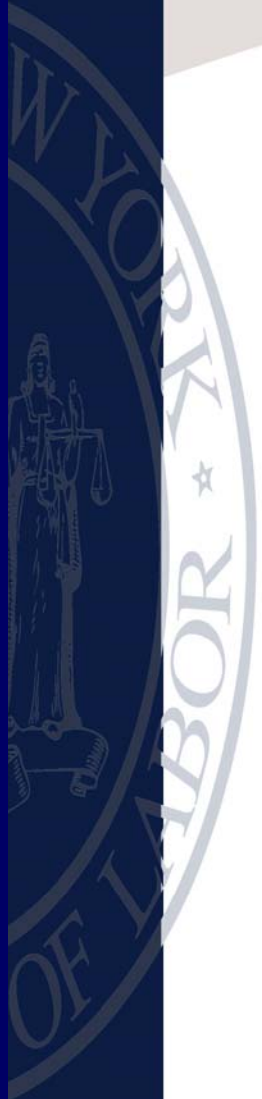


# Local Plan Modification

July 1, 2009 – June 30, 2010

**Division of Employment and  
Workforce Solutions**



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## **General Instructions for Modifying the Existing Local Plan**

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

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

### **Plan Modification Guidelines**

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

[http://www.labor.state.ny.us/workforcenypartners/wfnyp\\_index.shtm](http://www.labor.state.ny.us/workforcenypartners/wfnyp_index.shtm)

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

### **Publication**

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

### **Submission**

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

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

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

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

**Time Table**

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

**Required Attachments**

The required Attachments include:

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

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

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


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

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

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

## **Instructions for Filling out the Plan Modification Document**

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

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

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

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

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

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

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

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

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

- **Green and Renewable Resources**

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

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

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

- **Advanced Manufacturing**

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

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

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

#### Section I: Strategies and Policy Updates

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

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

#### Section II: WIA Compliance

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

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

## **Section I. Strategies and Policy Updates**

### **1. Priority of Service**

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

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

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

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

#### **a. Public Assistance and Low-Income Populations:**

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

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

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

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

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

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

<p>i. Individuals accessing One-Stop services are required to complete an application/registration form. The application/registration form includes information informing the applicant of the priority of service policy; along with specific questions to determine if the individual is a member of a priority group (e.g. public assistance recipient, low-income individual, veteran or eligible spouse). Individuals self-identifying as a priority customer are asked to indicate this information on the application and to sign the application to attest that the information they have provided is accurate. A staff person then reviews this information to determine if the individual is eligible for priority of service, obtains any relevant documentation, and enters this information into the New York State One-Stop Operating System (OSOS).</p>
<p>i. The parameters to be used to qualify someone as a low-income individual are defined in section 101(25) of the Workforce Investment Act of 1998. A Low-Income Individual means and individual who:</p> <ul style="list-style-type: none"> <li>(A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;</li> <li>(B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of-- <ul style="list-style-type: none"> <li>(i) the poverty line, for an equivalent period; or</li> <li>(ii) 70 percent of the lower living standard income level, for an equivalent period;</li> </ul> </li> <li>(C) is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to</li> </ul>

<p>receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);</p> <p>(D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);</p> <p>(E) is a foster child on behalf of whom State or local government payments are made; or</p> <p>(F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.</p> <p><u>Note:</u> Income earned by veterans while on active duty will be disregarded when making eligibility determinations.</p>
<p>i. The estimated percentage of WIA Adult customers that will qualify for priority of service during the program year is projected to be 20%.</p>
<p>l. The decision not to invoke priority of service for customers served by non-Recovery WIA Adult funds was based on the fact that resources available through existing sources are sufficient to meet the current demand for services. Should the demand exceed available resources, the local workforce board will declare funding to be limited, and the priority for service will be immediately invoked for non-Recovery WIA Adults.</p>

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

Priority of service currently applies only to Adults funded through the Recovery Act. However, procedures have been put in place to screen all adults to determine if they meet the priority of service criteria. Should the local board declare funding to be limited, the priority of service will apply to both Recovery and non-Recovery adults.

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

Each month, the Oswego Workforce Management Team meets and reviews expenditures, accruals and obligations, including those training funds for which ARRA are utilized. We will report the status of the expenditures to all regularly scheduled committees of the Workforce Development Board.

As the year progresses and funds become more limited, the Management Team will decide when only those customers meeting the priority of service definitions will be funded. This will also be reported back to the various committees.

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

Modifications that have been made to enhance implementation of priority of service for functionally aligned staff include:

- modifications to front-end procedures (e.g. changes to the Application/Registration form; revisions to the procedures for collecting, documenting and recording customer information; revisions to the process for conducting the one-to-one assessment; etc.)
- development of a policy on priority of service
- staff training on eligibility determinations (e.g. low-income individuals, veterans, eligible spouses, etc.)

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

The methods of training and communication to ensure impacted staff are aware of and using priority of service in daily operations include:

- issuance of written policy on priority of service
- discussion and staff training (via an All Staff meeting) to explain priority of service policy and how it is to be implemented
- revisions to the Application/Registration form and front-end procedures to address priority of service implementation
- incorporation of an additional element (customer status in relation to priority of service) in the weekly “staffings” where funding determinations are made
- opportunity (via All Staff meetings) for ongoing discussion and training on priority of service issues

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

Weekly staff meetings are held for staff to bring forward requests for funding for intensive and training services for the customers they are working with. Staff are required to identify the individuals who are eligible for priority of service when making these requests.

#### **b. Veterans & Eligible Spouses of Veterans:**

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

The federal regulation requires that Local Boards develop and include in their strategic local plans, policies implementing priority of service for the local One-Stop Career Centers and for service delivery by local workforce preparation and training providers. These policies must establish procedures to ensure that covered persons are given an opportunity to identify themselves as a

veteran or eligible spouse at the point of entry thus allowing them to take full advantage of priority of service. Please note, federal regulations currently provide direction that verification of the status of an individual as a veteran or eligible spouse at the point of entry is not required.

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

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

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

The policy established to ensure covered persons are identified at the point of entry, thus allowing them to take full advantage of priority of service is as follows:

Individuals accessing One-Stop services are required to complete an Application/Registration form. The Application/Registration form includes information to inform the applicant of the priority of service policy; along with specific questions to determine if the individual is a member of a priority group (e.g. public assistance recipient, low-income individual, veteran or eligible spouse). Individuals self-identifying as a priority customer are asked to indicate this on the application and to sign the application to attest that the information they have provided is accurate. A staff person then reviews this information to determine if the individual is eligible for priority of service, obtains any relevant documentation, and enters this information into the New York State One-Stop Operating System (OSOS). Information on priority of service policy is being posted at the front desk and on the website; is being included in Reemployment Services Orientation and Training Overview sessions; and is being discussed during the one-to-one assessment. In addition, veterans are immediately referred to the Local Veterans Employment Representative (LVER) where the priority of service policy is again communicated.

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

The local area website is being updated to advise self-service users of priority of service. The policy will be made available on the website along with this plan document.

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

All contracts/contract language is to be reviewed to ensure priority of service language is included. This will be done at the point contracts are written and/or distributed. Contracts missing this language will be revised to include it.

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

Modifications that have been made to enhance implementation of priority of service for functionally aligned staff include:

- modifications to front-end procedures (e.g. changes to the Application/Registration form; revisions to the procedures for collecting, documenting and recording customer information; revisions to the process for conducting the one-to-one assessment; etc.)
- development of a policy on priority of service
- staff training on eligibility determinations (e.g. low-income individuals, veterans, eligible spouses, etc.)
- implementation of a process for referring veterans to the LVER

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

The methods of training and communication to ensure impacted staff are aware of and using priority of service in daily operations include:

- issuance of written policy on priority of service which includes definitions for the terms "veteran"; "eligible veteran"; "covered person"; "eligible spouse"; "qualified job training program" (see attached policy)
- discussion and staff training (via an All Staff meeting) to explain priority of service policy and how it is to be implemented
- revisions to the Application/Registration form and front-end procedures to address priority of service implementation
- incorporation of an additional element (customer status in relation to priority of service) in the weekly "staffings" where funding determinations are made
- opportunity (via All Staff meetings) for ongoing discussion and training on priority of service issues

6. Describe the outreach strategies (if any) that will be incorporated into local policy in an effort to "get the word out" about veterans' priority of service. [Outreach strategies may also be targeted to employers in an effort to gain support and interest for the hiring of veterans. In addition to the existing Work Opportunity Tax Credit veteran target group, the Recovery Act added "unemployed veterans" as a targeted category. An employer who hires an unemployed veteran (defined as discharged from active duty in the Armed Forces at any time during the five-

year period ending on the hiring date, and receiving unemployment compensation for at least four weeks during the year prior to being hired by the employer) may qualify for a federal tax credit incentive.]

Outreach strategies to be incorporated in local policy in an effort to “get the word out” about veterans’ priority of services include:

- signage indicating priority of service policy for veterans
- written and verbal notice to customers accessing one stop services
- dissemination of the policy on priority of service
- sharing of policy with partner agencies and the workforce board
- sharing of information (policy, tax credit info, etc.) with business team members so they can get information out to business

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

One-Stop staff ensures that Veteran’s priority of service requirements are accomplished. The Oswego Workforce Management Team reviews this information at their monthly meeting, and reports any issues the Executive Committee of the Workforce Development Board.

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

Weekly staff meetings are held for staff to bring forward requests for funding for intensive and training services for the customers they are working with. Staff are required to identify the individuals who are eligible for the veterans, priority of service when making these requests.

## 2. Supportive Services and Needs Related Payments

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

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

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

### Definitions and Descriptions of Local Policy:

**a. Supportive Services:**

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

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

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

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

1. Supportive service categories may be administered separately and distinctly from one another or disallowed completely by Local Boards. Describe how the Local Board will administer the following categories: Housing, Child and Dependent care, Transportation, Other payment categories, and Other supportive services specific to youth as defined in §664.440:

The Local Board policy is to provide supportive services that are necessary to enable an individual to participate in activities authorized under WIA Title I, Sections 101(46) and 134(e)(2) and (3). Supportive services may include any service (e.g. transportation, child care, needs related payments) necessary to allow an individual to participate in pre-vocational or training services, or to enable an individual to accept or retain employment. Supportive services can only be provided to active, registered customers. Prior to requesting a supportive service, staff must document that the service requested is not available from any other source and that it is needed for the individual to participate in training, or to accept or retain employment. Authorization for supportive services is contingent on following established protocols for accessing services and subject to the availability of funds.

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

The LWIA will establish initial and continuing eligibility for supportive services by assessing need and exploring options to ensure the service is not available from any other source.

3. Describe the following:

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

a. The timing and frequency of supportive services provided to an individual are directly linked to participation in training programs. In the case of supportive services necessary to accept or retain employment (e.g. clothing or uniforms), this is generally a one time allowance provided at the time an individual obtains employment.
b. The duration of supportive services provided to an individual are directly linked to participation in training programs. In the case of supportive services necessary to accept or retain employment (e.g. clothing or uniforms), this is generally a one time allowance provided at the time an individual obtains employment.
c. The priority of funding for supportive services follows any priority of service policies the LWIA has in place.
d. Supportive services adjustments can be made as circumstances change. Staff recommending an adjustment to a supportive service would follow the same policy originally used to request the service.
e. Any exceptions to the Supportive Services policy require the approval of the Director of the Workforce Board.
f. Referrals to alternative sources of assistance, including use of local partnerships, are provided through formal and informal agreements with partner and community based organizations. The local area has access to a Directory of Community Services (hard-copy and on-line versions), which describes the services available in the community and the process for customers to access those services. In addition, "passport training" is held between partner agencies to keep up to date on services and the process for accessing those services.

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

The accountability measures and methods of documentation of supportive services in place in the local area are the same for all funding sources. Individuals accessing supportive services such as transportation assistance are authorized to receive payments by the Employment Specialist working with the customer. The Employment Specialist documents the amount authorized on a Support Record, obtains the approval of a supervisor and submits this documentation to the Financial Unit to authorize payment to individual. Payment to the individual is made based on submission of a timesheet indicating the date and travel to/from a training program. The timesheet requires the signature of both the participant and the training instructor, and records the dates the individual attended training. This timesheet is submitted to the Financial Unit. The Financial Unit cross-references the timesheet with the amount authorized, ensures that timesheets are signed by both the training
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instructor and the individual participant, and then enters information in the county system for payment to be processed. The county audit department also reviews payments made. Supportive service payments are entered into ledger which shows total amounts authorized and expended in supportive service payments as well as a subsidiary ledger (by participant name) of all participants receiving supportive service. One-time payments are authorized directly to a vendor for a specific participant (using an authorization letter) or are processed as reimbursement to a customer based on receipts submitted by the customer. This information is also recorded in a ledger. Reports on all payments made are distributed to Senior Staff and reviewed in a “Monthly Analysis” meeting held each month

**b. Needs-Related Payments (NRP):**

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

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

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

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

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

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

1. Regarding the eligibility of participants:

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

i. The local area does not define the number of hours/credits. Rather, we accept the definition of full-time status as determined by the training agent. A participant must be enrolled in a full-time training program in order to remain eligible for a Needs-Related Payment.

ii. A participant must be in good academic standing (meeting both the academic and attendance requirements) in order to remain eligible for Needs-Related Payments. The local area accepts the definition of good academic standing as determined by the training agent. Good academic standing is verified through contacts with the training agent (phone, e-mail, progress reports).

iii. Needs-Related Payments will be made available during short-term school breaks (summer breaks are excluded from this definition).

iv. Participants receiving UIB or Extended UIB will not be eligible for Needs-Related Payments.

v. Individuals will continue to be eligible for NRP's during periods of earned income provided their earnings do not exceed 200% of the federal poverty guidelines. Participants must be unemployed and from a household with an income less than 200% of the federal poverty guidelines to be eligible for a Needs Related Payment.

vi. Our training approval process includes a review of the supportive service needs and the services and individual is receiving. If an individual receives an NRP's at the same time as supportive services from another program are being provided, the staff person assigned to that case will record this information in the client record to ensure duplicate services are not provided.

2. Regarding the payments of NRPs:

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

a. The payment amount for NRP's is determined by Workforce Board Policy.

NRP's will be paid in a stipend of \$ 145 per week (or the actual UI Rate, whichever is less).
1. The maximum allowable individual payment is \$145 per week.
2. The number of payments per individual is limited to 52. However, the actual number of payments is limited to the number of weeks an individual is participating in training up to a maximum of 52.
3. Overpayments will be monitored by the Financial Unit and the County Treasurer's office. Overpayments (should they be made) will be recovered through subsequent payments to the participant, or through repayment agreements.
4. The payment schedule for NRP's will be a bi-weekly schedule.
5. Participants will claim payments by submitting through a process similar to that described in the Supportive Services section under #4.

3. Regarding the administration of the NRP program:

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

1. Employment staff will be able to request NRP's for customers. However, final authority to approve participant requests for NRP's will be limited to the Senior Employment Specialist, the Senior Accountant or the One Stop Operator.
2. The NRP program will be managed by both the Client Services and the Financial Units. The program will be managed through weekly staffings and through the Monthly Analysis Process described under Supportive Services in question #4.
3. The individual assigned to the case will be the first point of contact for the customer to address questions or concerns. Formal complaints will be addressed by the Senior Employment Specialist or the One Stop Operator.
4. NRP forms distribution will be handled by the staff person working with the customer during the training approval process. The forms will be approved/signed off by the Sr. Employment Specialist and submitted to the Financial Unit. Payment accounting and processing will be handled by the Financial Unit.
5. The requirements for NRP's will be outlined in policy and documented in the participant case record in the One Stop Operating System. Payments of NRP's will be recorded in ledgers. Reports will be issued from those ledgers on a monthly basis showing the total amounts authorized (including a break-down by participant). The reports will be distributed to Senior Staff and reviewed each month as part of the Monthly Analysis process.

### 3. Youth Activities and Summer Youth Employment Programs

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

ETA strongly encourages local areas to:

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

With that in mind, please answer the following questions:

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

- a. Activities for each age group include:
  - i. 14 – 15 work experience; enrichment activities
  - ii. 16 – 17 work experience; enrichment activities; present high school seniors, juniors, and drop-outs with options in year-round activities
  - iii. 18 - 21 work experience; enrichment activities; present high school seniors, juniors, and drop-outs with options in year-round activities; and access to information and options beyond high school;
  - iv. 22 – 24 work experience placements that, where possible, are in growth areas

<p>like weatherization; options in year-round activities; access to information and options for training and employment in the One-Stop</p> <p>v. 18 – 24 for work experience only 10/1/09 through 3/31/10; while work experience is not expected to be provided for this cohort after September 30, 2009, there may be up to ten people served during a transition to Adult and/or DW services or formula youth services for those under age 22.</p>
<p>b. Work readiness is infused throughout the program to emphasize generally acceptable work behaviors. The evaluation tool, distributed to all worksite supervisors, contains twelve areas for measurement. Enrichment activities that youth participate in at their respective worksites enhance work readiness skills.</p>
<p>c. Work readiness skills include: punctuality, timely notice of absences and interruptions to the work schedule, attendance, reliability/dependability, communication, handling criticism/direction, cooperation, responsibility, appropriate dress, and safety.</p>
<p>d. Youth workers are rated at the beginning and end of their work experience. The scale ratings are “not observed”, “never”, “sometimes”, and “always”. To be successful, a youth must attain at least seven of the twelve items determined by the worksite supervisor and the summer employment specialist.</p>
<p>e. Worksites are developed with the county weatherization programs. There is a link to the 13N grant as a resource for future work experiences.</p>
<p>f. A representative from the NYS Apprenticeship program participates in the Business Services committee, shares information with the Youth representative, and makes presentations at the Youth Workshops.</p>
<p>g. Applications are encouraged from youth participating in the BOCES Migrant Educational Outreach Program. Additionally, youth are recruited from other community-based organizations with specialized youth programs and the county DSS.</p>

2. Provide the following:

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

<p>i. 95% of Youth Recovery Act funds is planned to be used by September 30, 2009. At least 250 youth will be served.</p>
<p>j. 5% of remaining Youth Recovery Act funds may be used for up to 10 youth.</p>

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

<p>N/A</p>
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4. Describe the type of summer program worksites that were identified, recognizing that youth worksites could not include casinos or other gambling establishments, aquariums, zoos, golf courses, or swimming pools when funded with Recovery Act funds:
- How were/will worksites be selected?
  - Identify the type of sites, i.e. public sector, private sector, non-profits that were/will be used.
  - What is the local plan to ensure that adherence to current workplace safety guidance and applicable federal/state minimum wage requirements are observed?
  - How will you ensure that the youth work experience does not unfavorably impact current employees and/or impair existing contracts for services or collective bargaining agreement, or replace laid off workers?
  - Will youth be matched to work sites based on their goals and interest? If not, how will they be matched?
  - Please identify the project-based or service learning that will be utilized.

1. Worksites are selected among those places that have submitted requests for summer positions and those that have been developed around specific participant or geographic criteria. Proposals are sent out to former sites from previous years and to agencies that have expressed interest in providing work experience to youth. The request for workers is evaluated for the type of experience it might provide for youth as well as the work, hours, and location.
2. Sites come from the private, public or non-profit sectors. These encompass human service agencies, schools and colleges, municipality offices and services, recreation programs and camps, retail, conservation, historic sites, and nursing homes.
3. The wage rate is set by the program operator and is \$7.25 an hour. The child labor laws are reviewed with the worksite supervisors and included in the worksite supervisor's handbook. Summer specialists visit each worksite at least weekly and monitor that the guidelines are being followed. Questions and concerns are addressed immediately when brought up.
4. Each worksite must sign a statement to this effect. Youth will not be placed at sites where union concurrence has not been provided.
5. Youth are matched by interest and ability within their geographic preference.
6. There are ten conservation/beautification projects this summer. Each has a team of approximately eight youth and a crew leader. They devise a workplan and set incremental goals to achieve the overall goal.

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

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

1. N/A
2. Youth who are attending summer school sessions can adjust their work schedules

Accordingly.

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

It is expected that 100% of all Recovery Act funds will be expended by September 30, 2009.

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

Summer work experiences may be funded by either Recovery Act or Formula funds. Recovery Act youth may transition into Formula funds according to their eligibility and needs.

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

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

Youth who transition to year-round services will be assessed to determine what services may be needed. Homeless youth are referred to the specialized community-based program for housing youth. Daycare and other supportive services may be provided through WIA or other funds. Youth are encouraged to participate in the incentive program where they can earn gift cards for achieving benchmarks in school work, training, employment and literacy/numeracy. Youth may be funded through Youth Formula funds or Adult or Dislocated Worker funds as allowed. Tax credit information is made available through the One Stop's business services team with representation from the Youth Team. Furthermore, there are linkages to TANF funding through the subsidized employment project.

#### **4. Reemployment Services under the Wagner-Peyser Act**

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

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

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

The LWIA receives the weekly download of new UI recipients on a weekly basis

from state DOL. All recipients other than those who are trade union members and those on temporary layoff are required to attend an orientation to reemployment services. These customers complete a registration packet and a needs survey. They attend a group orientation and then meet individually with a staff member to discuss their current situation, needs and interests. Customers are offered a wide variety of workshops including JobZone, job seeking skill workshops, and computer classes. Those who are interested in training are scheduled to attend training interviews and follow up with the training assessment staff members.

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

Information on training opportunities is readily available to all customers of the One Stop. UI customers can indicate an interest in training on the needs assessment survey, they learn about training services in the group reemployment orientation and also when meeting for an individual assessment. During the summer, training providers have been invited to come on-site on a bi-weekly basis to be available to meet with potential students. Information from training providers is also available on-site in the Career Center for customers to access.

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

Oswego County Workforce NY has always offered a variety of services for the unemployed customer. Offerings have included basic/advanced resume, interviewing and job seeking workshops. We have recently added the following offerings:

- Veteran's Workshop
- Surviving a Layoff
- Mature Worker
- Technology in Job Searching

About a year ago, we increased the number of computer class offerings available on-site. At the beginning of this program year we increased the offerings, based on customer requests, to include:

- Resume Formatting
- Advanced Word
- Advanced Excel
- Computer Skill Building

In addition, we encourage job seekers to access Metrix and Learning Express accounts.

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

From the beginning, Oswego County has taken the mandate for functional alignment

eriously. The One Stop Operator holds regular meetings that include both local and state staff members and “Front End” team meetings are held regularly to discuss operations within the Career Center. Integration of services occurs across the board. Reemployment orientations can be facilitated by staff members from either agency and individual assessments are conducted by Center staff members regardless of affiliation. Workshop assignments are based on need and facilitation is provided by both local and state staff members. Although there is a training assessment team, all staff members have the option of providing training assessment services to customers and all are invited to attend weekly staffing/scholarship meetings. Minutes of the weekly staffings are sent to all One-stop staff.

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

Customers are called into the One Stop for an orientation and individual assessment within 2 weeks of our receiving the information in the weekly download. At that point, customers can choose from a “menu” of workshop offerings. These offerings are job search oriented and customers are scheduled approximately every six to eight weeks. Long-term recipients may receive mailings after attending two to three workshops and then are again scheduled for workshops. Computer and training workshops are not included in the workshop menu and customers are encouraged to sign up for these on a voluntary basis.

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

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

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

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

The ITA policy was developed in accordance with Technical Advisory #09-2,

*Individual Training Account (ITA) Approval Policy.* A copy is provided at the end of this document.

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

The ITA cap is presently \$7500. It was raised from \$4000 for the duration of the Recovery Act funding availability. This higher allowance makes it possible for a greater number of people to consider training as more of their costs can be covered. Some training providers have increased the number and type of their offerings based on there being more people interested in training. These courses include offerings in the automotive trades, health fields and technology.

As the Recovery Act funding is obligated, the ITA cap will revert to the former level.

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

This area will continue its process of funding individuals via the eligible training provider list. The demand occupations list was updated in May 2009 and increased job listings in the "green" technologies.

There are no plans to contract a class-size program at this time, but this could be an option in the future. Until that time, customers can be served on an individual basis.

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

All customers to the One-Stop in Oswego County receive the same assessment services. Both UI and walk-in customers complete the same registration forms and needs assessment survey. UI recipients receive an individual assessment after receiving a group orientation. Walk-in customers receive an individual or small group orientation to Center services and then an individual assessment with a member of the staff. Those interested in training are referred for a training overview and assessed to work with a member of the staff throughout this process. Although a formal IEP form is not used, the combination of the needs assessment, registration packet, initial assessment and training assessment process provides a complete employment plan. When the training assessment steps are completed by the customer and the materials have been reviewed by the training assessment staff member, the application is presented to the scholarship committee for approval.

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

All customers applying for a training scholarship (ITA) must complete an application with the financial aid office at their school of choice. The customer hands over a copy of the award letter to the staff person and that information is used when preparing the ITA.

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

<b>PY 2008 Estimated Participants in Training Services</b>				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	<b>232</b>	<b>107</b>	<b>25</b>	<b>13</b>
Total # - ITA	<b>113</b>	<b>92</b>	<b>0</b>	<b>0</b>
Total # - OJT	<b>48</b>	<b>13</b>	<b>0</b>	<b>0</b>
Total # - Skill Upgrading	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total # -Customized	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total # - Rec'd NRPs	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total # - Rec'd Supp. Services	<b>26</b>	<b>10</b>	<b>0</b>	<b>0</b>
Total Training Expenditures (ITA, OJT and Customized)	<b>\$159,500</b>	<b>\$258,000</b>	<b>\$0</b>	<b>\$28,000</b>
<b>PY 2009 Planned Participants in Training Services</b>				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	<b>340</b>	<b>160</b>	<b>0</b>	<b>5</b>
Total # - ITA	<b>170</b>	<b>135</b>	<b>0</b>	<b>5</b>
Total # - OJT	<b>70</b>	<b>25</b>	<b>0</b>	<b>0</b>
Total # - Skill Upgrading	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total # -Customized	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total # - Rec'd NRPs	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>
Total # - Rec'd Supp. Services	<b>40</b>	<b>30</b>	<b>0</b>	<b>0</b>
Total Training Expenditures (ITA, OJT and Customized)	<b>\$235,350</b>	<b>\$213,500</b>	<b>\$0</b>	<b>\$30,000</b>

## 6. Service Delivery to Targeted Populations

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

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

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

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

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

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

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

Oswego County Workforce NY serves a high proportion of displaced workers in its customer base. While we do not have a Displaced Homemaker Center in the county, we work closely with human resource agencies including the Department of Social Services and Oswego County Opportunities, to provide services to their consumers. Services for the majority of dislocated workers are the same as those

or any customer who requests services and no distinct processes are in place to serve them. Dislocated workers who are impacted by the Trade Act do have counselors who are trained in administering Trade Act services. Dislocated workers who are also veterans work directly with the Vet's Rep.

The comprehensive assessment process in place at the Center looks at the customer's current skills and employment history. Those looking for immediate employment are taught how to use technology for job searching and to have an up-to-date resume prepared with assistance from Center staff. They are also encouraged to use tools such as Metrix and Learning Express to enhance their current skills.

Those interested in, or in need of, additional skills are encouraged to participate in the training assessment process. Training options range from a few hours to two years and scholarship amounts have been increased to meet customer needs. A Needs-Related Payment process is in place to assist those who exhaust their UIB while in training

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

There is a migrant/seasonal farm worker population in Oswego County who provide services on area farms. Linkages are provided through the Rural Migrant Network. Although no current staff members are fluent in a second language, interpretation services are provided as needed. English as a Second Language classes are provided through the local BOCES at no cost to consumers. Skill training in local schools would be difficult for the consumer until they become proficient in English.

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

Women who come into the Oswego County Workforce NY One Stop are provided with a full array of services. During their individual assessment session, the assessor will discuss work history, interests, training and job opportunities. Women who are interested in non-traditional training are encouraged to explore that career field and to pursue the training if this is their choice. Recent examples of this are customers who are training in truck driving and welding.

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

Oswego County Workforce NY operates under the guidelines of the EEOC and provides customers with this information. We do not discriminate against customers

because they are members of minority groups. All customers receive information and access to the full range of services

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

Most requests for non-traditional training result in men or women seeking training in fields that are traditional for the opposite gender. However, if a customer presents a non-traditional request and can document serious employment potential within that field, we will consider funding that request. We are currently working with local training providers to increase training options in green jobs; many of these are still not considered traditional employment. In addition, customers are provided with website information to assist in their career exploration.

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

Due to layoffs within the area, we are currently serving many mature workers. We have recently incorporated a "Mature Workers" workshop into our monthly calendar to address the issues that will be faced in the job search. Older workers are encouraged to access introductory computer/technology workshops if they are not comfortable with these tools. Older workers meet with assessors and counselors to discuss their work history, and their future goals. Many require retraining in order to compete in a changing workforce. When appropriate, older workers are referred to Experience Works located on-site in the One-Stop.

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

Dswego County has a very limited number of these population groups seeking services at the One Stop. We do have linkages in place to work with those who have limited English skills, problems with literacy or who have physical limitations that prevent them from fully participating in some activities. These customers are able to receive the full range of services provided at the One Stop although accommodations might be required.

## Section II WIA Compliance

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

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

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

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2009?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
<b>1. Selecting and Certifying One Stop Operators</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. Contracting for Service Providers</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. Priority of Service</b>	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
<b>4. Self-Sufficiency</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. Supportive Services and Needs-Related Payments</b>	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
<b>6. Grievances and Complaints</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>	Christine Weaver, One-Stop Operator (315) 591-9040 weaver@oswegocounty.com	
<b>7. Youth Services</b>		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Design Framework</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Youth Council</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Recovery Act Provisions</i>	Policy attachment required	<input checked="" type="checkbox"/> Yes
<b>8. Adult, Dislocated Worker and Wagner-Peyser Services</b>		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Rapid Response</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Business Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

### Required Signatures

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

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

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

**ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR**

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

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

By virtue of my signature, I:

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

Date:		Signature of Local Board Chair:	
Mr. _____		Typed Name of Local Board Chair:	
Ms. _____			
Other _____			
Name of Board:			
Address 1:			
Address 2:			
City:			
State:			Zip:
Phone:			E-mail:

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

**ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL**

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

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

By virtue of my signature, I:

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

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

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		Barry Leeman	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman of the Legislature		
Address 1:	Oswego County Office Building		
Address 2:	46 East Bridge Street		
City:	Oswego		
State:	NY	Zip:	13126
Phone:	315-349-8230	E-mail:	bleeman@oswgocounty.com

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

**ATTACHMENT C: SIGNATURE OF WIB DIRECTOR**

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

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

By virtue of my signature, I:

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

Date:		Signature of Local WIB Director:
Mr. ___		Typed Name of Local WIB Director:
Ms. ___		
Other ___		
Name of Board:		

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

**ATTACHMENT D: UNITS OF LOCAL GOVERNMENT**

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

Unit of Local Government	Grant Recipient	
	Yes	No
N/A	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT**

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

Entity	Fiscal Agent	
	Yes	No
Oswego County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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

## ATTACHMENT F: ONE STOP OPERATOR INFORMATION

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

<b>OPERATOR: Christine Weaver, Oswego County Workforce New York</b>	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input type="checkbox"/> Consortium <input checked="" type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input type="checkbox"/> Center(s)
<b>Operator Address:</b>	200 North Second Street Fulton, NY 13069
<b>Operator Phone:</b> 315-591-9040	
<b>E-Mail:</b> weaver@oswegocounty.com	

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

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

### OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

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

## ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

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

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

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

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

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

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

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

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

#### **D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:**

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

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

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

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

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

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

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

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

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

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

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

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

## **STATE CERTIFICATIONS**

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

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

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

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

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

interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If Yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**G. NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:
Title:
Date:

**ATTACHMENT H: TRAINING SUPPORT ANALYSIS FORM:**

**NEEDS-RELATED PAYMENTS**

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

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

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

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

If yes, explain:

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

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

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT I: PRIORITY OF SERVICE SAMPLE POLICIES

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

**TO:** All One-Stop Career Center Staff and Providers

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

**ISSUANCE DATE:** XXXXXX

**EFFECTIVE DATE:** XXXXXX

**EXPIRATION DATE:** XXXXXX

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

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

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

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

**Inquiries:** Please direct any questions to XXXXXXXX.

---

Chair LWIB or Chief Elected Official

---

Date

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

**TO:** All One-Stop Career Center Staff and Providers

**SUBJECT:** Veterans Priority of Service

**ISSUANCE DATE:** XXXXXX

**EFFECTIVE DATE:** XXXXXX

**EXPIRATION DATE:** XXXXXX

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

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

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

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

**Inquiries:** Please direct any questions to XXXXXXXX.

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Chair LWIB or Chief Elected Official

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Date

ATTACHMENT J: PY 2008 PARTICIPANT TRAINING DATA

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

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

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

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

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

## Priority of Service

### Part A: Veterans and Eligible Spouses

**Purpose:** The purpose of this section of the policy is to implement a veterans' priority of service as mandated in Federal regulation (Final Rule, 20CFR Part 1010) that went into effect on January 19, 2009. A Priority of Service policy is in effect for Veterans and Eligible Spouses.

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

**Policy:** The Workforce Board of Oswego County has declared a priority of service policy to be in effect for Veterans and Eligible Spouses of Veterans.

### Part B: Priority of Service for Recipients of Public Assistance and Other Low-Income Individuals under the ARRA WIA Adult Funding Stream.

**Purpose:** The purpose of this section of the policy is to implement a priority of service policy for the Adult population who are recipients of public assistance and other low-income individuals who require intensive or training services under the American Recovery and Reinvestment Act (ARRA). Individuals in receipt of public assistance and low-income individuals will be given priority for ARRA Adult funds.

**Background:** The American Recovery and Reinvestment Act of 2009 signed by President Obama on February 17, 2009 is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the recession. On March 18, 2009, the United States Department of Labor's, Employment and Training Administration released guidance (TEGL 14-8) for implementing Workforce Investment Act and Wagner-Peyser Act funding under the ARRA. The ARRA contains several provisions designed to target services to certain populations. One such provision mandates that priority of service must be enacted for recipients of public assistance and other low-income individuals who receive intensive and training services under the WIA Adult Funding Stream.

**Policy:** The Workforce Board of Oswego County has declared a priority of service policy to be in effect for recipients of public assistance and other low-income individuals who receive intensive and training services under the ARRA WIA Adult Funding Stream.

**Note:** The local board has not declared funding to be limited. Therefore, priority of service does not currently apply to WIA Adult Formula funds. However, should the Board declare funding to be limited, priority of service will automatically be expanded to include public assistance recipients and low-income individuals under the Adult Formula funding source.

#### **Procedure:**

Individuals eligible for priority of service will be notified by:

- signs posted in the career center identifying priority populations
- written notice on the application/registration form advising applicants of priority populations and requesting information to determine priority status

- verbal notice at the one-to-one assessment conducted with all customers when accessing one stop services
- posting on the website to make individuals aware of the priority of service policies
- Applicants identified as Veterans through the intake process are immediately referred to the Local Veterans Employment Representative (LVER) who makes the individual aware of the services available and reinforces the priority status.

All contracts/contract language is to be reviewed to ensure priority of service language is included at the point contracts are being written and/or distributed. Contracts missing this language are to be revised to include it.

As individual requests for intensive and training services come through, Individuals eligible for priority of service are to be identified at the weekly staffings when funding requests are being made. Priority will be provided to targeted groups.

With multiple priority of service policies in effect, the priority for service will be applied as follows:

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

#### **Definitions:**

- Veteran - A veteran is defined as “a person who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable.” This is essentially the same as the WIA definition found in WIA Law at Section 101(49). Active service includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes. This definition to be applied for the purposes of the priority differs from and is broader than the definition of “eligible veteran,” which is applied under Veterans and Wagner-Peyser grant programs.
- Eligible Veteran - Under Title 38, United States Code Section 4211, the term “eligible veteran” means a person who – (A) served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge; (B) was discharged or released from active duty because of a service-connected disability; or (C) as a member of a reserve component under an order to active duty, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. It is very important that the distinction between the two definitions is understood and applied correctly. USDOL is bound by law to use the “Final Rule” definition as it was the intent of Congress that priority of service be made available to a broad category of former service members. However, the definition of veteran to be applied for the purposes of the priority does not alter the statutory reporting requirements for Wagner-Peyser and Veteran Grants, which require application of the more narrowly defined definition of eligible veteran. In other words, a veterans’ priority is not intended to displace the core mission of any particular program.
- Eligible Spouse - The term “eligible spouse” means – (A) the spouse of any person who died of a service-connected disability; (B) the spouse of any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than ninety days: (i) missing in action, (ii) captured in line of duty by a hostile force, or (iii) forcibly detained or interned in line of duty by a foreign government or power; or (C) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability; or (D) the spouse

of a veteran who died while a disability so evaluated was in existence. USDOL provides additional clarification for “A” and “D” above by indicating that the re-marriage of the spouse would not terminate their eligibility. However, if a spouse becomes divorced from a veteran under “B” and “C” above, eligibility for priority of service is terminated. It is further understood that the JVA does not exclude from eligibility spouses who were not citizens at the time that the veteran was discharged or retired, nor does it stipulate that a spouse had to be married to a veteran at the time of his or her discharge or retirement.

- Public Assistance Recipient – In accordance with WIA Law Section 101 (37), a public assistance recipient is one receives cash payments from the Federal, State or local government for which eligibility is determined by a needs or income test.
- Low Income Individual – In accordance with WIA Law Section 101 (25), a low income individual is an individual who –
  - Receives, or is a member of a family that receives, cash payments under a Federal, State or local income-based public assistance program;
  - Received an income, or is a member of a family that received a total family income, for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, public assistance program payments, and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 USC 402)) that, in relation to family size, does not exceed the higher of –
    - The poverty line, for an equivalent period; or
    - 70% of the lower living standard income level, for an equivalent period;
  - Is a member of a household that receives (or has been determined within the six-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 USC 2001 et seq);
  - Qualifies as a homeless individual, as defined in subsection (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 USC 11302);
  - Is a foster child on behalf of whom State or local government payments are made; or
  - In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements above, but who is a member of a family whose income does not meet such requirements.
- In addition, income earned while on active duty status is disregarded in our eligibility determinations.

## Needs-Related Payments (NRP) Policy

Oswego County Workforce New York will make Needs-Related Payments available to One Stop Customers.

A stipend of \$145 per week (or actual Unemployment Insurance Rate, whichever is less) will be available to a customer requiring a needs-related payment to participate in a WIA approved vocational or post-secondary training service. Payment of needs-related payments will be issued on a bi-weekly basis to approved customers while attending school full-time. \* Needs related payments can be authorized up to a maximum of 52 weeks under the following criteria :

### Adults:

- Unemployed; and
- Do not qualify for, or have ceased to qualify for unemployment insurance; and
- Are enrolled in a WIA approved vocational or post-secondary training service; and
- Family Income (based on family size) does not exceed 200% of the poverty level.

### Dislocated Workers:

- Unemployed; and
- Have ceased to qualify or did not qualify for unemployment insurance or Trade Adjustment Assistance (TAA); and
- Enrolled in a WIA approved training service by the end of the 13<sup>th</sup> week after the most recent layoff (26<sup>th</sup> week for Trade Act eligible Dislocated Workers) that resulted in Dislocated Worker Status; and
- Family Income (based on family size) does not exceed 200% of the poverty level.

Note: NYS has requested a waiver to waive the requirement that Dislocated Workers are enrolled in training by the 13<sup>th</sup> week . If this request is approved, this policy will also waive this requirement.

## **American Recovery and Reinvestment Act Policy**

It is the policy of Oswego County to comply with the provisions of the American Recovery and Reinvestment Act (ARRA).

## DRAFT (4/14/09)

### Individual Training Account (ITA Policy)

Oswego County Workforce New York will issue Individual Training Accounts (ITA's) for occupational skills training programs that lead to a degree, certificate or license. The training program must address the skills needed for jobs in demand in the labor market.

#### Guidelines:

**ITA Cap Amount:** \$4,000  
7,500 for the duration of the ARRA.

**ITA Timeframe:** ITA funded training must be completed in no more than 24 months.

**Priority of Service:** When funds are declared to be limited, priority of service for ITA's will be given to low-income individuals and/or public assistance recipients.

**Self-Sufficiency Standard:** Individuals earning greater than \$25/hour are considered to be self-sufficient and ineligible for an ITA.

#### Demand Occupation/skills in demand:

ITA funded training must be linked to employment opportunities listed on the local areas Demand Occupation List. Employment opportunities must be in demand in the local labor market or in a neighboring labor market within a reasonable commuting distance.

Written confirmation from a business guaranteeing employment to an individual who completes a specified training program will be considered to be training in an occupation in demand.

**Availability of Funding:** ITA's will be authorized pending the availability of funds.

#### Procedures:

##### Customer Responsibilities:

Customers interested in accessing an ITA must:

- attend a WIA Training Overview
- attest s/he is not in default on a student loan
- be a Dislocated Worker or be earning an hourly wage that is below the self-sufficiency standard.
- apply for any financial aid (grants) for which s/he may be eligible.

Note: applicants are only required to apply for grants; not loans.

- provide an acceptance letter from the school/training program for which the applicant is requesting an ITA.
- complete and submit the ITA application and any required documentation.

##### Staff Responsibilities:

Staff are to:

- Ensure the customer is registered in OSOS.
- Complete the DEV requirements and enter appropriate information into OSOS.
- Ensure that the customer has received an initial assessment and that the results are entered in OSOS.
- Provide (or ensure the customer has received) at least one core and one intensive service, and that these services are recorded in OSOS. Determine the customer was unable to obtain suitable employment through these services.
- Sign the customer up to attend the WIA Training Overview.
- Conduct a comprehensive assessment addressing the following issues:
  - >any barriers to employment (beyond skill development) which impede the customers ability to search for and accept and/or retain employment.
  - >the employment/occupational goal relevant to the occupations in demand in the local/regional labor market
  - >proficiency in the occupational knowledge, skills and abilities associated with the employment goal.
  - >how the requested training will remediate a skill gap and that the individual has the ability to successfully participate in/complete the requested training.
 All information must be documented in OSOS.

**Process:**

1. The customer attends the training overview
  2. The customer meets one to one with a staff person for a comprehensive assessment and to review the ITA application packet
  3. The staff person designates a timeframe for return of the completed packet.
  4. If the customer submits the completed ITA packet within designated timeframes. the completed packet is reviewed and the staff person brings a recommendation to the weekly Enrollment/Selection meeting.
  5. The staff person notifies the individual in writing of the decision on the request for training.
- Note: if the customer does not submit the completed ITA packet/documentation, the customer is sent a letter notifying him/her that their request for an ITA can not be approved because s/he did not complete the application process.