate's degree toward their bachelor's degree will be obtained from a local community college when possible. Local community college is defined as a community college whose college district includes any of the 14 counties that comprise Local WIA #26. Students already possessing an associate degree are exempt from this requirement.
- 4) The eligible youth will consult with a WIA case manager and the community college advisor to map their individual bachelor's degree program requirements to achieve the maximum transferable credits. When possible the participant's high school counselor and parents will be included in this consultation. This meeting will be documented and a copy will be included in the participants WIA file.
- 5) The bachelor's degree will be in a high growth area which will lead to employment in the local area unless the participant signs a relocation agreement.

So 14 LWIB Board Approved 6/11/2002

YOUTH ACTIVITIES PROCUREMENT POLICY

Amendment I, Procurement Policies

Southern 14 Workforce Investment Board, Inc.

The Southern 14 Workforce Investment Board, Inc., at its discretion, reserves the option to make changes to any contract awarded based on local policies or clarification of federal regulations, state legislature, or guidance provided by the state or federal government regarding the implementation of the Workforce Investment Act.

**As an alternative to requesting a full response to the RFP for Youth Services Providers, the Southern 14 Workforce Investment Board, Inc. may elect to negotiate with current Youth Services Providers for contracts to provide services in the succeeding year without the submission of a full RFP. Current providers must notify the Southern 14 Workforce Investment Board, Inc. in writing that their proposed area of service and activities have remained unchanged from the previous year. Negotiations will be based on prior year's performance, number of youth served, cost per client, and amount of youth allocations received from DCEO. Respondents other than current Youth Services Providers must submit a full response to the RFP.*

ELIGIBILITY POLICIES

Southern 14 Workforce Investment Board, Inc.

1. SUFFICIENT DURATION OF EMPLOYMENT

The Southern 14 Workforce Investment Board, for the purposes of dislocated worker eligibility, will define "has been employed for a duration sufficient to demonstrate to the appropriate entity at a **workNet** center referred to in section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law" as a period of 12 months with the same employer or same occupation.

2. GENERAL ANNOUNCEMENT OF A CLOSING

The Southern 14 Workforce Investment Board, for the purposes of dislocated worker eligibility, established the following policy:

For employers of less than 50 people not covered by WARN, a newspaper press release or letter from the employer or their representative with an actual closing date constitutes a "general announcement" of a plant closing, or what constitutes "unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters for determining the eligibility of self-employed individuals, including family members and farm or ranch hands under WIA section 101(9)(C).

3. LOOK-BACK PERIOD

The Southern 14 Workforce Investment Board, for the purposes of dislocated worker eligibility, defines the term "look-back period" as five years.

4. SELF-SUFFICIENCY

The Southern 14 Workforce Investment Board, for the purposes of dislocated worker eligibility, sets a criteria of 80% of dislocated hourly wage for determining whether employment leads to self-sufficiency.

5. For the purposes of adult worker eligibility, **Self Sufficiency** is defined as not having income that exceeds 200% of the current Income Guidelines for Determination of Low Income (LLSIL) as applicable for LWIA #26

LOCAL DISLOCATED WORKER NEEDS-RELATED PAYMENTS POLICY

Southern 14 Workforce Investment Board, Inc.

Title I-D funds allocated to the 14 counties of the Southern 14 Workforce Investment Board, Inc. may be used, if available, to provide needs-related payments to participants in accordance with the approved Local plan, as appropriate. Needs-related payments shall be provided to an eligible dislocated worker only in order to enable such worker to participate in training or education programs under this program. To be eligible for needs-related payments participants must meet the following guidelines:

DEFINITIONS

Dislocated Worker- An individual who has been terminated or laid off, or who has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days.

Needs Related Payments - Financial assistance to participants for the purpose of enabling individuals to participate in trainings and is one of the supportive services authorized by WIA section 134(e) (3).

Unemployed Individual - An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

Supportive Services - Customer services for dislocated workers that are necessary to enable WIA eligible individuals, who cannot afford to pay for such services, to participate in authorized WIA activities. Such services include but are not limited to transportation, vehicle insurance and repairs, clothing and shoes, child and dependent care, referrals to medical services (payment of medical services such as physicals or shots when related to training or employment), eye glasses and dental procedures, linkages to community services, housing and utility assistance.

POLICY

A. Eligibility

NRPs are not intended to meet all needs of a worker enrolled in training and are limited to workers who need assistance to complete their long-term training plans.

1. Dislocated Worker Eligibility: to be eligible for NRPs, a Dislocated Worker must:

a. Be unemployed and

1) Have ceased to qualify for Unemployment Insurance compensation (UI) or Trade Readjustment Allowance under the Trade Adjustment Act (TAA) or North American Free Trade Agreement—
Transitional Adjustment Assistance (NAFTA-TAA); and,

2) Be enrolled in a program of training services under WIA section 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 6 months.

-OR-

b. Be unemployed and

1) Did not qualify for Unemployment Insurance compensation (UI) or Trade Readjustment Allowance under the Trade Adjustment Act (TAA) or North American Free Trade Agreement—Transitional Adjustment Assistance (NAFTA-TAA); and

2) Be enrolled in a program of training services under WIA section 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 6 months.

2. If these eligibility requirements are met, individuals may be awarded NRPs from WIA funding prior to the start date of training classes for the purpose of enabling them to participate in programs of employment and training services that begin within thirty (30) calendar days.

3. The Bureau of Workforce Development (BoWD) may authorize local areas to extend the thirty-day grace period to address appropriate circumstances.

B. Payment Determination

1. The level of NRPs made to Dislocated Workers shall not exceed the greater of:

a. The applicable weekly level of UI compensation (for participants who were eligible for UI as a result of a qualifying dislocation); or,

b. If the worker did not qualify for UI compensation, the weekly payment may not exceed the poverty level for an equivalent period. The weekly payment level must be adjusted to reflect changes in total family income as determined by Local board policies. [The poverty level for family size is established for the adult program and must be divided by 52 weeks to determine a weekly poverty level].

C. Administration and Oversight

Listed below are the requirements on how documentation and payments for Adult NRP should be handled by each service provider in LWIA 26.

1. Service providers are required to maintain the following documentation on each eligible NRP recipient:

a. A copy of a UI entitlement decision or confirmation of UI benefits being exhausted;

b. A copy of request for training classes for each period of training (quarter, semester, block, class, etc.);

c. Verification of enrollment/registration, participation, grades, and completion of training classes (confirmation from Registrar's office and course instructor);

d. A signature by the participant attesting to his/her understanding of NRP requirements and instructions;

e. All eligibility determinations must be documented; and

f. A comprehensive reporting system of all NRPs.

D. Fraud

1. To prevent fraudulent payment activity the LWIA must:

a. Perform a cross check with UI to ensure that participants are not receiving UI, State Training Benefits, TRA, and NRPs at the same time;

b. Verify training participation before payments are authorized; and,

c. Report fraud when discovered to begin the collection process from appropriate sources.

2. In the event of the discovery of fraudulent activity, all payments to the fraudulent party will cease and all funds paid will be recovered.

3. All cases of fraud or suspected fraud will be forwarded to the appropriate legal authorities for prosecution per WIA Policy Letter No. 06-PL-28.

4. NRP's have been classified as non-taxable income by the Internal Revenue Service (IRS).

E. Verification Forms

LWIA 26 service providers should use the attached NEP Analysis Form #001 and NRP Weekly Verification of Income & Training Form #002 for each adult client who received NRP's.

I have read, understood and agree to comply with the policies for Needs Related Payments.

_____/_____/_____
Participant Signature Date

To Be Complete By LWIA Case Manager

I have reviewed these policies with the participant, have determined their eligibility to receive Needs Related Payments and have explained the procedures for collecting Needs Related Payments.

_____/_____/_____
Case Manager Signature Date

LOCAL ADULT NEEDS-RELATED PAYMENTS POLICY

Southern 14 Workforce Investment Board, Inc.

Title I-A funds allocated to the 14 counties of the Southern 14 Workforce Investment Board Area 26 may be used, if available, to provide needs-related payments to participants in accordance with the approved local plan, as appropriate. Needs-related payments shall be provided to a customer only in order to enable such customer to participate in training or education programs under this program. To be eligible for needs-related payments a customer must meet the following guidelines:

DEFINITIONS

Adult - An individual who is age 18 or older.

Needs Related Payments - Financial assistance to participants for the purpose of enabling individuals to participate in trainings and is one of the supportive services authorized by WIA section 134(e) (3).

Unemployed Individual - An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

Supportive Services - Customer services for dislocated workers that are necessary to enable WIA eligible individuals, who cannot afford to pay for such services, to participate in authorized WIA activities. Such services include but are not limited to transportation, vehicle insurance and repairs, clothing and shoes, child and dependent care, referrals to medical services (payment of medical services such as physicals or shots when related to training or employment), eye glasses and dental procedures, linkages to community services, housing and utility assistance.

POLICY

A. Eligibility NRPs are not intended to meet all needs of a worker enrolled in training and are limited to workers who need assistance to complete their long-term training plans.

1. Adult Eligibility: to be eligible for NRPs, an Adult must:
 - a. Be unemployed;
 - b. Not qualify for Unemployment Insurance compensation (UI); and,
 - c. Be enrolled in a program of training services under WIA, section 134 (d) (4).
2. If these eligibility requirements are met, individuals may be awarded NRPs from WIA funding prior to the start date of training classes for the purpose of enabling them to participate in programs of employment and training services that begin within thirty (30) calendar days.
3. The Bureau of Workforce Development (BoWD) may authorize local areas to extend the thirty-day grace period to address appropriate circumstances.

B. Payment Determination

1. The level of NRPs made to Adults may not exceed the equivalent weekly amount of the LWIA's annual 100% LLSIL for a family of one.

C. Administration and Oversight Listed below are the requirements on how documentation and payments for Adult NPR should be handled by each service provider in LWIA 26.

1. LWIA 26 service providers for adult services are required to maintain the following documentation on each eligible NRP recipient:
 - a. A copy of a UI entitlement decision or confirmation of UI benefits being exhausted;
 - b. A copy of request for training classes for each period of training (quarter, semester, block, class, etc.);
 - c. Verification of enrollment/registration, participation, grades, and completion of training classes (confirmation from Registrar's office and course instructor);
 - d. A signature by the participant attesting to his/her understanding of NRP requirements and instructions;
 - e. All eligibility determinations must be documented; and
 - f. A comprehensive reporting system of all NRPs.

D. Fraud

1. To prevent fraudulent payment activity LWIA 26 service providers must:
 - a. Perform a cross check with UI to ensure that participants are not receiving UI, State Training Benefits, TRA, and NRPs at the same time;
 - b. Verify training participation before payments are authorized; and,
 - c. Report fraud when discovered to begin the collection process from appropriate sources.
2. In the event of the discovery of fraudulent activity, all payments to the fraudulent party will cease and all funds paid will be recovered.
3. All cases of fraud or suspected fraud will be forwarded to the appropriate legal authorities for prosecution per WIA Policy Letter No. 06-PL-28.
4. NRPs have been classified as non-taxable income by the Internal Revenue Service (IRS).

E. Verification Forms LWIA 26 service providers should use the attached NEP Analysis Form #001 and NRP Weekly Verification of Income & Training Form #002 for each adult client who received NRP's.

I have read, understood and agree to comply with the policies for Needs Related Payments.

Participant Signature

Date

To Be Completed By LWIA Case Manager

I have reviewed these policies with the participant, have determined their eligibility to receive Needs Related Payments and have explained the procedures for collecting Needs Related Payments.

Case Manager Signature

Date

LOCAL YOUTH FUND ELIGIBILITY POLICIES

Southern 14 Workforce Investment Board, Inc.

The Southern 14 Workforce Investment Board, for the purposes of Youth Fund source eligibility, will define "An individual who requires additional assistance to complete an educational program, or to secure and hold employment" as a youth with:

- a. Minimal / poor or no work history
Minimal / poor work history will be defined as;
A non-seasonal job that lasted less than 3 months, or was fired from or quit, more than two jobs.
- b. Truancy or excessive absence from school as documented by the school.
- c. Members of a single-parent household
- d. Public assistance recipients

The Southern 14 Workforce Investment Board, for the purposes of Youth Fund source eligibility, will define "Faces serious barriers to employment" as a youth with:

- a. Minimal / poor or no work history
Minimal / poor work history will be defined as:
A non-seasonal job that lasted less than 3 months, or was fired from or quit, more than two jobs.
- b. Truancy or excessive absence from school as documented by the school.
- c. Members of a single-parent household
- d. Public assistance recipients

POLICY FOR RECONSIDERATION OF REQUEST TO BE ELIGIBLE TRAINING SERVICES PROVIDER

Southern 14 Workforce Investment Board, Inc.

Initial Eligibility Determination:

For initial certification, post-secondary educational institutions that are eligible under the Higher Education Act and whose programs result in the attainment of a degree or certificate and apprenticeship programs governed by the National Apprenticeship Act are required only to submit applications to the LWIB and meet local requirements to be initially certified.

For other applicants, in addition to the application required above, the LWIB will require documentation of one of the following:

1. Currently approved or has received accreditation under an existing process such as that offered by the North Central Association, the Illinois Community College Board or the Illinois State Board of Education.
2. The program for which certification is being sought has been recognized by the industry as meeting the standards necessary for approval or accreditation.
3. The provider is receiving or has received funds for a program for which certification is being sought under a grant, contract, or voucher from an agency within the workforce development system within three years of the date of application.
4. Applicants who do not meet any of the above criteria must demonstrate that the program for which certification is being sought meets employer demand. The provider may show their program responsiveness to employer demand through the submission of feasibility studies, local labor market information, letters of support from employers, or other information as the LWIB may request.

Subsequent Eligibility Determination:

Eligible training service providers will be certified annually. All applicants for subsequent eligibility will be required to show that their program has met performance measures set by the LWIB and approved by the state WIA authority. This subsequent determination of eligibility will also be used to assure that the program is still available and that the information reported on the statewide training provider list is accurate.

Reasons for Denial of Eligibility of Training Provider Program:

A training services provider may be denied approval for a training program for the following reasons:

1. The application is not complete or was not submitted in a timely manner.
2. For those applicants who are required to submit performance information for initial certification and all applicants for subsequent certification, the necessary performance data is not included with the application.
3. The performance data submitted does not meet LWIB requirements.
4. Any other requirement for training providers under the Workforce Investment Act of 1998 is not met.

Procedure for Denial of a Training Service Provider Program:

Upon a determination by the LWIB that an application by a training provider does not meet the eligibility requirements set forth in the law or state I local policy, the LWIB will:

1. At the time the LWIB renders its determination of denial it shall send a notice of denial of program eligibility and an explanation of the process by which the determination may be appealed to the provider applicant by certified mail.
2. At the same time that the notice of denial is sent to the applicant provider a copy of the notice shall be sent to the Illinois Department of Employment Security by fax and regular mail.
3. The applicant provider who wishes to contest the LWIB's determination of ineligibility shall within 21 calendar days from the receipt of the notice of ineligibility send a formal request for reconsideration of eligibility to the LWIB corporate office by certified mail.
4. Upon receipt of the formal request for reconsideration of eligibility the LWIB shall instruct the LWIB staff to verify that the facts the LWIB based its determination upon were the same as the applicant provider submitted during the certification application process.
5. Within five calendar days from receipt of the formal request for reconsideration of eligibility the LWIB shall notify the applicant provider that they have five calendar days to submit any new information which refutes the information upon which the LWIB made its initial eligibility denial.

6. Within 21 calendar days from receipt of the formal request for reconsideration of eligibility the LWIB shall review pertinent information and respond to the applicant provider by:
7. Reversing its decision and sending a notice of predetermination of eligibility to the applicant provider and the Illinois Department of Employment Security by fax and regular mail; or
8. Reconfirming its decision to deny eligibility and sending a notice of denial of reconsideration to the applicant provider and the Illinois Department of Employment Security by certified mail.
9. Should the LWIB reconfirm its decision to deny eligibility, materials providing information to the applicant provider on the process whereby the applicant provider may appeal the decision of the LWIB to the Illinois Department of Employment Security shall be sent to the applicant provider as a part of the notice of denial of reconsideration.

LOCAL POLICY FOR ON-THE-JOB TRAINING CREDENTIALING

Southern 14 Workforce Investment Board, Inc.

Local Workforce Investment Board #26 will recognize successful completion of on-the-job training activities designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment with a certificate of completion signed by the employer and the Chair of the Southern 14 Workforce Investment Board Area 26.

So. 14 LWIB Approved 7/10/2001

LOCAL ITA POLICIES

Southern 14 Workforce Investment Board, Inc.

Southern 14 Workforce Investment Board, Inc. Local Policy No. 10 is hereby changed to read as follows and will be retroactive for current clients:

Limitations on use of ITA's

In WIA #26 ITA's will be used to assist in financing the cost of the following types of training: short and long term vocational, associate degree, job readiness, entrepreneurial training, workforce education when combined with co-operative education, skill upgrading and retraining, and adult education and literacy services combined with any of the above services. It is the intent of the LWIB to set caps on the dollar amount of individual ITA's by the type of services listed above. These caps are based on historical records pertaining to similar training under JTPA and actual costs of various training programs available through the Community College system. For short term vocational training the cap will be **\$4,500**; for long term training the cap will be set at **\$10,000**; and for associate degree directed training the cap will be set at **\$12,500**. These amounts will be reviewed and possibly amended by the LWIB after sufficient program operation time has passed under WIA guidelines for the accumulation of applicable records. ITA's will not be used for OJT or customized training.

Addendum to Five Year Plan, Limitations on use of ITA's

For bachelor degree directed training the cap will be set at **\$17,500**. WIA Title ID and IA funding can only be used toward a bachelor degree training if that degree can be obtained with ninety-five (95) credit hours or less.

ITA CALCULATIONS WORKSHEET

ITA amounts changed as listed below

SECTION I

Enter Allowable Training Amount:

\$4,500	Short Term (20 credit hours or less)
\$10,000	Long Term (21 credit hours or more, but not including, an associate degree)
\$12,500	Associate Degree
\$17,500	Bachelor Degree (completed within 95 credit hours)

Re-Enrollment

ITA clients who drop out and are exited from a program, if re-enrolled, will be given a new ITA (Individual Training Account).

ITA CALCULATIONS WORKSHEET

Name _____

Start Date of Training _____

Training Provider _____

SECTION I

Enter Allowable Training Amount: \$ _____

- \$4,500** Short Term (20 credit hours or less)
- \$10,000** Long Term (21 credit hours or more, but not including, an associate degree)
- \$12,500** Associate Degree
- \$17,500** Bachelor Degree (completed within 95 credit hours)

Total projected cost of training \$ _____

Total training dollars remaining \$ _____

If Total Training Dollars Remaining is a negative amount, proceed to next section _____

SECTION II

REMAINING TRAINING DOLLARS NEEDED

Total Training Dollars Remaining (from above) \$ _____

Total Financial Assistance \$ _____

Remaining Need \$ _____

Clients Out of Pocket Expense \$ _____

SECTION III

CALCULATING PROJECTED NEED FOR WIA SUPPORTIVE SERVICE DOLLARS

Projected need for commuting:
_____ miles/day X _____ days/wk X _____ weeks = \$ _____

Projected need for Child Care:
\$ _____ /day X _____ days/wk X _____ weeks = \$ _____

Projected need for Out of Area Job Search \$ _____

Projected need for Tutoring \$ _____

Projected need for Healthcare Services
\$ _____ /day X _____ days/wk X _____ weeks = \$ _____

Projected need for Temporary Shelter & Lodging
\$ _____ /day X _____ days/wk X _____ weeks = \$ _____

Projected need for Relocation Assistance \$ _____

Projected need for (OTHER) \$ _____

\$ _____

PROJECTED COSTS OF SUPPORTIVE SERVICE

**ITA ENROLLMENT AGREEMENT
(AGENCY NAME)**

Southern 14 Workforce Investment Board, Inc.

I have read the following statements and agree to their adherence:

_____ **Expenses:** I understand that the Workforce Investment Act (WIA) will pay for the expenses that are required for my WIA approved program of study.

_____ **Registration:** I understand that I am solely responsible for registering for the training classes paid by WIA, and agree to register as a full-time student, as defined by my school, unless I have written approval from my Case Manager. I also understand that I must pay for late registration fees or penalties if this matter was caused by my error or delay.

_____ **Books and Supplies:** I understand that any tools and equipment purchased with WIA funds remain the property of WIA until I complete my training or obtain employment. I agree to return any tools or equipment purchased on my behalf if I do not complete my training or obtain employment.

_____ **Withdraw:** If I plan to withdraw from class or school, I will first contact my Case Manager. I understand that if I withdraw from class without prior WIA approval, WIA will not provide the funds to re-enroll in that class at a later date.

_____ **Cancellation Policy:** I understand that if I attend a school with a cancellation policy that includes a fee for either a class I cancel or if I fail to show for a scheduled class, that I, and not WIA, am responsible for the payment of the cancellation fee.

_____ **Contact with Case Manager:** I agree to contact my Case Manager as scheduled. I understand that if I am attending a school that operates on a quarter or semester system, I must meet with my Case Manager prior to registration for continued assistance from the program. I agree to keep my Case Manager informed of all current pertinent information, such as name, address, and telephone number for a period of one year following program exit.

_____ **Attendance:** I will make every effort to attend all classes scheduled and understand that I am solely responsible for my attendance. It has been explained to me that my attendance must be documented. I agree to sign in and sign out on the time sheets provided to me by this WIA agency. Instructions for the time sheets have also been provided to me. I forfeit my right to supportive service payments if I do not adhere to this policy.

WABASH AREA DEVELOPMENT, INC.

ITA ENROLLMENT AGREEMENT

Southern 14 Workforce Investment Board, Inc.

I have read the following statements and agree to their adherence:

_____ **Expenses:** I understand that the Workforce Investment Act (WIA) will pay for the expenses that are required for my WIA approved program of study.

_____ **Registration:** I understand that I am solely responsible for registering for the training classes paid by WIA, and agree to register as a full-time student, as defined by my school, unless I have written approval from my Case Manager. I also understand that I must pay for late registration fees or penalties if this matter was caused by my error or delay.

_____ **Books and Supplies:** I understand that any tools and equipment purchased with WIA funds remain the property of WIA until I complete my training or obtain employment. I agree to return any tools or equipment purchased on my behalf if I do not complete my training or obtain employment.

_____ **Withdraw:** If I plan to withdraw from class or school, I will first contact my Case Manager. I understand that if I withdraw from class without prior WIA approval, WIA will not provide the funds to re-enroll in that class at a later date.

_____ **Cancellation Policy:** I understand that if I attend a school with a cancellation policy that includes a fee for either a class I cancel or if I fail to show for a scheduled class, that I, and not WIA, am responsible for the payment of the cancellation fee.

_____ **Contact with Case Manager:** I agree to contact my Case Manager as scheduled. I understand that if I am attending a school that operates on a quarter or semester system, I must meet with my Case Manager prior to registration for continued assistance from the program. I agree to keep my Case Manager informed of all current pertinent information, such as name, address, and telephone number for a period of one year following program exit.

_____ **Attendance:** I will make every effort to attend all classes scheduled and understand that I am solely responsible for my attendance. It has been explained to me that my attendance must be documented. I agree to sign in and sign out on the time sheets provided to me by this WIA agency. Instructions for the time sheets have also been provided to me. I forfeit my right to supportive service payments if I do not adhere to this policy.

SHAWNEE DEVELOPMENT COUNCIL, INC.

ITA ENROLLMENT AGREEMENT

Southern 14 Workforce Investment Board, Inc.

I have read the following statements and agree to their adherence:

_____ **Expenses:** I understand that the Workforce Investment Act (WIA) will pay for the expenses that are required for my WIA approved program of study.

_____ **Registration:** I understand that I am solely responsible for registering for the training classes paid by WIA, and agree to register as a full-time student, as defined by my school, unless I have written approval from my Case Manager. I also understand that I must pay for late registration fees or penalties if this matter was caused by my error or delay.

_____ **Books and Supplies:** I understand that any tools and equipment purchased with WIA funds remain the property of WIA until I complete my training or obtain employment. I agree to return any tools or equipment purchased on my behalf if I do not complete my training or obtain employment.

_____ **Withdraw:** If I plan to withdraw from class or school, I will first contact my Case Manager. I understand that if I withdraw from class without prior WIA approval, WIA will not provide the funds to re-enroll in that class at a later date.

_____ **Cancellation Policy:** I understand that if I attend a school with a cancellation policy that includes a fee for either a class I cancel or if I fail to show for a scheduled class, that I, and not WIA, am responsible for the payment of the cancellation fee.

_____ **Contact with Case Manager:** I agree to contact my Case Manager as scheduled. I understand that if I am attending a school that operates on a quarter or semester system, I must meet with my Case Manager prior to registration for continued assistance from the program. I agree to keep my Case Manager informed of all current pertinent information, such as name, address, and telephone number for a period of one year following program exit.

_____ **Attendance:** I will make every effort to attend all classes scheduled and understand that I am solely responsible for my attendance. It has been explained to me that my attendance must be documented. I agree to sign in and sign out on the time sheets provided to me by this WIA agency. Instructions for the time sheets have also been provided to me. I forfeit my right to supportive service payments if I do not adhere to this policy.

MID - 5 EMPLOYMENT & TRAINING, INC.

ITA ENROLLMENT AGREEMENT

Southern 14 Workforce Investment Board, Inc.

I have read the following statements and agree to their adherence:

_____ **Expenses:** I understand that the Workforce Investment Act (WIA) will pay for the expenses that are required for my WIA approved program of study.

_____ **Registration:** I understand that I am solely responsible for registering for the training classes paid by WIA, and agree to register as a full-time student, as defined by my school, unless I have written approval from my Case Manager. I also understand that I must pay for late registration fees or penalties if this matter was caused by my error or delay.

_____ **Books and Supplies:** I understand that any tools and equipment purchased with WIA funds remain the property of WIA until I complete my training or obtain employment. I agree to return any tools or equipment purchased on my behalf if I do not complete my training or obtain employment.

_____ **Withdraw:** If I plan to withdraw from class or school, I will first contact my Case Manager. I understand that if I withdraw from class without prior WIA approval, WIA will not provide the funds to re-enroll in that class at a later date.

_____ **Cancellation Policy:** I understand that if I attend a school with a cancellation policy that includes a fee for either a class I cancel or if I fail to show for a scheduled class, that I, and not WIA, am responsible for the payment of the cancellation fee.

_____ **Contact with Case Manager:** I agree to contact my Case Manager as scheduled. I understand that if I am attending a school that operates on a quarter or semester system, I must meet with my Case Manager prior to registration for continued assistance from the program. I agree to keep my Case Manager informed of all current pertinent information, such as name, address, and telephone number for a period of one year following program exit.

_____ **Attendance:** I will make every effort to attend all classes scheduled and understand that I am solely responsible for my attendance. It has been explained to me that my attendance must be documented. I agree to sign in and sign out on the time sheets provided to me by this WIA agency. Instructions for the time sheets have also been provided to me. I forfeit my right to supportive service payments if I do not adhere to this policy.

ITA ENROLLMENT AGREEMENT

_____ **Program Progress:** When your course(s) end, please forward a copy of your grades including withdrawals, drops, and/or a certificate of completion as soon as possible to your Case Manager. Failure to forward your grades or certificate of completion may jeopardize further participation in any agency sponsored programs. If you are unable to maintain a 2.0 grade point average or better, you will need to meet with your Case Manager to review your progress and assess the program.

_____ **Program Participation:** I agree to adhere to the Service Provider's policies regarding program participation. I also understand that failure to adhere to these policies could result in my dismissal or termination from WIA.

_____ **Financial Aid:** I agree to give my Case Manager as soon as possible a copy of my financial aid award letter. I understand that any changes may reduce the amount of Job Training funds available to me. I also understand that if I fail to inform my Case Manager about these changes, it may result in either suspension from the WIA program for one quarter or semester, or termination of WIA funded training.

_____ **Job Placement:** I will make every effort to complete the training program and immediately seek, find and maintain full time employment near or after the completion of training. I agree to provide a resume to my Case Manager before the completion of training to assist with job placement activities. Once placed I agree to provide employment information including but not limited to Date of new employment, employer's name, employer's address, employer's phone number, job title, job description, work hours, hourly wage, fringe benefits, and supervisor's name.

_____ **Post Program Follow-up:** I agree to participate in follow up activities for a period of one year following program exit.

_____ **Other Training Programs:** I understand that upon my enrollment into this program, I may not be eligible for other programs funded by WIA.

_____ **Availability of Funds:** I have been informed that my training is contingent on the availability of funds provided by WIA.

Customer's Signature

Case Manager's Signature

Date

Date

PARTICIPANT GUIDELINES:

- 1) Training will be limited to: Short Term (20 credit hours or less), Long Term (21 credit hours or more, but not including an associate degree; an Associate Degree, and a Bachelors Degree.
- 2) Should the total cost of training (tuition, fees, books and supplies) exceed the maximum allowable, WIA funds will be applied in the following order. (1) tuition/fees, (2) books, (3) supplies.
- 3) You must apply for financial assistance programs even if not approved, in order for WIA funding to be considered.
- 4) If the cost of attendance exceeds the amount of other financial aid, WIA will pay for tuition, fees, books and/or supplies not to exceed the difference between the financial aid available and the cost of attendance. If you receive financial aid designated specifically for tuition, fees, books and/or supplies, WIA will only pay the difference when financial aid does not cover all such costs.
- 5) All training must be toward specific occupational skill areas that are in high demand in the local labor market area. Course must be only those required by the training institution for completion of the approved course of study. No sectarian course of study or home study will be approved.
- 6) Required remedial/developmental classes will be approved for payment provided the course of study, including remediation, can be completed within the time frame established by the program.
- 7) Continuation of WIA payments is based upon satisfactory progress as documented by the case manager's review of grades and compliance with other WIA classroom policies. You are responsible for bringing your grades to your case manager after each grading period. Failure to do so will result in discontinuation of WIA funding.
- 8) Attendance by you must be continual. You may not stop attending without prior approval from your case manager. Ceasing to attend training without prior approval will mean noncompliance with the Individual Training Account Agreement and shall result in the discontinuation of WIA funding. (You are not required to attend summer sessions to satisfy this requirement, if you are attending a four-year college or university, or if you are attending a community college).
- 9) Any change in your course of study must be requested in writing prior to the change and receive approval from your case manager. Failure to do so will mean noncompliance with the Individual Training Account Agreement and will result in discontinuation of WIA funds.
- 10) WIA will not pay for any costs incurred for training prior to the participant starting classes of any term approved under the Individual Training Account Agreement.
- 11) You will be financially responsible for payments as a result of the following:
 - a. Costs incurred that did not receive prior approval for changes such as ending date or course of study
 - b. Costs incurred for enrollment in a training term following the effective date of discontinuance of the Individual Training Account Agreement resulting from failure to meet satisfactory progress criteria.
 - c. The cost of tuition and books for repeated courses previously paid by WIA.
 - d. Cost of tuition and books not in your approved course of study.
 - e. Duplicate purchase of books
 - f. Desktop supplies such as pens, pencils, paper, etc.
 - g. Miscellaneous items not required for the approved course of study.
 - h. Fees for accident/health insurance.
 - i. Courses audited.
 - j. Any costs for a term for which the participant fails to begin attending classes.
 - k. Any other costs not described in these guidelines and not approved for the course of study.

PARTICIPANT STATEMENT OF UNDERSTANDING

I understand that I will be held financially liable for any over payments of WIA funds expended on my behalf and caused by my actions. I also understand that payments (tuition, fees, books and supplies) shall be subject to the availability of federal funds.

Participant Social Security Number _____

Participant Signature _____ Date _____

STUDENT FINANCIAL AID INQUIRY

TRAINING PROVIDERS MAY NOT RECEIVE FUNDS FROM BOTH WIA AND PELL FOR THE SAME SERVICES

SECTION A (to be completed by agency)

TO: STUDENT FINANCIAL AID OFFICE FROM: _____

Name of Training Provider: _____

RE: Student's Name: _____ SS#: _____

I understand that the information exchanged is confidential and is not to be released to any other individual(s) or agency(s).

Agency Signature Date

SECTION B (to be completed by Customer)

Consent to Release information: In order that the Agency noted above may establish my eligibility to receive assistance, I, _____, hereby authorize the above named Training Provider to release to the requesting agency my financial assistance information.

Customer Signature Date

SECTION C

(To be completed by Financial Aid Officer regarding the above student and returned to the above Agency address.)

Completion of this form or compliance with instructions is voluntary; however, failure to do so may affect this agency's action.

ESTIMATED FINANCIAL ASSISTANCE FOR CURRENT ACADEMIC YEAR

	TERM	TERM
Amount Applied For:		
PELL	\$ _____	\$ _____
ISAC	\$ _____	\$ _____
SEOG-MAP	\$ _____	\$ _____
OTHER	\$ _____	\$ _____
Amount actually applied toward tuition: =====		
	TERM	TERM
PELL	\$ _____	\$ _____
ISAC	\$ _____	\$ _____
SEOG-MAP	\$ _____	\$ _____
OTHER	\$ _____	\$ _____
Signature of Financial Aid Officer _____	Date _____	

W_TW TERMINATION POLICY

POLICY DELETED

Military Selective Service Compliance

Southern 14 Workforce Investment Board, Inc.

Southern 14 Workforce Investment Board, Inc. and its grantees will comply with all state and federal laws and policies in regards to military selective service requirements.

Intensive Services

Southern 14 Workforce Investment Board, Inc.

Southern 14 Workforce Investment Board, Inc. Local Policy No. 13 is hereby changed to read:

The Southern 14 Workforce Investment Board, Inc. recognizes that Intensive Services which include short-term pre-vocational services shall include: development of learning skills, communications skills, Interviewing skills, punctuality, personal maintenance, and professional conduct to prepare individuals for unsubsidized employment or training. Prerequisite course requirements and GED programs shall be considered as a component of Individual Training Account.

Local Area #26 Incentive Allocation Policy

Southern 14 Workforce Investment Board, Inc.

Incentive funds will be allocated to the service providers that exceeded performance in the measures for which the local area received funds based upon the amount of funds allocated by the state for those measures.

If the area did not receive funds for a measure there will be no funds allocated to the service providers for that measure.

If one service provider exceeded in a measure and the other two met or failed, the provider that exceeded would receive all of the funds for that measure. If two of the service providers exceeded in a measure and one met or failed that measure the money would be divided evenly between the two that exceeded the measure. If three exceeded the measure the funds would be divided equally among the three.

The information used to evaluate the Client Customer Satisfaction Rate (CCRS) and the Employer Customer Satisfaction Rate (ECSR) is confidential, there is no way to tell which areas contributed to these measures. If the local area receives money for having exceeded in either of these measures, funds will be distributed equally among all of the service providers.

Receipt and distribution of the incentive funds will be reported to the board annually.

This allocation policy was approved as an on-going policy at the October 8, 2002 Southern 14 Workforce Investment Board meeting.

LOCAL POLICY ON FUND TRANSFER REQUESTS

Southern 14 Workforce Investment Board, Inc.

1. Request to Transfer Funds and Requests to Receive Transferred Funds will be made in writing to the WIB office. Requests must state the funding stream and the amount available for transfer or receipt on or before the last business day of October following the program year-end. All Request to Transfer Funds and Requests to Receive Transferred funds must be signed by the agency Executive Director.
2. Agencies eligible to receive or transfer funds will be contacted in writing. Information obtained in step one (1) above will be provided to these agencies and their agreement to accept or release these funds will be sought.
3. If an eligible agency is willing to accept or release funds they must respond in writing to the WIB office the funding stream and amounts they are willing to accept or release within ten (10) business days.
4. If no agency is agreeable to accept or release funds the service provider requesting the transfer will be notified in writing that no transfer of funds will be possible at this time.
5. The agency desiring transfer of funds may resubmit a request, including updated information, to the WIB office in writing on a quarterly basis.
6. All fund transfer requests and contract changes as a result of these transfers will be reported to the board at the first board meeting following the completion of steps one (1) through four (4) of this policy.

LOCAL POLICY ON REALLOCATION DUE TO FUND TRANSFERS

Southern 14 Workforce Investment Board, Inc.

If a service provider requests that they be allowed to reduce their contract amount within a funding stream through a transfer of funds 2 years consecutively, that provider's formula allocation for future contracts within that same funding stream will be reviewed and adjusted by the LWIB based on the following procedures:

- 1) The dollar amount of the transfer requests within a funding stream to reduce funding will be added together to obtain a total.
- 2) Formula allocation contracts for the same funding stream and covering the same time period as the transfer requests will be added together to obtain a total.
- 3) The total amount of transfer requests obtained in step #1 will be divided by the total contract amount obtained in step #2 to obtain a percentage of transfers to allocations.
- 4) The percentage obtained in step #3 will be applied to the following year formula allocation contract of the service provider who requested transfers and the contract will be reduced by the amount obtained.
- 5) Funds removed from a service provider's contract through implementation of this policy will be reallocated to remaining service providers based on need and a review of past performance and expenditure levels.

LOCAL POLICY ON DE-OBLIGATION

Southern 14 Workforce Investment Board, Inc.

De-obligation of Funds

If the local area has funds de-obligated by the state due to non-expenditure in a funding stream by a grantee, that grantee's contract will reflect the full de-obligation incurred due to that grantees under expenditure.

De-obligation due to under expenditure by a grantee for two consecutive years in a funding stream will result in funding allocation review and adjustment by the LWIB based on the following procedures.

- 1) The dollar amount of the de-obligation within a funding stream to reduce funding will be added together to obtain a total.
- 2) Formula allocation contracts for the same funding stream and covering the same time period as the de-obligations will be added together to obtain a total.
- 3) The total amount of de-obligations obtained in step #1 will be divided by the total contract amount obtained in step #2 to obtain a percentage of de-obligations.
- 4) The percentage obtained in step #3 will be applied to the following year formula allocation contract of the service provider who requested transfers and the contract will be reduced by the amount obtained.

Funds removed from a service provider's contract through implementation of this policy will be reallocated to remaining service providers based on need and a review of past performance and expenditure levels.

LOCAL POLICY ON FOLLOW-UP SERVICES

Southern 14 Workforce Investment Board, Inc.

Funds used for follow-up services for Adults and Dislocated Workers served by Local Workforce Investment Area #26 will be used to ensure job retention, wage gains, and career progress for participants who have been placed in to unsubsidized employment.

Follow-up services will be made available to Adults and Dislocated Workers for 12 months following the first day of employment.

All participants of the WIA Youth Program must receive some form of follow-up services for a minimum duration of 12 months and follow-up may be provided beyond twelve months at the service provider's discretion.

The level of follow-up services to be provided for all participants will be determined on an individual basis by the Service Provider.

LOCAL POLICY ON PROVISIONS OF THE JOBS FOR VETERANS ACT
Southern 14 Workforce Investment Board, Inc.

Local Workforce Area #26 will give priority of service to covered persons under the Job for Veterans Act to applicants in the WIA Title I Adult, Youth and Dislocated Worker programs, statewide activity programs, National Emergency Grants and the Trade Adjustment Assistance program. A covered person is defined as:

- (1) A veteran, or
- (2) The spouse of any of the following individuals:
 - a. any veteran who died of service-connected disability;
- (3) any member of the Armed Forces serving on active duty who at the time of application for assistance under this section is listed, pursuant to section 556 of title 37 and regulations issued there under, by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than 90 days:
 - a. missing in action,
 - b. captured in line of duty by a hostile force, or
 - c. forcibly detained or interned in line of duty by a foreign government or power;
- (4) any veteran who has a total disability resulting from a service connected disability;
- (5) any veteran who died while disability so evaluated was in existence.

For purposes of this policy the term 'veterans priority of service' means that a covered person who meets program eligibility requirements shall be given priority over non-veterans for the receipt of all service provided under the program, notwithstanding any other provision of law. Service Providers are not required to change their allocations among services to reserve funds for veterans, but are required to ensure that eligible veteran workers are given priority over non-veterans for all available services. Veterans' priority of service cannot be waived.

Within WIA Title I, the Adult program has mandatory priority provision established by law requiring priority of service for intensive and training services to low-income and public assistance individuals. Veterans meeting program eligibility requirements are to be served within the context of giving priority to public assistance and low-income persons for intensive and training services. In implementing veterans' priority in Adult program, the first population to receive intensive and training services would be public assistance and low-income veterans; then public assistance and low-income non-veterans; then veterans who are not low-income or receiving public assistance; and lastly would be adults who are non-veterans who are not low-income or receiving public assistance.

Other program provisions may require the program to focus on a particular group of participants, or to make efforts to provide a certain level of service to such a group, but do not specifically mandate that the favored group be served before other eligible individuals. Whether these provisions are found in statute or regulation, these are discretionary or optional priorities. The veterans' priority would take precedence over optional priorities.

WIA sub-grantees must include specific grant language in their grants/contracts to ensure that those entities are fully aware of the new law's requirements and of their obligation to design service delivery strategies accordingly.

All RFPs, grants/ contracts, and (where feasible) memoranda of understanding or other service provision agreements, must be administered in compliance with the veterans' priority provisions and must include DOL's required language as follows:

This program is subject to the provisions of the Job for Veterans Act, Public Law 107288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of the veterans priority statute and its effect on current employment and training programs.

Outreach, marketing and self-service tools, including DOL-funded websites and brochures, must provide information on veterans' priority (employment-related rights and benefits to which they are entitled under the Jobs for Veterans Act) and how to access assistance in receiving priority service.

Eligibility for DOL-funded programs will not change with the implementation of veterans' priority for services as all veterans and other covered persons, as defined above, must meet program eligibility requirements in order to receive priority of service.

Southern 14 will closely review the nature and share of workforce system services to veterans in LWIA #26 through monthly reporting to the Local Board by the Service Providers beginning the Program Year 2005.

Service Providers and staff of those Service Providers must collect the required data elements for covered persons when enrolling persons into the WIA Title I and Trade Adjustment Assistance programs.

LOCAL ON-THE-JOB TRAINING POLICY
Southern 14 Workforce Investment Board, Inc.

Service Providers may provide training services with WIA and/or TRADE funding to eligible unemployed persons and, in some cases, to eligible employed workers through On-the Job Training contracts with employers in the public, private non-profit, or private sector using the following criteria:

- 1) During a program year, the Service Provider must use ITAs to the extent practicable, meaning:
 - a. The Service Provider must expend the majority (i.e. 51 percent) of combined costs incurred through ITAs and training contracts under the adult and dislocated worker and/or TRADE programs through individual training accounts; or,
 - b. The Service Provider must serve the majority (i.e. 51 percent) of adult and dislocated worker and/or TRADE registrants receiving training services through ITAs.
- 2) Occupational training is provided for a WIA and/or TRADE registrant in exchange for the reimbursement of up to 50 percent of the wage rate to compensate for the employer's extraordinary costs of training and additional supervision related to the training (WIA Section. 101(31)(B) & 20 CFR 663.700(a)). During negotiation of an OJT contract, the training costs of the employer should be estimated by the Service Provider and used as a basis for negotiation the percentage of the wage to be reimbursed during the training period (not to exceed 50 percent). However, employers are not required to document the extraordinary costs of training as OJT is implemented (20CFR 663.710 (c)).
- 3) An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan (WIA Section 101(31)(C) & 20 CFR 663.700(c)).
- 4) WIA and/or TRADE registrants in On-the-Job training or individuals employed in programs and activities under Title I of WIA and/or TRADE must be provided benefits and working condition at the same level and to the same extent as other trainees or employees working in similar length of time and doing the same type of work (20CFR 667.272(b)).
- 5) The Service Provider must not contract with an employer who has previously exhibited a pattern of failing to provide OJT registrants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work (WIA Section 195(4) & 20 CFR 663.700(B)).

- 6) An individual who participates in On-the-Job training (OJT) must be hired as a regular employee by the OJT employer when training begins.
- 7) An OJT contract may be used to train a WIA and/or TRADE registrant who, prior to the start of OJT, is already working for the OJT employer (i. e., an "employed worker" who is earning less than a self-sufficient wage). In this situation, OJT provided to a previously employed worker must relate to either:
 - a. The introduction by the employer of new technologies;
 - b. The introduction to new production or service procedures;
 - c. Upgrading to new jobs that require additional skills; workplace literacy; or,
 - d. Other appropriate purposes identified by the Local Board (20CFR 663705).

LWIA #26 may utilize WIA Title I and/or TRADE funds for On the Job training contracts to upgrade employed workers. Such contracts are limited to workers who are not earning a "self sufficiency" wage.

A **self sufficient wage** for an employed worker enrolled in the **WIA Title IA** is defined as not earning wages that exceed 200% of the current the current Income Guidelines for Determination of Low Income (LLSIL) as applicable for LWIA #26.

A **self sufficient wage** for an employed worker enrolled in the **WIA Title ID** and/or TRADE program is defined as 80% of the dislocation hourly wage.

- 8) OJT may also be provided to a worker employed by another (non-OJT) firm if the worker chooses to leave his/her current employment to accept a job with the OJT employer to participate in On-the-Job training. Such an employed worker must have been earning less that a self-sufficient wage at his/her prior job.
- 9) In most cases, OJT is not an appropriate work experience activity for youth registrants under 18 years of age. However, Service Providers may choose to use OJT contracts for eligible youth when it is appropriate, based on the needs identified by the objective assessment for the individual youth participant.

Local Content Policy for Illinois workNet

Southern 14 Workforce Investment Board, Inc.

Illinois workNet Purpose

Illinois workNet is a unique, free, and user-friendly online resource that provides career, education, and work support information for all Illinois residents and businesses.

For individuals seeking career information or employment, Illinois workNet provides information on job opportunities and career, education, and work support services.

For businesses, Illinois workNet provides assistance to recruit workers, find training resources, and access other types of assistance to remain competitive.

Illinois workNet aims to cultivate a well-trained workforce by providing valuable resources for the state's businesses and citizens, creating a solid foundation for a thriving 21st century economy.

A. Illinois workNet Standards

All local information published to the portal must support the goals of the portal. Some of the goals are through virtual access:

- enable individuals and businesses to benefit from access to Web-based workforce services to include Universal Core Services and information that, in the past, were typically provided through physical locations
- streamline access to workforce-related resources and services through a customer friendly interface
- bring together career resources and economic development
- maintain a high level of information quality
- support a dynamic environment that assures current and relevant statewide and local information
- be accessible to all Illinois citizens

B. General Guidelines

- All information must be accurate, grammatically correct, and up to date. Expired information should not remain on the portal.
- All links must work and be to Web site information that is relevant to the purpose and goals of the portal and require minimal, if any, registration.
- All images must be within the content manager's graphic specifications and represent the goals of the portal.
- Local information is placed in the appropriate posting area.
- LWIAs may not charge not-for-profit organizations for advertising services on Illinois workNet.

C. Workforce Investment Act (WIA) Policy

LWIAs may charge for the use of local banner space according to WIA regulations stated at 667.200(a) (5) and Administrative requirements which govern WIA stated at (http://www.dol.gov/dol/allcfr/Title_20/Part_667/20CFR667.200.htm), as long as it falls within the guidelines of the inclusion and exclusion policy.

WIA regulations state at 667.200(a) (5) (5) The addition method, described at 29 CFR 95.24 or 29 CFR 97.25(g) (2) (as appropriate), must be used for all program income earned under WIA title I grants. When the cost of generating program income has been charged to the program, the gross amount earned must be added to the WIA program. However, the cost of generating program income must be subtracted from the amount earned to establish the net amount of program income available for use under the grants when these costs have not been charged to the WIA program.

D. Local content that can be INCLUDED in Illinois workNet:

All local information published to the portal must support the goals of the portal. Event information or services that are provided to the community to support finding a job, exploring careers and education/training, and locating work support information can be published to the portal. Information published on the portal can come from any of the following entities:

- Federal, state and local government offices and nonprofit community-based agencies that provide a community service
- Organizations such as professional organizations, churches, social clubs, social or fraternal organizations and civic groups that offer a service for the community-at-large which is not restricted to their members
- Public and private housing providers that offer subsidized or below market rent apartments
- For profit businesses that offer a unique service which is not widely offered by the nonprofit community, such as board and care facilities, sober houses, companies that modify motor vehicles to accommodate drivers with disabilities
- Hotlines, help lines, information lines and information and referral lines that are administered by a nonprofit or government entity
- School districts, colleges and universities, within Illinois and states that border Illinois
- Consumer protection and basic business services that are either government designated or contracted
- Comprehensive and specialized information and referral services
- For-profit agencies that provide free or low-cost services
- Commercial, for-profit, or not-for-profit businesses that are advertising open staff positions

E. Local content that is EXCLUDED from Illinois workNet:

Events, promotions, or services that are published on the portal:

- may not be illegal, obscene, threatening, defamatory, invasive of privacy, infringing of intellectual property rights, or otherwise injurious to third parties or objectionable

- may not consist of or contain software viruses, political campaigning, direct or indirect lobbying, religious campaigning, commercial solicitation, chain letters, mass mailings or any form of “spam”.

F. Organizations that are EXCLUDED from Illinois workNet:

- Agencies or groups that misrepresent their services in any way
- Agencies or groups that deny services on the basis of color, race, religion, sexual preference, or nationality
- Agencies or groups whose service is illegal
- Agencies or groups whose services cannot be verified
- Agencies or groups that have credible or serious complaints about their service registered against them
- Commercial or for-profit products or services such as selling a car, advertising products

Illinois workNet Privacy Policy

Individuals and businesses that provide personal information to Illinois workNet for the purpose of setting up an account are protected by the Privacy Act of 1974, as amended (5 U.S.C. 552a). This Act requires Illinois workNet to notify end users that the Privacy Act protects the information they are providing. Further, Illinois workNet parties will not share any personal information with any other organization or individual unless required by Department of Justice or by a court in connection with litigation. To learn more about the Illinois workNet Privacy Policy visit

http://www.illinoisworknet.com/vos_portal/residents/en/admin/privacyPolicy.htm

Data Security The Illinois WorkNet system provides security for end user data. Secure Socket Layer (SSL) is used when a user enters any personal data, from registering, to logging into the application, and any updates to personal information. SSL ensures sensitive user data such as a password or SSN is encrypted when being transmitted from the client browser to the server and back. The data is stored in a secure database within a secure datacenter.

Local Content Policy Agreement

Illinois workNet sites agree to use the adopted Illinois workNet Local Content Policy and understand that the site must meet all specified requirements.

LWIA Contact Information

Name: Southern 14 Workforce Investment Board, Inc. LWIA #26
Address: PO Box 186, 216 Industrial Avenue, Suite C
Carmi, IL 62827
Email: southern14@shawneelink.net
Phone: 618-382-5024
Fax: 618-382-7038

LWIA Signature / Date		LWIB Signature / Date
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Developed for
Illinois Department of Commerce and Economic Opportunity
By Southern Illinois University, Department of Workforce Education and Development

Local Illinois workNet™ Partnership Policy

Southern 14 Workforce Investment Board, Inc.

The intent of the Local Illinois workNet™ Partnership Policy is to:

I. ESTABLISH PARTNERSHIP GOALS

- a. expand access to workforce services beyond traditional partnerships.
- b. provide the benefits of participating with the workforce system network to partner organizations.
- c. educate local organizations on the workforce system and how it fits with their mission and services.
- d. brand partners to convey a cohesive continuum of services.
- e. ensure, across local geographies and demographics that all communities are being served in ways that best meet their needs.
- f. develop long-lasting partnerships that are mutually beneficial.
- g. set goals for the quantity of partners.
- h. define outcomes that will benefit partners, community members, and LWIA #26.

IDENTIFY PARTNERSHIP ROLES

Illinois workNet partners are organizations that provide access to the Illinois workNet Portal and/or disseminate marketing materials to promote use of the Illinois workNet Portal.

The 3 categories of Illinois workNet partnerships are:

1. **Access/Service Provider Sites:** WIA funded partners and other partners that disseminate information about the Portal, use Illinois workNet to assist their clients, provide public internet access computers or provide internet access computers to their clients or students. These sites also provide services to the benefit of their clients such as preparing for career transition, training, assisting businesses, and connecting to work support services. Further, these organizations maintain staff for the purpose of providing services.
2. **Access Site:** Site is not WIA funded and provides access to the Portal to assist their clients but does not provide services beyond access. For example, a library is an access site because a client may access the Portal via a computer at the library but they do not provide services beyond connecting the individual to resources.
3. **Dissemination Sites:** Partner site that disseminates the information and refers customers to Illinois workNet. These sites may not have internet access or a place for public access computers.

III. **RESEARCH POTENTIAL PARTNERS**

Potential Illinois workNet Partners include existing Workforce Investment Act mandated partners and non-mandated organizations, including community-based and faith-based organizations, local chambers of commerce, education entities, social service organizations, and libraries in your local LWIA that help individuals connect to career planning, job search, job readiness, education/training, and/or work support services and resources. Partners also include business services.

- a. **Determine if a potential partner is a good fit** – Partners may include agencies and organizations that already provide services within the Illinois Workforce System and agencies and organizations that are not traditionally within the System but will benefit by using the Portal as a means to provide free and easy access to career and training transition, business service resources for staff and customers, workforce support resources and training for staff.
- b. **Identify any accessibility issues (per WIA EO policy)** – Determine accessibility both programmatically (public computer use) and architecturally (facility). Programmatic accessibility views a program in its entirety and must be available when architectural accessibility is not required. Architectural accessibility deals with the actual location/facility and ensures an individual with a disability has equal access to a facility as a person without a disability.

Any partner that receives WIA funds **must** comply with all EO accessibility requirements. This means they must ensure any person with a disability has equal access to facilities and/or programs including any necessary reasonable accommodations. Not all partners will have customers come to their facility or allow public access to computers, but should consider the following for the non-WIA funded partners:

- If they do have customers using their facility, their location should meet EO accessibility requirements.
 - If they provide public-access computers, they should provide appropriate assistive technologies.
 - If they work directly with the public, they should provide appropriate and reasonable accommodations upon request.
- c. **Organizations that are EXCLUDED from being an Illinois workNet partner include:**
 - Agencies or groups that misrepresent their services in any way.
 - Agencies or groups that deny services on the basis of color, race, religion, sexual preference, or nationality.
 - Agencies or groups whose service is illegal.
 - Agencies or groups whose services cannot be verified.
 - Agencies or groups that have credible or serious complaints about their service registered against them.

IV. EDUCATE POTENTIAL PARTNERS AND DEMONSTRATE THE BENEFITS OF PARTNERSHIP

The local partnership strategy for LWIA #26 is to:

- a. provide a consistent and positive branding message to community members.
- b. provide a means to convene networks of partner organizations that provide critical in-person and online services and resources.
- c. emphasize that access to the Portal and Course are FREE!
- d. expand access to people in the communities where they live and work.
- e. provide ease of use and access to quality resources and saves time and money by leveraging existing resources.
- f. connect the LWIB #26 community to local opportunities and resources to include those provided by partner organizations.
- g. include resources verified to be accurate and pertinent so users do not have to search for them.
- h. link customers to consistent information in the communities where they live and work.
- i. train staff on accessing and using career transition resources.
- j. assure consistent access and quality to customers.

LWIA #26 will use the Rebranding Marketing templates and Illinois workNet Partner Buy-in Kit materials to provide a consistent message on the benefits of partnership.

V. ESTABLISH AND DEFINE THE ROLES OF THE PARTNERSHIPS

The partnership process will ensure that partnerships are officially established and provide assurances that each partner clearly understands their role. In lieu of written agreements, partnerships are confirmed by establishing a partner event where the mutual benefits across all partners are acknowledged and defined. At this event, partners are provided clear lines of communication and resources. LWIA #26 will use the Rebranding Marketing Plan to customize local marketing materials provided in the Resource Room Starter Kits.

VI. INITIATE ONGOING COMMUNICATION AND EVENTS THAT FOSTER PARTNERSHIPS

LWIA #26 will implement an ongoing partner communication plan to ensure that partners are engaged in a consistent and timely manner. The plan will identify types of communication, when communication will be released, and who will be responsible for initiating the communication. Communication will include regularly scheduled:

- Phone calls
- Information emails
- Partner meetings and events
- Visits to partner sites

VII. ASSESS THE PARTNERSHIPS TO DETERMINE IF THEY SHOULD CONTINUE OR BE REDEFINED

As partnerships evolve they will be continually assessed. Checkpoints will be established at least annually for the purpose of determining if partnerships should continue, be redefined, or ended. A set of criteria and questions will be used to ensure that the assessment is consistent across all partners. Examples of criteria and questions include:

- Question: Has the mission and, therefore services offered by the partner changed?
- Criteria: Partners will provide resources or services that fit within the continuum of services needed by individuals and/or businesses to increase their chances for economic success.
- Question: Has the partner fully participated with meetings, events, and other activities?
- Criteria: All partners agree to fully participate based on their pre-defined roles.
- Question: Has the partner organization and their customers benefited from the partnership?
- Criteria: Partners will provide resources or services to the direct benefit of individuals and/or businesses.
- Question: As a result of the partnership have planned outcomes been met?
- Criteria: The partner plan was implemented based upon meeting predefined outcomes.
- Question: Has the partnership expanded access to the virtual and physical workforce system?
- Criteria: Partnerships will fill gaps in geographic areas to assure access to both the virtual and physical workforce systems.
- Question: Has the community benefited from the partner?
- Criteria: Community members will directly benefit from access to and knowledge of partner services.
- Question: Was the original intent of the partnership fulfilled?
- Criteria: The partnership was in keeping with the predefined role.
- Question: Has the partnership impacted the continuum of workforce services in a positive way?
- Criteria: Individuals and businesses have a variety of needs that are directly impacted by changing circumstances in their environment, and because needs vary, partners have carried out an important role in providing specialized services.
- Question: Are customers satisfied with the quality of the partner's services?
- Criteria: Partners will provide a consistent quality of services.

The checkpoints will also include LWIA #26 assessing their role in the partnerships by providing a means for the partners to provide feedback on how they could further enhance relationships and what they should change in the partnership process to improve outcomes. Examples of questions to ask partners include:

- Has the partner organization benefited from the partnership?
- Has the partner's customers benefited from the partnership?
- Was the extent of the partnership fully understood?
- Were communications too often or just right?
- Were the partner activities beneficial to the partner and what would the partner change?
- How could the LWIB/LWIA do a better job of building partnerships?
- What would you like to do more of and less of?
- Was the training beneficial to your staff and customers?
- Would you like to continue as a partner? If not, why? If yes, why?

As partnerships are redefined, added, or ended the local Illinois workNet Coordinator will keep the Illinois workNet Site Management Database up to date.

LWIA #26 Contact Information

Name: Southern 14 Workforce Investment Board, Inc.

Address: 216 Industrial Avenue, Suite C
Carmi, IL 62821

Phone: 618-382-5024 / Toll Free 877-339-1801

Email: southern14@shawneelink.net

Fax: 618-382-7038

LWIA Signature / Date

LWIB Signature / Date

AREA 26 LOCAL MONITORING POLICY
Southern 14 Workforce Investment Board, Inc.

The LWIA 26 staff will conduct programmatic, fiscal and physical inventory monitoring of Title I B (Adult, Dislocated Worker, Youth and Trade) programs at the area service providers level each program year using the most current State of Illinois Department of Commerce and Economic Opportunity Bureau of Workforce Development Program Compliance Monitoring Guide available and the Fiscal Monitoring Procedures and Instrument for WIA Title IB Service Providers.

The LWIA 26 staff will also use the most current WIA Notice which sets guidelines for determining *needs-related payments* and self sufficiency Lower Living Standard Income Level (LLSIL) and LWIA 26 Eligibility Policy No. 4.

Various IWDS (Illinois Workforce Development System) reports are utilized in annual monitoring. Monitoring will also include reviewing IWDS Security Reports as needed to identify expired logins.

AREA 26 LOCAL FISCAL MONITORING POLICY
Southern 14 Workforce Investment Board, Inc.

Fiscal Monitoring

The Chief Financial Officer will conduct an onsite monitoring visit to each Service Provider on an annual basis.

Each program year the monitoring team from DCEO monitors the fiscal activity of the board office, as well as each service provider.

Any monitoring findings or management recommendations will be dealt with and resolved in a timely manner.

AREA 26 LOCAL PROGRAMMATIC MONITORING POLICY ***Southern 14 Workforce Investment Board, Inc.***

The LWIA 26 staff will conduct programmatic monitoring of Title I B programs at the area service providers level each program year using the most current State of Illinois Department of Commerce and Economic Opportunity Bureau of Workforce Development Program Compliance Monitoring Guide available and LWIA 26 local policies.

The LWIA 26 staff will also use the most current WIA Notice which sets guidelines for determining *needs-related payments* and self sufficiency Lower Living Standard Income Level (LLSIL) and LWIA Eligibility Policy No. 4.

Various IWDS (Illinois Workforce Development System) reports will be utilized in annual monitoring. Monitoring will also include reviewing IWDS Security Reports as needed to identify expired logins.

Desk Review Steps

Following is a list of reports to be run from the IWDS (Illinois Workforce Development System).
<http://iwds.state.il.us/staffhome.html> for programmatic monitoring of Title 1A, 1D, 1Y and Trade client files.

- *Participant by Customer Status*
- *Training & Service Review*
- *Program Activity Summary*
- *Non-Low Income*

Run IWDS Reports

Conduct desk review at office (i.e. use IWDS to complete file review forms).

Contact Service Providers to set monitoring dates.

Randomly select sample (4-5 from each title on the Participant by Customer Status report)/

Mail copy of sample to each Service Provider with monitoring confirmation letter.

Field Monitoring

The LWIA 26 staff will utilize the most current DCEO WIA Title IB Eligibility Policy Guide and the most current DCEO monitoring instrument/file review forms when monitoring client files.

The LWIA 26 staff will check participants file for documentation such as: birth certificate, test scores, travel and attendance forms, client and case management signatures on forms, Individual Training Account forms, Individual Service Strategy forms, public assistance printouts and case notes to ensure follow-up by case manager.

Monitoring Findings

Following monitoring any findings will be discussed at an exit conference and a written notification of the finding(s) will be sent to the service provider.

Monitoring Follow-up

Service Providers will be given 30 days from date of notification letter to address all finding(s) with proper documentation. Findings will be corrected prior to the next scheduled monitoring visit.

Reporting

Programmatic monitoring of service providers will be reported at the first LWIA 26 meeting and Youth Council meeting following receipt of service provider response.

Records Retention

Programmatic monitoring records will be kept at the LWIA 26 office for 3 years after monitoring date.

AREA 26 LOCAL INVENTORY POLICY
Southern 14 Workforce Investment Board, Inc.

The Southern 14 Workforce Investment Board, Inc. will maintain property records as required by the Workforce Investment Act on all property purchased with Title IB grant funds.

A unit of property is defined as a single piece of equipment, except in the case where more than one piece of equipment is needed to make an entire system functional such as a computer or telephone system. The monitor, keyboard, printer and hard drive are all considered components of a total computer system which is considered a unit of property. Replacements of components are considered as a single unit of property. **Computer software is considered nonexpendable personal property.**

Approval from DCEO for all nonexpendable personal property acquired either through purchase or lease-purchase with a unit purchase price of \$5,000 or more will be obtained before the purchase is made as required by Policy Letter 05-PL-16.

An inventory shall be maintained at the WIB level for all purchases of nonexpendable personal property with an acquisition cost of \$1,000 to \$4,999 for LWIA No. 26. Records shall be maintained in accordance with the federal regulations, any loss, theft or damage to grant property will be reported to DCEO as required by Policy Letter 05-PL-16. Monitoring to physically check the inventory of contracted service providers and workNet Centers equipment will be conducted once during the program year.

Disposition of nonexpendable personal property will be handled in accordance with Policy Letter 05-PL-16. Before disposal of any equipment, LWIA 26 will attempt to get the maximum return on item. Any proceeds from sale of property will be reprogrammed.

All property with an acquisition cost between \$250.00 and \$1,000.00 purchased for the LWIA No. 26 staff office will be maintained on an office inventory list.

Equal Opportunity Compliance Monitoring
Southern 14 Workforce Investment Board, Inc.

The Equal Opportunity (EO) Officer will conduct an onsite monitoring visit to each LWIA 26 Illinois workNet Center and satellite office on an annual basis to assess Equal Opportunity compliance.

Any monitoring findings or management recommendations will be dealt with and resolved in a timely manner.

AREA 26 LOCAL SUPPORTIVE SERVICES POLICY

Southern 14 Workforce Investment Board, Inc

For purposes of the provision of supportive services to participants enrolled in Intensive services and/or training the Southern 14 Workforce Investment Board, Inc. shall use the definition of ‘supportive services’ as contained in the Workforce Investment Act . This definition is as follows: “the term “supportive services” means services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under the Workforce Investment Act.”

Participant Eligibility

Supportive services will only be provided to individuals who are participating in core, intensive or training services, and are unable to obtain supportive services through other programs providing such services. Supportive services will only be provided when they are necessary to enable individuals to participate in WIA Title 1 activities. All requests for services must be substantiated and must further the employment goal for that participant.

All supportive services will be determined on an individual basis and may be decreased or increased based on fund availability.

Child Care

Child care, if determined necessary **per the local entities**, will be reimbursed at the following rates:

- When Child Care Resources are obtained, WIA #26 will pay the copay to a maximum of \$250/month. When Child Care Resources are not obtained, WIA #26 will pay, per child: 1-2 hours, \$7.50; 3-4 hours, \$10.00; 5-7 hours, \$12.00; over 7 hours, \$15.00 (excluding payment to a parent or step parent of children, or persons residing in the household).
- LWIA 26 will not pay more than the usual and customary rate charged to private paying customers.
- Participants must submit a copy of their childcare providers fee schedule which will be maintained in the participants file. Participants inability to obtain Child Care Resources will be documented with case notes and maintained in the participants file.
- Requests for payment will include attendance sheet(s) with appropriate signatures. Requests not received in a timely manner may be subject to non-payment.

Transportation

Recognizing the individual nature among approved Service Providers, the following Mileage reimbursement is allowable for training and/or required job search:

- For participants residing in the counties of: Alexander, Johnson, Massac, Pulaski and Union, authorized mileage will be reimbursed at a rate of \$.25 per mile to a maximum of \$200.00 per month.
- For participants residing in the counties of: Edwards, Gallatin, Hamilton, Hardin, Pope, Saline, Wabash, Wayne and White, authorized mileage will be reimbursed at a rate of \$.35 per mile.
- Mileage rate may be increased or reduced to a lower rate by a service provider, for participants within their contracted counties if necessary. Any increase shall not exceed the current standard mileage rate established by the Internal Revenue Service.
- Mileage reimbursement shall be allowable only for travel authorized by the case manager.
- Requests for payment will include Attendance sheets with appropriate signatures. Documentation will be maintained in the participants file.
- To receive mileage reimbursement, participant must provide documentation showing; proof of vehicle insurance, valid drivers license and vehicle registration. If vehicle is owned by other than participant, evidence of permission to use the vehicle must be provided.
- Requests not received in a timely manner may be subject to non-payment.
- For participants residing in any of the 14 counties comprising LWIA #26 and eligible to receive TAA(Trade) benefits; mileage will be reimbursed using the eligibility criteria and at the per mile rate mandated by the TAA, regardless of the funding source used for payment.

Other Supportive Services

Supportive Services - Customer services for adult, dislocated workers and youth that are necessary to enable WIA eligible individuals, who cannot afford to pay for such services, to participate in authorized WIA activities. Such services include but are not limited to transportation, vehicle insurance and repairs, clothing and shoes, child and dependent care, referrals to medical services (payment of medical services such as physicals or shots when related to training or employment), eye glasses and dental procedures, linkages to community services, housing and utility assistance.

All requests for services must be substantiated and must further the employment goal for that participant.

Classroom Based Stipends for Youth

At a minimum, stipend policies should be based on the following components:

- (1) Stipends are allowable expenditures for unpaid work experience when the provision of stipend is included in the individual service strategy.
- (2) Calculate the stipend by multiplying class hours times minimum wage less FICA and Medicare, or for example: 7 hours x (\$8.00-(8.00 x .0765)) = \$51.73.
- (3) Successful participation in and completion of the classroom based activity must occur for the stipend to be paid. Stipend pay should reflect the current minimum wage as regulated by the Internal Revenue Service. The stipend may be increased or reduced to a lower rate by the service provider.

Work Maturity Bonus for Youth

An individual may qualify for a \$25.00 work bonus if they consistently score about average on four out of seven questions on the supervisor's evaluation forms. In addition this must be done on 60% of all supervisor evaluations. This bonus will be checked at the end of June and December of each year. The Service Provider will monitor the individual's progress and will issue the incentive bonus once it is attained.

High School Diploma/GED Bonus for Youth

Once the individual receives their High School Diploma/GED they will be eligible to receive a one time bonus of \$25.00. The ROE, School Contact Person, or Service Provider Case Manager will attain proof of the Diploma/GED and let the appropriate Service Provider know of the attainment of the bonus for processing of the check.

Documentation

Proper justification for any purchase under this policy must be documented in the case notes of the participant, showing support of that participant's Individual Employment Plan. Case notes will also include statements supporting attempts to obtain funding to meet participants need(s) through other sources.

Incumbent Worker Training (IWT) **Southern 14 Workforce Investment Board**

PURPOSE

In order to provide for a full continuum of training services to our business customers, Local Workforce Investment Area (LWIA) #26 will offer the Incumbent Worker Training program for Illinois businesses in the Fourteen counties of Alexander, Edwards, Gallatin, Hamilton, Hardin, Johnson, Massac, Pope, Pulaski, Saline, Union, Wabash, Wayne, and White that make up Local Workforce Area (LWA) #26. Policies and procedures are established in accordance with WIA Policy Letter No. 07-PL-33 Change 3. Incumbent worker training helps employers upgrade the skills of their workforce in order to become and remain competitive in both regional and global markets. Incumbent Worker Training is therefore "employer driven" and responds to changes in market conditions as well as the introduction of new technology into the workplace. The employer is the primary customer and beneficiary of the training. The purpose of this program is to assist businesses who have the need to train and re-train existing members of their workforce, and to enable the companies, as well as the employees, to remain competitive in the local regional economy. LWIA 26 will continue all WIA required services using the LWIB's dislocated worker formula allocations. LWIA 26 will continue to meet its performance and expenditure benchmarks for dislocated worker formula allocations.

Funds available through Incumbent worker training projects can be utilized by a specific employer or a group of related employers in the following industries:

- Transportation and Warehousing
- Health Care and Social Assistance
- Retail Trade
- Manufacturing
- Accommodation and Food Services
- Arts, Entertainment, and Recreation
- Natural Resources and Mining, including logging
- Agricultural Production
- Green Jobs

PROGRAM DESCRIPTION

Incumbent worker training is defined as training designed to keep businesses and workers competitive by keeping workers employed, averting layoffs, upgrading workers' skills, increasing wages earned by employees, and improving employees' marketability.

FUNDING CATEGORIES

To apply for these funds, the incumbent worker training program should result in one or more of the following:

- Enhanced Employability
- Job Upgrades
- Increased Wages
- Increased Job Security

All participating employees must, upon training completion, be making a minimum of \$ 8.50 per hour.

ALLOWABLE ACTIVITIES

Costs that are reasonable and necessary for the conduct of the training are allowable. Listed below are costs that may be reimbursed through the grant or used as the matching contribution.

- a. Training Development;
- b. Instructor Wages;
- c. Tuition;
- d. Training Materials and Supplies;
- e. Fees Required to Complete Training;
- f. Travel for Trainers and Trainees beyond normal commute;
- g. Training Facility costs (off-site);
- h. Training Facility costs (on-site);
- i. Cost for use of Firm's Equipment During Training;
- j. Wages of Trainees while in Training (matching costs only);
- k. Fringe Benefits of Trainees while in Training (matching costs only); or
- l. Fees for Technical or Professional certifications.

Trainee wages and fringe benefits while in training may be used to meet the employer's match requirement, but are not reimbursable costs to the WIA grant. Supportive services, although not prohibited, are discouraged. Since incumbent Workers are employed, the need for supportive services underwritten with WIA funds is expected to be minimal.

INCUMBENT WORKER ELIGIBILITY

Only the employees of the specific businesses listed in the project plan who are to receive training related to a targeted occupation are part of the "eligible group". Therefore, all workers who receive incumbent worker training must be an incumbent worker based on this definition:

- a) An individual (or group of individuals) with an employment relationship with a participating employer or group of participating employers in a targeted industry (as cited in the local plan), and
- b) An Individual who is receiving upgrade training:
 - To increase his or her skills in an occupation in which the individual is already an incumbent; or
 - To prepare the worker for entry into a new occupation within the targeted workforce (i.e. the workforce of the participating employer or group of employers).
- c) The primary customers for incumbent worker training services are the participating employers or group of employers, as cited in "a" above and may be locally defined. Such employers must be actively participating in a WIA funded incumbent worker training program. And, such employers must be industry focused.

And must be:

- an adult, age 18 or older,
- authorized to work in the United States and compliant with military Selective Service requirements, if applicable.

PROGRAM FUNDING

Incumbent worker training is a collaborative effort between private and public resources. Therefore, it is expected that employers make some contribution to the overall program cost. Applications will be required to identify value of cash or in-kind contributions to the incumbent worker program and the costs must be reasonable.

The application should be filed prior to the actual training; however, payment will only be released upon receipt of the following items:

- Invoices and Proof of Payment
- Attendee List/Timesheets
- Proof of Training Completion for Incumbent Workers

Matching

Applications will require the identification of cash or in-kind contributions to the incumbent worker program and the costs must be reasonable. For projects involving an individual employer, the match will be:

For the Connect SI Online Nursing Training Project ONLY, LWIA 26 will use the following sliding scale:

# of Employees	Company Match	Incumbent Worker match
1-50	10%	90%
51-99	25%	75%
100+	50%	50%

For all other application/projects LWIA 26 will use the following sliding scale:

# of Employees	Company Match	Incumbent Worker match
1-99	50%	50%
100+	60%	40%

In the event a project plan is submitted by a group of employers, the percentage of the non-federal share will be calculated using the formula as noted in WIA policy letter No. 07-PL-33 Change 3.

APPROVAL PROCESS

Project plans will be reviewed by the members of the Southern 14 Workforce Investment Board (So 14 WIB). The following criteria will be used in the evaluation process:

- Benefits to Target Industries
- Quality of the Training
- Benefits to Workers
- Appropriateness of Costs
- Matching Costs
- Non-duplication of past training programs
- Lay-off aversion 'at-risk' indicator(s) addressed by project.

Applications will be processed on a first-come, first-served basis until all program funds are expended.

For more information, contact:

For the counties of Gallatin, Hamilton, Hardin, Pope and Saline

Mid-5 Employment & Training, Inc
PO Box 505
303 South Commercial, Parker Plaza
Harrisburg, IL 62946
Phone: 618-252-6020
Fax: 618-252-0326
Email: eldwia@shawneelink.net

For the counties of Edwards, Wabash, Wayne and White

Wabash Area Development, Inc.
PO Box 70
110 Latham Street
Enfield, IL 62835
Phone: 618-963-2387
Fax: 618-963-2525
Email: wia.director@wadi.inc.com

For the counties of Alexander, Johnson, Massac, Pulaski and Union

Shawnee Development Council, Inc,
PO Box 298
530 West Washington
Karnak, IL 62956
Phone: 618-634-2201
Fax: 618-634-9551
Email: doris.m.wia@shawneedevelopment.org

“Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.”

**REQUEST FOR INCUMBENT WORKER TRAINING FUNDS
SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.**

You may qualify for funding to offset the cost of training your current employees. If interested, please review the Policies & Procedures, complete the short application, and send it in. Someone from our office will contact you on the next steps. Small and large businesses are encouraged to apply.

Applying Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-mail Address: _____ (FEIN): _____

Total # employed fulltime by company _____

Name of Training Program _____

Please include a narrative description for the following:

- | | |
|--|--|
| > Type of training | > Copy of training objectives/outline |
| > Number of employees to be trained | > Employer match and other contributions |
| > Justification of need for training | > Expected Outcomes |
| > Training dates | > Include wage amounts at completion |
| > Itemized Budget (i.e.: Training cost, books, fees, etc.) | and or promotions earned |
| > Layoff Aversion Indicator (Attachment D) | also future hiring expectations |

Signature of Company Official

Job Title

Date

Please mail or fax to:
Mid-5 Employment & Training, Inc
PO Box 505
303 South Commercial, Parker Plaza
Harrisburg, IL 62946
Phone: 618-252-6020
Fax: 618-252-0326
Email: eldwia@shawneelink.net

"Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities."

**REQUEST FOR INCUMBENT WORKER TRAINING FUNDS
SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.**

You may qualify for funding to offset the cost of training your current employees. If interested, please review the Policies & Procedures, complete the short application, and send it in. Someone from our office will contact you on the next steps. Small and large businesses are encouraged to apply.

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Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-mail Address: _____ (FEIN): _____

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Please include a narrative description for the following:

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| > Type of training | > Copy of training objectives/outline |
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| > Justification of need for training | > Expected Outcomes |
| > Training dates | > Include wage amounts at completion |
| > Itemized Budget (i.e.: Training cost, books, fees, etc.) | and or promotions earned |
| > Layoff Aversion Indicator (Attachment D) | also future hiring expectations |

Signature of Company Official

Job Title

Date

Please mail or fax to:
Wabash Area Development, Inc.
PO Box 70
110 Latham Street
Enfield, IL 62835
Phone: 618-963-2387 / Fax: 618-963-2525
Email: wia.director@wadi.inc.com

**REQUEST FOR INCUMBENT WORKER TRAINING FUNDS
SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.**

You may qualify for funding to offset the cost of training your current employees. If interested, please review the Policies & Procedures, complete the short application, and send it in. Someone from our office will contact you on the next steps. Small and large businesses are encouraged to apply.

Applying Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-mail Address: _____ (FEIN): _____

Total # employed fulltime by company _____

Name of Training Program _____

Please include a narrative description for the following:

- | | |
|--|--|
| > Type of training | > Copy of training objectives/outline |
| > Number of employees to be trained | > Employer match and other contributions |
| > Justification of need for training | > Expected Outcomes |
| > Training dates | > Include wage amounts at completion |
| > Itemized Budget (i.e.: Training cost, books, fees, etc.) | and or promotions earned |
| > Layoff Aversion Indicator (Attachment D) | also future hiring expectations |

Signature of Company Official

Job Title

Date

Please mail or fax to:
Shawnee Development Council, Inc,
PO Box 298
530 West Washington
Karnak, IL 62956
Phone: 618-634-2201
Fax: 618-634-9551
Email: doris.m.wia@shawneedevelopment.org

INCUMBENT WORKER TRAINING PROJECT PLAN
 Complete one (1) Project Plan Per Company

DCEO Use Only

IWDS Project Number: _____

1. Check whether the project is local or part of CSSI Local Project CSSI Project

Company Information

2. Company Name: _____

3. Project Name: _____

Company Contact Information

4. Name: _____ 5. Title: _____

6. Organization: _____

7. Telephone: _____ 8. Email Address: _____

LWIA Contact Information

9. LWIA Name: _____ 10. LWIA Number: _____

11. LWIA Contact Name: _____

12. Telephone: _____ 13. Email Address: _____

Project Description/Information *(use the addendum if more space is needed for questions 14, 15 & 18 below)*

14. List the targeted industry(ies) and/or occupation(s) by sector:

Sector	Industry(ies)	Occupation(s)

15. List the organization/companies involved in the project (briefly describe their roles):

Organization/Company	Role

INCUMBENT WORKER TRAINING PROJECT PLAN
 ADDENDUM

Use this page if additional space is needed for questions 14,15, & 18.

14. List the targeted industry(ies) and/or occupation(s) by sector:

Sector	Industry(ies)	Occupation(s)

15. List the organization/companies involved in the project (briefly describe their roles):

Organization/Company	Role

18. Describe the key project activities along with a projected start and end date:

Activities	Projected Start Date	Projected End Date

Incumbent Worker Training Quarterly Report

Complete one (1) Quarterly Report Per Company

DCEO USE ONLY

IWDS Project Number:

1. Check whether the project is local or part of CSSI Local Project CSSI Project

Company Information

4. Company Name: _____

5. Project Name: _____

Company Contact Information

4. Name: _____ 5. Title: _____

6. Organization: _____

7. Telephone: _____ 8. Email Address: _____

LWIA Contact Information

9. LWIA Name: _____ 10. LWIA Number: _____

11. LWIA Contact Name: _____

12. Telephone: _____ 13. Email Address: _____

Project Status

Overall Project Status

On Schedule Ahead of Schedule Behind Schedule (explain in #17) Need Assistance (explain in #21)

14. **Project Overview** (briefly, provide an overview of the targeted sector, industry, occupation and partners involved in the project):

--

15. **Outcomes Achieved this Quarter** (list below in dot point format, progress toward or outcomes achieved over the past three months):

--

16. **Progress During this Quarter** (discuss major project activities undertaken during the reporting period):

--

Incumbent Worker Training Quarterly Report

17. **Obstacles/Barriers to Implementation** (discuss any obstacles that may have prevented or impeded the implementation of training):

--

18. **Benefits to Industries and Workers** (discuss the benefits seen by both the employer and employees that have occurred this quarter):

--

19. **System Entry (IWDS & GRS):**

Expenditures have been entered into GRS <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer Serve Record has been entered into IWDS <input type="checkbox"/> Yes <input type="checkbox"/> No
If no to either, please explain:	

20. **Training Completed – Program Year** (July 1, - June 30,)

Incumbent Worker Data	Quarter Plan	Quarter Actual	Quarter Plan	Quarter Actual	Quarter Plan	Quarter Actual	Quarter Plan	Quarter Actual
Number who completed training								
Number that received upgraded skills								
Number moved into target jobs								

NOTE: Attach the completed **Incumbent Worker Tracking Summary** to this Quarterly Report

21. **Comments, Questions and Requests for Technical Assistance** (Include comments/observations, questions and requests for technical assistance):

--

Incumbent Worker Training Requirements Layoff Aversion 'At-Risk' Indicators

Below are some of the 'at-risk' indicators Illinois has identified to determine if a business is in need of intervention. In many cases, more than one 'at-risk' indicator will apply or overlap between the indicators may occur.

Declining sales - A company has undergone or will undergo (must be confirmed) a significant loss in sales that puts part of their workforce in threat of layoff. Declining sales must be expressed in terms of X dollars or Y units for Z period of time (months or years) along with information that provides known or suspected reasons for the decline. When determining if a decline in sales is the cause of a potential layoff, have considerations been given to the industry as a whole, is the decline a percentage of the market, has product quality, production delays, or pricing contributed to the decline in sales, etc.

Supply chain issues - A company loses a supplier or consumer that threatens the employment of part of their workforce, or acquired a new supplier that requires new skills to maintain the workforce. Supply chain issues must be accompanied by an explanation as to why the change occurred, whether it was the supplier's choice to end the relationship or the company's decision to order from a different firm. When determining whether a supply chain issue will contribute to a potential layoff, have considerations been given to other suppliers' ability to provide same or like products, has the company considered alternative product(s) production and sales that would not require retaining of staff or layoff, can the new training required be conducted by the new supplier, etc.

Adverse industry/market trends - The industry/market standards have changed to the point where new training is needed to retain the current workforce. Adverse industry or market trends are an occurrence that is from no fault of the prospective company. These may be the result of higher standards of construction materials, safety standards, or other factors that requires a change in the methods a product may be produced or materials that may be included in the construction. When considering whether adverse trends may cause a potential layoff, has the company consulted with industry experts to determine if assistance is available to assist with upgrades to the manufacturing process or employee knowledge, contacted other companies in the industry to share upgrades in skills training or equipment, etc.

Changes in management philosophy or ownership - A company has undergone a new approach to conducting business or new ownership requires new skills to maintain the employment of part of the workforce. Changes in ownership are generally the result of lack of profitability, but may also occur where a company is profitable, but not profitable enough (this level of profit may meet the profit requirements of another owner) or the current owners don't have the resources to take advantage of new business strategies. An owner may also pass away unexpectedly without a succession plan in place. New or changes in philosophies will generally accompany new ownership. Changes in philosophy may also occur when operations no longer meet their core business application or are viewed as excess capacity to their overall operations. When considering changes in ownership or philosophy as the cause of a potential layoff, has new ownership been determined (including such options as employee stock ownership plans), have alternatives been considered in the restructuring of the company that might reduce the number of layoffs, have community groups and labor organizations been involved in the discussions to lend their expert advice, etc.

Worker does not have in-demand skills - A worker's skills or functions are not longer 'in-demand' and they are at risk of losing their employment with the company without undergoing new training and acquiring new skills. A lack of in-demand skills may be the result of a change in philosophy or product line or a change in the industry demands that results in the need for new technologies and abilities by the current workforce. Products and production lines are ever changing as they adapt to the needs of the market. With this changes comes a need for evolving of the skill set of the workers. When considering if the lack of in-demand skills is the cause of potential layoffs, has it been determined which workers have the ability to attain new in-demand skills, are there other considerations to be made with an increase in in-demand skills such as new equipment/machinery needs or safety devices, etc.

Strong possibility of a job if a worker attains new skills - The workers are in a position that is subject to layoff, and by acquiring new skills training he/she can move into a position that is not subject to lay-off. New skills attainment may avert layoff for individuals within a company or may make them more attractive to other companies. When considering whether the new skills will provide a strong possibility to prevent layoffs, what considerations have been given towards where the position would be moved (in-house or with a new company), does the company have the capacity to expand another line of product (new or existing) to support the workers subject to layoff, has the business community shown a need and capacity for additionally trained workers, are the workers willing to be relocated if the new opportunities are with another location of the same company or with a new company in different locale, etc.

Other 'at-risk' indicators - Additional causes for potential layoffs may exist that the company and local area need to outline in make a case for assistance for incumbent workers. These may be other criteria that the LWIA can gather with the consultation of the employer that puts part of their workforce 'at-risk' for layoff (e.g., trend in company layoffs).

SUMMER YOUTH WORKSITE APPROVAL POLICY

Southern 14 Workforce Investment Board, Inc.

The Southern 14 Workforce Investment Board, shall use the following criteria for the purposes of determining the allowability of a public or private, company, agency or organization to act as a worksite for summer youth employment:

To be eligible as a worksite for summer youth employment activities, the worksite may not have employees laid off, currently or within the preceding three months, in the occupation that the youth would be placed in to work.

Rapid Response Policy

Southern 14 Workforce Investment Board, Inc.

The Southern 14 Workforce Investment Board and its service provider entities shall use the following criteria in Department of Commerce and Economic Opportunity WIA Policy Letter PL 00-17 (03-29-2001) Rapid Response Procedures and its attachments and 09-PL-52 Trade Adjustment Assistance (TAA) and its attachments in order to ensure an effective, planned and coordinated response to plant closings and mass layoffs under the Workforce Investment Act of 1998.

Training Provider/Program Certification

Southern 14 Workforce Investment Board, Inc.

The Southern 14 Workforce Investment Board and its service providers shall use the most current Department of Commerce and Economic Opportunity WIA Policy Letters for WIA Title I Training Provider and Program Certification.