

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.shtml

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

Publication

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

Submission

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

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

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

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

Time Table

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

Required Attachments

The required Attachments include:

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

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

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


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

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

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

Instructions for Filling out the Plan Modification Document

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

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

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

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

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

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

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

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

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

- **Green and Renewable Resources**

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

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

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

- **Advanced Manufacturing**

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

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

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

Section I: Strategies and Policy Updates

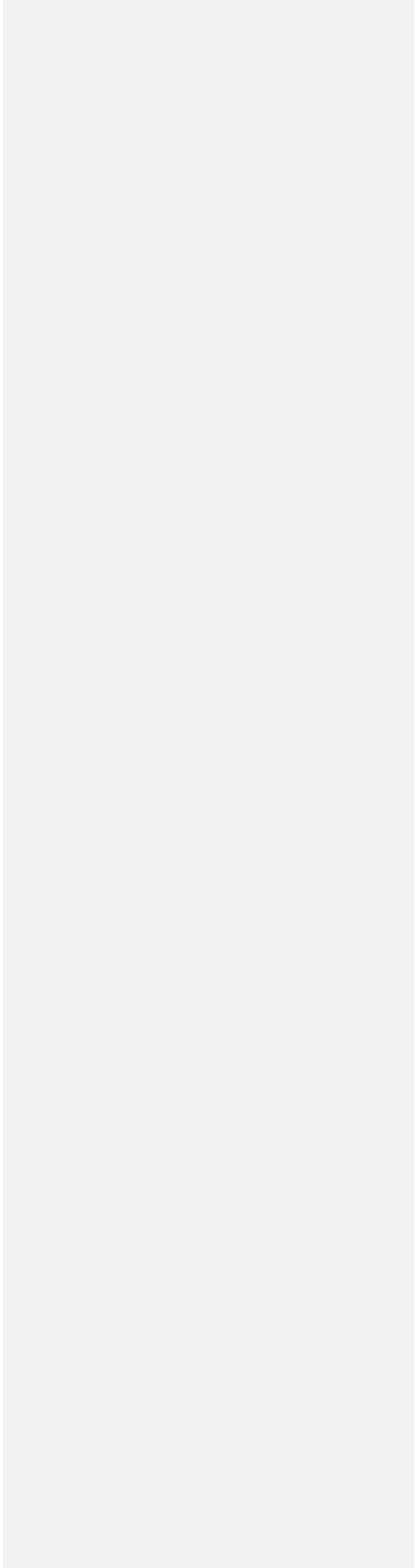
The Strategies and Policy Updates section is in the form of questions that will address:

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

Section II: WIA Compliance

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

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



Section I. Strategies and Policy Updates

1. Priority of Service

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

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

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

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

a. Public Assistance and Low-Income Populations:

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

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

Based on this historical guidance, it is possible that a Local Board has never declared priority of service to recipients of public assistance and other low-income individuals. The Recovery Act now requires every Local Board to declare priority of service to recipients of public assistance and other low-income individuals. Only WIA Adult funds are covered under this provision of the Recovery Act, as priority of service to recipients of public assistance and other low-income

individuals do 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 Working Solutions 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.

a. All customers visiting one of the the four one-stop WorkingSolutions Centers are asked to complete an enrollment form (ES-100). Clients can identify at that time whether they receive public assistance or are low-income. Clients are encouraged to complete the form so they can receive all of the benefits available to them. are asked if they receive Public Assistance at the time of registration. At the point where training services are planned, client self attests again in writing. DSS gives an approval for their clients to get training.

It should be noted that most intensive services do not require “priority of service” as they are available to all, but for those intensive services that do have limited access, such as computer training, priority of service will be implemented.

b. The parameters used to qualify someone as a low-income individual are described in WIA Law at Section 101(25). Staff has been informed (and are reminded in ongoing training) that income earned while on active duty should be disregarded in determining eligibility for service.

c. Based on experience in previous years, as well as the current state of the economy, we estimate that 40% of WIA Adult customers will qualify for priority of service.

d. We have not encountered this yet but have a priority of service that can be put in to place.

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]

For this plan modification adult customers who are recipients of public assistance or are a low income individual who meet 200% of the poverty guidelines for their individual family size will be priority customers to be served out of Recovery WIA Adult funds.

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

The monitoring criteria the LWIA will enact to ensure these Priority of Service requirements are being successfully implemented include:

- **Regular desk review of financial and OSOS participant reports; and**
- **Each Working Solutions Center will designate a staff person to review and approve funding for all Recovery Act Adult funding and Non-Recovery WIA Title I and Dislocated Worker funding training.**

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

Functional Alignment and Customer Flow will remain the same. What will change is that more emphasis will be placed on staff training for priorities of service.

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 LWIA will communicate the new policies and procedures to all Functionally Aligned Staff and then monitor /follow up to ensure timely responses to questions and concerns. Staff will be provided access to webinars presented by state and federal agencies. Regular meetings with managers and WIB staff will be conducted, including monthly center staff meetings and trainings.

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

The Local Board's strategy for providing priority of service to recipients of public assistance and other low income individuals is to serve individuals who are determined by the Herkimer Madison Oneida Working Solutions to be the most in need and who can benefit from WIA and ARRA funded services.

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 Working Solutions 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 Working Solutions 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 Working Solutions 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 Working Solutions centers have received high quality signage regarding providing priority of service to veterans and eligible spouses for use at all local Centers. The signage has been placed prominently in each center. All customers are asked to complete an enrollment form (ES-100) which identifies Veterans or eligible veteran spouses. Identified Veterans and eligible spouses immediately receive priority of service and are referred to the Local Veteran's Employment Representative (LVER), or the Local Disabled Veteran's Outreach Program Specialist (DVOP) stationed in the centers where they provide comprehensive services. In rare cases where the LVER or DVOP are not available, center staff supply services as appropriate.

The Working Solutions centers have received high quality signage regarding providing priority of service to veterans and eligible spouses for use at all local Centers. The signage has been placed prominently in each center.

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

The Priority of Service Policy will be publicly posted on the Working Solutions website. The website has been undergoing changes to provide information that is interactive and more timely and pertinent to jobseekers and employers. One area under development is a link to the policies, procedures and priorities of the Herkimer, Madison and Oneida LWIA. Information is also communicated through regular staff meetings that include the local DVOP and LVER. The Veterans Administration and County Veterans representatives also receive information so they can better inform their customers. Priority of service will be prominently displayed on our website.

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.

Staff responsible for RFPs and contract development have been notified to include priority of service language in all documents.

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

None are necessary

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.]

Timely responses to questions and concerns

Staff access to webinars presented by state and federal agencies
Monthly center staff meetings and training
Regular meetings with managers and WIB staff

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.]

Veteran outreach is done through meeting with veteran organizations, civic groups, advocacy agencies and others involved in providing services to veterans. We have partnered with other agencies to provide a full spectrum of services for veterans and to let them know what is available to them.

We have partnered with other agencies, including a center target to meet specific veterans needs.

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

WIB fiscal staff is responsible for program monitoring and will do random desk audits to insure that appropriate service and documentation of veteran clients and their spouses is provided.

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.

None

2. Supportive Services and Needs Related Payments

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

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

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

Definitions and Descriptions of Local Policy:

a. Supportive Services:

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

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

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

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

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

~~Supportive services may be for customers in training.~~

~~Our policy defines eligibility and payment limits. We do not provide housing or dependent care assistance. Primary advisors work with clients and a unique screening tool to refer clients to appropriate agencies for additional supportive services. In addition we work closely with DSS and other agency to partner resources for clients identified with a need.~~

~~Individuals who are WIA Adults or Dislocated Workers and who are participating in an approved ITA may receive mileage reimbursement to attend training. The maximum reimbursement is \$5/day for a maximum of \$25/week//person during the period of training. This initiative will run through June 30, 2010 subject to fund availability.~~

~~Adults and Dislocated Workers requiring childcare, medical or housing assistance will be referred to the local DSS or other appropriate agency that offers related services.~~

~~Youth will have access to transportation assistance (bus passes or gas cards) as documented~~

their respective ISS and transportation request. Youth must be enrolled and receiving services or attending training to be eligible.

Services include all of the ten program elements required by law. Not all services are funded through Title I of WIA to qualify as an activity offered to eligible young adults. Each Primary Advisor leverages the resources of the local community to meet customer needs.

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

~~Policy will be reviewed and changed as needs and resources change. Exceptions to the policy can be made by the Executive Director.~~

To receive supportive services individuals will be approved WIA Adults or Dislocated Workers participating in an approved ITA. This initiative is directly correlated to the ITA determination and is included in the total cost/cap in effect at the time of the issuance. This initiative will accept eligible participants through June 30, 2010 subject to fund availability.

For WIA Youth, the participant must meet WIA eligibility, be enrolled and have the supportive service identified as part of the ISS.

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.

Supportive Service Policy:

- a. Ongoing supportive services such as child care during training are issued every 2 weeks. Clients provide vouchers and receipts.
- b. Services are provided for the duration of training or while funds are available.
- c. Any client who receives training funding is eligible for supportive services.
- d. Adjustments are made as needed/
- e. Exceptions can be made by the Executive Director on the recommendation of staff.
- f. The HMO WIB has close partnerships with many other community agencies and has developed an on-line service directory and screening tool that has been very effective.

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

All clients in training must fill out an attendance record and vouchers for child care and mileage. Advisors approve vouchers and submit them for payment. Attendance records must be signed by instructor and client and any absence or class cancellation must be documented.

b. Needs-Related Payments (NRP):

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

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

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

waiver to allow the dislocated worker requirements to be the same as the adult requirements. Upon approval, notice will be communicated to local areas.]

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

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

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

1. Regarding the eligibility of participants:

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

- a. NRPs are only given to clients enrolled in a full-time 12 credit hour program.
- b. Client must maintain a C (2.0) or higher GPA to receive NRP. Non-credit courses require an instructor progress report. Attendance on a regular basis is required to maintain academic standard. High absence without an exceptional reason would suspend NRP.
- c. Payments will continue to be made over short (<2 weeks) regularly scheduled school breaks. Sick leave would be reviewed on a case by case basis.
- d. Extended UI benefits will suspend NRP.
- e. Periods of earned income will suspend NRP. Student would need to requalify.
- f. Supportive services from other agencies do not affect NRP but will be documented by working closely with case workers from other participating agencies.

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 will be \$100.00 per week (or actual UI rate, whichever is LESS).**
- b. **\$100.00 per week**
- c. **26**

Schedules will be setup after individuals have been determined eligible for NRP fiscal staff will receive weekly attendance sheets and a participant drawdown will be established and monitored as payments are made. Participants receiving NRP must requalify for these benefits during the period of the training program every 60 days from the date of the original determination. This determination will be based on the family income for the previous month. If the family income exceeds 100% of the lower living standard for the Herkimer, Madison and Oneida MSA, the customer will no

longer be eligible for needs related payments. Fiscal staff will track and report NRPs to each customer to ensure that no one customer exceeds the cap amount of \$1000.00

Payments (NRP) will be monitored through the ongoing audit of attendance records. Any overpayment will be recaptured through existing financial systems standards.

d.

d.

e. **Bi-weekly**

f. **Payments will be mailed to the address on record unless requested to be picked up in person**

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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 are documented?

- a. The functionally aligned staff at the One Stop Working Solutions Centers. The Primary Advisors will be the primary contact for accessing NRPs. The Advisor is responsible for working with potential customers to complete the application process. Staff will verify all documentation and provide the formal approval.
- b. The One Stop Managers will manage the NRP program in collaboration with the Primary Advisors working with the customers.
- c. The One Stop Managers and/or WIB Director will handle complaints or refer the customer to the grievance/complaint process for all WIA programs. The Primary Advisors will respond to questions, referring them to the manager if they are unable to provide an answer.
- d. One Stop Fiscal Staff for each county in the consortium will provide accounting and processing of payments.
- e. OSOS Case notes will document the requirements for NRP and county administrative staff will document payments and review records.

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 and groups were broken out by age and ability to some extent. Basically, ages 14 through 17 were separated from ages 18 through 24 in most instances. ARRA funds allowed the LWIA to add approximately 300 youth to our WIA-funded Summer Program. The 14-15 age group has been given a low priority in job placement because of the limitations imposed by DOL restrictions. Youth from this age group are assigned to the SYEP funded by TANF and administered by each county. The 17-18 age group is also directed to the SYEP funded by TANF where placements include work experience with program partners, schools and community agencies. Youth work on cleanup, beautification and small building projects. The 18-21 age group is included in the 18-24 age group that has been targeted by Herkimer, Madison & Oneida they have been placed at work sites that include construction skills, healthcare and environmental sites. The 22-24 is included in the previous group and were identified for additional training after the summer work experience program. Most work experience programs stopped on September 30 with the exception of a Childcare work experience with Mohawk Valley Community Action which ended December 31,2009.
- b. Work readiness component:

Our work readiness component uses a pre and post test using a point system to determine youth's work readiness skills in the following areas: attendance, punctuality, appearance, following directions, completing tasks, behavior and attitude, dependability and interpersonal relations. One large worksite looked at how youth use information and communications technology, math to solve problems and their ability to resolve conflicts and negotiate. Counselors and staff will use this pre-test information to work on deficiencies over the summer and progress will be measured by the post-test. Other means that will be used to assess growth include worksite supervisor evaluations that are a part of the youths' weekly timesheet and counseling sessions.

- c. Info included in (b)
- d. The point system described above allows the counseling staff to look at the pre and post test results to compare for increases in the skill areas measured.
- e. "Green Work Experience and Training" was incorporated at several sites. Morrisville State College ran a Renewable Energy program which included some classroom instruction with field trips and work experience to explore the field. Herkimer County ran a greenscaping program with BOCES and Oneida County Nature trails were build, rehabbed and flora and fauna identified and signage posted at another site.

f. Apprenticeship was not part of our programs.

f.g. Herkimer, Madison and Oneida Counties have each established a network of referral agencies in addition recruitment started in the schools as early as March 2009. The referral agencies are the Youth Bureaus, DSS and community based organizations that provide referrals and access to low income neighborhoods where youth most in need of these summer programs can be found. Our community does not have a migrant farm worker population.

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?

a. **The LWIA plans to spend a minimum 65% of our ARRA funding between 5/1/09-9/30/09 serving approximately 440 eligible youth**

b. **The LWIA plans to spend approximately <5% of our Recovery Act funds serving older youth participating in Work Experience, only activities from 10/1/09 through 3/31/10. We plan to serve approximately 10 youths with these funds.**

[Redacted]

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.

N/A

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:

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

a. The LWIA strives to have a combination of public sector, private sector and nonprofit summer employment opportunities. To accomplish this mix they recruit sites that have worked in the past and aggressively seek new sites. Factored into the site selection process are:

- Information about the specific work to be accomplished by the summer youth (job descriptions);
- Availability and access to adequate supervision for the youth;
- Meaningful alternative work assignments for inclement Weather for youth who Primarily work in the out of doors;
- Monitoring reports indicating if there were any problems at the site in prior years and how/when those issues were resolved;
- Knowledge of and adherence to the rules for employment of minors;
- Willingness to participate in mandatory supervisor orientation sessions, even if they had been a worksite in prior years; etc.

b. **Examples of the types of sites used for the Summer Program include:**

- **Public Sector** – Oneida Herkimer, Madison county departments; district attorney, county clerk, information technology, DSS
- **Private Sector** – Consignment shop
- **Non-Profits** – Libraries, Catholic Charities, Historical Society and other Community Based Organizations.

c. Worksite Supervisor Orientation packets include a handbook entitled “Laws Governing the Employment of Minors.” It also contains a handout listing specific work tasks and ages of youth required to actually perform those tasks. This is a handy desk reference for site supervisors.

In addition, the LWIA Worksite Agreement, which is the contract between the county and the Worksite states the purpose of the Agreement is to ensure that the “Worksite provides a meaningful work experience; a safe and healthy work environment and appropriate supervision for all participants.” The Agreement shall adhere to all laws, rules and regulations for all age groups as mandated in the NYS Labor Laws.

As all three counties were the employers of record for the WIA Summer Youth Employment Programs the participants are paid the federal minimum wage per hour as both counties follow the Fair Labor Standards Act with regard to wages paid to their employees. Further, the Local Board recommended adherence to the minimum wage laws as it is the vision of the Board that our WIA programs “promote job growth and self-sufficiency for all businesses and individuals” in our three county area.

- d. Local area ensures local “Union Endorsement” This page assures union endorsement of the program, that the participants (s) will not interfere with or disrupt the work schedules of union members and the participants will not be used to replace or displace any worker currently employed in the industry. It also makes it understood the participants are not to be considered as union members of the organizations to which they are assigned.
- e. The program staff makes every effort to ensure the youth have a meaningful work experience by matching the youth to worksites based on the youth’s interests and goals. We do this by having the youth indicate on their application the top three jobs they would most enjoy for the summer months. We also have them list the on job they would never want to do. Generally we are able to match them with at least one of their preferences. If not we will do our best to match to the next closest job/or worksite.
- f. All of our LWIA Counties do what they can to incorporate project based or service learning in our summer programs to help youth develop good organizational and leadership skills and to help them learn the importance providing a community service. They left a legacy such as improved trails, signs, art and landscaping.— community pride

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

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

- a. The LWIA offered contextualized learning throughout our Summer Youth Program.
- b. **Durning the Summer Youth Employment Program staff act as case managers for the youth. Prior to the beginning of the program staff develop weekly counseling topics that are required to be covered with the youth either one-on-one or in small groups at the worksite. These sessions cover topics such as money management, goal setting, team building, problem solving, etc. Topics are designed to help the youth have a successful summer experience and to help them with their transition from summer to the school year or employment opportunities, depending on their age and personal circumstances.**

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.

The primary planned use for Youth Recovery Act funds was to support the 2009 Summer Youth Employment Program. Beyond that the LWIA will expend limited ARRA funds on work experience, OJT and ITA activities.

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.

Eligibility for both programs is the same with the exception of the expansion of age eligibility to 14-24 for Recovery Act funds.

The LWIA is monitoring the expenses of all WIA funds, to ensure significant Recovery Act funds are expended during Summer of 2009. The LWIA fiscal staff and WIB fiscal staff are watching these funds closely to assure that both WIA formula funds and Recover Act funds are being spent simultaneously and at acceptable level.

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.

- a. The LWIA intends to serve older out of school youth during non-summer months. some older youth (22-24 nyear olds) will be served with ARRA funds in Work Experience positions from October 2009 through March 2010 and these individuals can receive participant support services out of ARRA funds for such needs as day care, safety equipment, incentives, etc...other older youth may be involved in GED, training or On the Job Training. At the conclusion of the summer program and these individuals will need to be enrolled as a WIA Youth or WIA Adult dependent upon their age. 18-

21 year olds can be served with both WIA formula and ARRA funds and can be dually enrolled. 22-24 years olds can be served out of adult funds.

In the interest of being able to significantly increase the number of youth served in our Summer Youth Program, the LWIA has chosen to not provide needs related payments to youth.

- b. As discussed under a. above older youth engaged in training may be co-enrolled in adult training services depending upon their age. 18-21 year olds may be dually enrolled but the 22-24 year old in training after September 30 must be served out of adult funds.
- c. One Stop staff and members of the Business Services Team tells employers about tax credits available to them for hiring disconnected youth ages 16-24 during 2009 and 2010. Once the employer has the information it is their choice if they want to participate in the program. Sometimes we hear that they opt not to participate because in their opinion the paperwork requirements are burdensome.

4. Reemployment Services under the Wagner-Peyser Act

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

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

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

All of our One Stop staff are well versed in the full array of reemployment services available to UI customers to help them reconnect to a job. Through our functionally aligned centers, staff work very hard to have a seamless service integration with WIA Unemployment Insurance and One Stop Partner Agency staff to ensure customers have access to a full array of Employment and Training Services. All job seekers entering our Centers(s) are greeted and welcomed and the greeter determines the purpose of the visit. The customer could be coming to us for: UI information only; a One Stop Service; or an appointment with partner agency staff. We next determine if the customer is registered. If they are registered staff ascertain the type of service desired and determination is made if the customer is job ready or if they are in need of Career Development services. If they are not registered a registration is entered into our computerized participant tracking system (OSOS) and an orientation is provided as to the services and activities available through our One Stop Working Solutions Center network with many services also offered through self-service electronic access. The orientation concludes by once again ascertaining the type of service desired or needed. Individuals determined to be job search ready are directed to our Resource Room and services such as Labor Market or Workforce information to help them

identify businesses and sectors in the economy still in need of workers and those expected to grow as the economy recovers, as well as helping them to identify transferrable skills for those who have lost their hjob and now need to transition to a new career. Job search resady individuals can also engage in a self directed or web-based job search and they can tailor their resumes and cover letters to engage in job searches. For individuals in need of Career Development Services to overcome barriers to being job search ready, oru One Stop System has high quality workforce advising services that include: Resume review, Assessment and Career Counseling Services which are integral to helping unemployed workers assess transferrable skills and skill gaps; and finally Training Services (On-the-Job Training and Individual Training Accounts). All of these services have been designed to help our customers identify their needs access the services they need to make occupation or career decisions and devlelop individual reemployment plans for claiments who based an assessment would not be a candidate for immediate reemployment in the regional labor market and help these individuals to access soft skills and pre-training services such as computer and internet keyboarding to improve the claimants ability to job search and be able to apply to jobs online.

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.

All Unemployment Insurance customers are told about training servies and they are given information about Section 599 Provisions of the UI law at the point of Initial Assessment.

In addition to the above, the LWIA periodically brings training providers in the Region together for specific dislocations and plant closing so the affected workers can learn about the various training opportunities and programs available to them.

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

For major dislocations in the LWIA we have disigned a one page survey to determine the specific needs of the UI customers. The information from the survey is used to develop special workshiops such as : Financial Counseling, Interviev or Job Search Networking Workshops to name a few. Similarly we try to get a feeling about their future plans so we have a better idea of how to deploy or allocate staff in terms of, if the majority are looking to return to the labor force immedialtely or if they are interested in classsroom or other training opportunities. The area also works hard to keep technology based (computer or tutorial) training available to our One Stop Working Solutions Centers to help those who have not had access to such training to have some exposure with it as they will most certainly be exposed to the new technologies in todays labor market.

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

Currently we estimate functionally aligned staff to have a new appointment every ½ hour to 45 minutes. We are providing service in groups (not on first service) whenever possible.

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.

Bevcause we have the REA grant all customers remain engaged atleast monthly while collectin on UI claim. They also participate in mandatory job search and transferable skills workshops. s. We are also trying to keep our UI customers engaged by helping them to fine tune their soft skills and resumes to meet local labor market conditions and we try to engage them in training and/or thinking about transferrability of skills and how they can use them in the new labor market.

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

The American Recovery and Reinvestment Act provide 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 TEGL 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.

Individual Training Accounts (ITAs) Policy for Herkimer, Madison & Oneida LWIA:

Background: When a WIA eligible individual has participated in Core and Intensive Services and is determined to be “not employable,” this individual may receive Training Services. The Individual Training Account (ITA) program allows an individual deemed to be in need of training and determined to have the skills and qualifications to successfully participate in the ITA program, to choose training in a demand occupation. The ITA program is self-directed with eligible individuals making training choices with the assistance of their Consortium Counselor. Each customer is assigned a Primary Advisor, the Primary Advisor is any partner employee that is on staff at the Working Solutions center, Every Advisor is responsible for their customers comprehensive assessment and has the authority to develop and submit and ITA for funding approval. Every partner who regularly staff the Working Solutions center has staff that serve as Primary Advisors.

Purpose: The purpose of the ITA program is to provide eligible individuals with the necessary skills that will lead to unsubsidized employment and self-sufficiency.

Eligibility: To be eligible for Workforce Investment Act (WIA) Individual Training Account (ITA) funding, an individual must meet the following criteria:

- ⌚ Certified WIA-eligible by the “Working Solutions” Consortium.
- ⌚ In receipt of one core service and one intensive service at the appropriate WIA “one stop” location.
- ⌚ Must be designated as WIA Title I Adult or as a WIA Dislocated Worker or WIA Youth.

ITA Program Parameters: An ITA must be used at an eligible training provider. An eligible training provider is an agency that has been approved by the Workforce Investment Board (WIB) of Herkimer, Madison, and Oneida Counties to provide WIA training services.

An ITA must be used for training services in a demand occupation. A list of regional demand occupations will be provided to the Consortium by the New York State Department of Labor.

An ITA can only be used for a maximum period of two calendar years. The ITA participant must complete training (receive degree or certificate) within this two year period.

Up to \$5,000.00 may be set aside for each ITA participants to help defer the training costs (tuition, books, and required fees) during the life of this Agreement. Any supportive services costs deemed necessary by the Consortium to assist an ITA participant in completing training shall not be considered as part of the \$5,000.00 cost limitation.

A Participant Agreement (copy attached) must be prepared for each ITA participant which delineates the individual’s responsibilities. This Agreement must include a signed commitment by the individual stating their intention to complete the ITA program.

WIA funding for an ITA can only be accessed when all other funding sources for an individual’s training have been exhausted. It will be the responsibility of the ITA participant’s Consortium Counselor to assure that other potential funding sources (TAP, PELL, Veteran’s Benefits, etc.) are used when available.

ITA Procedures: After a participant is deemed in need of ITA services, the individual will be given access to the list of eligible training providers by the appropriate Consortium Counselor. The Counselor will also provide the individual with proper information to assist them in making informed choices for training, along with “ITA Program Parameters” information listed above.

The ITA participant will be given an “Individual Training Account Reimbursement

- Have met the eligibility requirements for intensive services and are unable to obtain or retain employment;
- Have after interview, evaluation assessment and case management, have been determined by the Working Solutions Center staff to be in need of training services and are determined to have the skills and qualifications to successfully participate;
- Select programs that are directly linked to local employment opportunities or opportunities that are in demand in another area to which the adult or dislocated indicates she/he is willing to relocate upon completion of training;

- Meet financial need requirements (WIA requires training services be limited to individuals who are unable to obtain other grant assistance for services including federal Pell grants or, required assistance beyond assistance available under other grant assistance programs, including PELL programs. However, if an individual meets the above requirements while PELL grant is pending, they may receive WIA training services and if subsequently granted a PELL award, reimbursement is made to the Local Area);
- Select programs that can be completed in a maximum of 2 years from the program start date at a total cost of tuition books and fees not to exceed \$10,000.00, unless prior review and approval by Working Solutions Center Management Staff; and
- Select Programs to help achieve the Self Sufficiency definition for individual adults which is 50% of poverty level based on individual income; and
- Meet the training policies for Vocational Skills training developed in the Local Area.

The Local Board reserves the right to modify the ITA system in regard to dollar amount, duration and “Most In Need” policy as it deems appropriate due to funding limitations.

The Workforce Investment Act of 1998 requires that certain training programs lead to employment in demand occupations. These demand occupations are determined by the local Workforce Investment Board and are presented here.

The following is a List of Occupations in Demand as established on 6/30/2009 by the Herkimer Madison Oneida Counties Workforce Investment Board.

Job Title
Accountants and Auditors
Bookkeeping, Accounting, and Auditing Clerks
Bus and Truck Mechanics and Diesel Engine Specialists
Bus Drivers, School
Carpenters
Child Care Workers
Child, Family, and School Social Workers
Civil Engineers
Claims Adjusters, Examiners, and Investigators
Cleaners of Vehicles and Equipment
Combined Food Preparation and Serving Workers, Including Fast Food
Computer Software Engineers, Applications
Computer Software Engineers, Systems Software
Computer Support Specialists
Computer Systems Analysts
Construction Laborers
Cooks, Institution and Cafeteria
Cooks, Restaurant
Counter and Rental Clerks
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop
Customer Service Representatives
Dental Assistants

Dental Hygienists	Medical Assistants
Dining Room and Cafeteria Attendants and Bartender Helpers	Medical Records and Health Information Technicians
Education Administrators, Elementary and Secondary School	Medical Secretaries
Education Administrators, Postsecondary	Nursing Aides, Orderlies, and Attendants
Educational, Vocational, and School Counselors	Pharmacy Technicians
Elementary School Teachers, Except Special Education	Registered Nurses
Executive Secretaries and Administrative Assistants	Sheet Metal Workers
First-Line Supervisors/Managers of Construction Trades and Extraction Workers	Social and Human Service Occupations
First-Line Supervisors/Managers of Food Preparation and Serving Workers	STEM Occupations
First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	Supervisor and Managers
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	Teacher Assistants
First-Line Supervisors/Managers of Personal Service Workers	Team Assemblers
First-Line Supervisors/Managers of Police and Detectives	Truck Drivers
Food Preparation Workers	Welders, Cutters, Solderers, and Brazers
Food Servers, Nonrestaurant	
Home Health Aides	
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	
Kindergarten Teachers, Except Special Education	
Lawyers	
Librarians	
Library Assistants, Clerical	
Library Technicians	
Licensed Practical and Licensed Vocational Nurses	
Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	
Maids and Housekeeping Cleaners	
Management Analysts	
Medical and Clinical Laboratory Technologists	
Medical and Health Services Managers	
Medical and Public Health Social Workers	
Medical Assistants	
Middle School Teachers, Except Special and Vocational Education	
Network and Computer Systems Administrators	
Network Systems and Data Communications Analysts	
Nursing Aides, Orderlies, and Attendants	
Occupational Therapists	
Office Clerks, General	
Operating Engineers and Other Construction Equipment Operators	
Personal and Home Care Aides	
Pharmacists	
Pharmacy Technicians	
Physical Therapists	
Police and Sheriff's Patrol Officers	
Preschool Teachers, Except Special Education	
Radiologic Technologists and Technicians	
Real Estate Sales Agents	
Receptionists and Information Clerks	
Recreation Workers	

Registered Nurses	
Rehabilitation Counselors	
Retail Salespersons	
Sales Representatives, Services, All Other	
Secondary School Teachers, Except Special and Vocational Education	
Self-Enrichment Education Teachers	
Shipping, Receiving, and Traffic Clerks	
Social and Community Service Managers	
Special Education Teachers, Preschool, Kindergarten, and Elementary School	
Special Education Teachers, Secondary School	
Teacher Assistants	
Teachers and Instructors, All Other	
Training and Development Specialists	
Woodworking Machine Setters, Operators, and Tenders, Except Sawing	

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.

In 2004 the Board established the ITA Cap to \$5,000.00 including tuition, books and fees, unless prior review and approval by the WIB Director and County E&T Director of a different amount based on individual customer needs.

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.

At this time We have entered into contracts to train multiple individuals in high demand. The occupations were welding, precision machining, carpentry and plumbing.

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.

Our Primary Advisors develop IEP for all customers during their intial seated interview. A prescribed assessment and develop training plans for customers in need career development services.

One of the assessments most often used is Job Zone.

Customers job-search ready benefit from the Job Zone skills assessment are given tools necessary to find employment.

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.

The Federal Workforce Investment Act requires all participants entering training programs that are eligible for federal financial aid to apply for that aid by completing the Free Application for Federal Student Aide (FAFSA). Career Advisors work with the students and schools to maximize funding available for their course work.

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

PY 2008 Estimated Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	558	396	488	336
Total # - ITA	171	206	0	13
Total # - OJT	198	74	0	8
Total # - Skill Upgrading	0	0	0	0
Total # -Customized	55	4	0	8
Total # - Rec'd NRPs	0	0	0	0
Total # - Rec'd Supp. Services	1	0	0	12
Total Training Expenditures (ITA, OJT and Customized)	213,101	455,781	0	4657
PY 2009 Planned Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	463	695	248	189
Total # - ITA	234	440	0	27
Total # - OJT	212	250	0	13
Total # - Skill Upgrading	0	0	0	0
Total # -Customized	7	7	0	0
Total # - Rec'd NRPs	20	30	0	0
Total # - Rec'd Supp. Services	30	20	0	0
Total Training Expenditures (ITA, OJT and Customized)	\$694,233	999,620		1,112,013

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.

The sequence of service for all of our job seekers, including dislocated workers and dislocated workers eligible for Trade Act benefits is the same. There is universal access to core services at all of our One Stop Working Solutions Centers. Core Services include: outreach, intake, orientation to One Stop Services and WIA Title I eligibility determination, other core services are: initial assessment of skill levels, aptitudes and abilities; job search

and placement assistance; career counseling; provision of local labor market and performance information; and job vacancy listings.

More Intensive services are delivered to jobseekers, including dislocated workers dislocated homemakers and trade eligible dislocated workers who are unable to find suitable employment through core services. These services include:

- **Comprehensive and specialized assessment of the academic levels, skill levels, interests, and service needs of the customer;**
- **Preparation of an Individual Employment Plan that Identifies employment goals, appropriate achievement objectives and appropriate mix of services for the customer taking into account the assessment conducted;**
- **Individual and group counseling, career planning, and case management services for those seeking training; and short-term pre-vocational workshops are also available.**

If it is determined that occupational training is necessary to secure suitable employment both On-the-Job and Classroom Training will be discussed and a determination made as to the type of training that will best meet the individual's needs. Special emphasis will be given to employer based training as it gets Dislocated Workers immediately back into the labor market. The provision of training is subject to the recommendation and approval of One Stop staff. Training will be available to adults and dislocated worker's who: have, after interview, evaluation, assessment, and case management been determined by Working Solutions Center staff to be in need of training to access suitable employment and who are determined by Working Solutions Center staff to be in need of training to access suitable employment and who are determined to have the skills and qualifications to successfully participate. Approvable training programs must have a direct link to area employment or opportunities that are in demand in another area to which the individual indicates (s)he is willing to relocate. Costs for WIA funded training and support services are established by the WIB. Trade Act funding for training, job search, relocation assistance, and training waivers will be in accordance with the Federal Trade Act and governing regulations.

Staff at the local one stops use automated weekly download of new unemployment Insurance (UI), customers and conduct reemployment orientation. All UI customers are informed of and encouraged to utilize all services offered in the Working Solutions Centers. These services include job search and placement assistance, job matching, workshops, labor market information, resume, preparation/critiquing and staff assistance in the use of the resource room information/tools. All UI customers are registered in the One Stop Operating System so that services and referrals may be tracked. Referrals to other One Stop System partners are also made.

UI customers are also profiled based on factors that predict the likelihood that the customer will exhaust UI benefits. Since we have stopped receiving the list of profiled workers we pick up the information from the Re-employment Operating System (REOS). It is the policy of the local area that the first priority of Dislocated Worker Services should be for those workers who have been laid off or have

received notice of a layoff due to plant closing or reduction in workforce, and are unlikely to return to their previous occupation or industry and/or have been profiled by the NYS Department of Labor. A second level of priority is long-term unemployed. Another level of priority would include displaced homemakers and individuals who were dismissed from their previous job.

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.

The local area would receive referrals from BOCES migrant and seasonal farm worker program and service them as any other customer.

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.

Just like other special target populations, women want the confidence and skill sets to be successful in an occupation that will make them self-sufficient and a contributing member of our communities. Strategies we employ in our One Stop Working Solutions Centers to increase the availability to earn sustainable wages and access good jobs with benefits and /or career ladder include:

- **Assessing skill level, aptitudes, and personal preferences to create a plan of services leading to desired employment.**
- **Providing tuition assistance to help them prepare for occupations that are in demand in our area.**
- **Assisting with books fees, safety equipment, and necessary supplies.**
- **Assisting with needed support services such as child care payments.**
- **Helping women to become aware of benefits available to meet their life needs such as Child Health Plus, facilitated health enrollments, budget planning assistance, etc.**
- **Helping women to look beyond today and make referrals to appropriate agencies for support.**

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

The Employment and Training needs of special populations are not dissimilar from all job seekers. For most individuals it is the length of time and the amount of intervention

necessary that will vary dependent upon individual need and the particular barriers faced including: poor life coping skills, low self-esteem, lack of education/credentials, lack of successful work experience and the need for basic labor market information. The types of service interventions they require include: life skills; subsidized work experience programs; supportive counseling; intensive case management; child care, and transportation assistance; and referrals to other agencies to address extraordinary issues such as mental health; physical health, family crisis intervention, alcohol/drug dependency, etc. many of these services are provided on site at the Working Solutions Centers and/or by referral to other programs and services offered by our partner agencies.

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.

Individuals interested in training or non-traditional employment or they are just coming into our Centers for job search assistance or career development services we will always encourage them to seek the best opportunities they can that will result in jobs that will help them to attain maximum income and employment opportunities. To do this we will help them learn to use various web based -job search and career planning tools like “job Zone.” From their home page they can click on the “Job Search Box” that will tell you who is getting hired in your region of the State. Clicking on that box will give you information on the jobs with the most openings this month. If you click again it will take you to the jobs in demand in your region. Also on the home page the Center panel will give you information on specific occupations and if you click on the hyperlinks it will take you to training institutions and colleges where you can learn how long training is, cost, etc. Working Solutions Center staff also show customers how to access our LWIA Demand Occupation List and how to get to the Eligible Training Provider List for our LWIA. Partner agencies have other means of accessing similar information and we work together to meet the individual needs of the customer(s) we are serving.

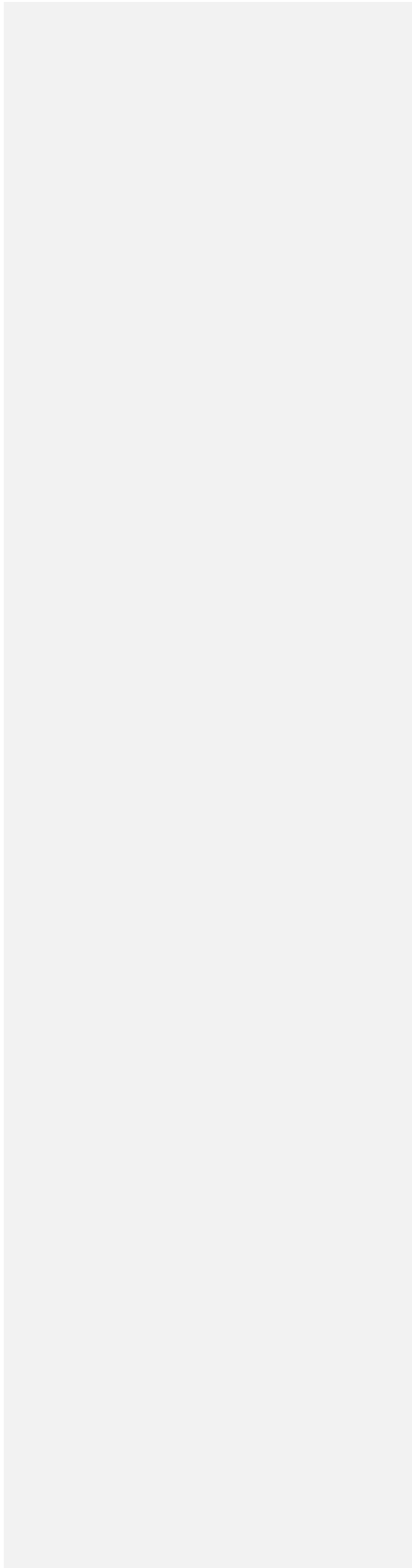
6. **Older Individuals:** Describe how services offered through your local One-Stop system are accessible to, and meet the needs of, older individuals (age 55+).

Older workers receive universal access and may also be referred to Title V staff who are co-located in some of the Center.

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.

In all of the LWIA Counties programs for limited english proficiency and ESL classes are

funded by EPE.



Section II WIA Compliance

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

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

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

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2009?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
1. Selecting and Certifying One Stop Operators	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Contracting for Service Providers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Priority of Service	Updated Policy attachment required	<input type="checkbox"/> Yes
4. Self-Sufficiency	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Supportive Services and Needs-Related Payments	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
6. Grievances and Complaints	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>	<u>Joseph Gotte, Oneida County Workforce Development, 209 Elizabeth St. Utica, NY 13501; 315.798.5036; jgotte@ocgov.net</u>	
7. Youth Services		
<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
8. Adult, Dislocated Worker and Wagner-Peyser Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input 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
9. Training		
<i>Individual Training Accounts (ITA)</i>	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
<i>Customized Training</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input 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
10. WIA IB & Wagner-Peyser PY 09 Performance and System Indicators	NA	NA
11. Local Monitoring	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Open Meetings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Public Comment on Local Plan	NA	NA

Required Signatures

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

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

	<i>Changed?</i>	<i>Attached?</i>
Chief Elected Official Agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Local Board By-Laws	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
One Stop Operator Agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input 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:	9.23.09	Signature of Local Board Chair:	
Mr. <input checked="" type="checkbox"/>	Mr	Typed Name of Local Board Chair:	
Ms. <input type="checkbox"/>	___	Gary Scalzo	
Other <input type="checkbox"/>	___		
Name of Board:	Herkimer, Madison & Oneida Workforce Investment Board		
Address 1:	209 Elizabeth St.		
Address 2:			
City:	Utica		
State:	NY	Zip:	13501
Phone:	315.793.6037	E-mail:	asavino@working-solutions.org

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:	9.23.09	Signature of Local Chief Elected Official (CEO):	
Mr. <u>Mr.</u>	Typed Name of Local CEO:		
Ms. <u>___</u>	Anthony Picente		
Other <u>___</u>			
Title of Local CEO:	Oneida County Executive		
Address 1:	Oneida County Office Building		
Address 2:	800 Park Ave.		
City:	Utica		
State:	NY	Zip:	13501
Phone:	315.798.5200	E-mail:	APicente@ocgov.net

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

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

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

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

By virtue of my signature, I:

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

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

Date:	9.23.09	Signature of Local Chief Elected Official (CEO):	
Mr. <u>Mr.</u>	Typed Name of Local CEO:		
Ms. ___	John Becker		
Other ___			
Title of Local CEO:	Chair of the Madison County Board of Supervisors		
Address 1:	PO Box 635		
Address 2:			
City:	Wampsville		
State:	NY	Zip:	13163
Phone:	315.366.2201	E-mail:	John.Becker@co.Madison.NY.US

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

ATTACHMENT 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:	9.23.09	Signature of Local Chief Elected Official (CEO):	
Mr. <u>Mr.</u>	Typed Name of Local CEO:		
Ms. <u>___</u>	Raymond Smith		
Other <u>___</u>			
Title of Local CEO:	Chairman of the Legislature Herkimer County		
Address 1:	109 Mary St.		
Address 2:	Suite 1310		
City:	Herkimer		
State:	NY	Zip:	13350
Phone:	315.867.1351	E-mail:	RSmith@HerkimerCounty.org

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:	9.23.09	Signature of Local WIB Director:
Mr. <input type="checkbox"/>		Typed Name of Local WIB Director: Alice J. Savino
Ms. <input checked="" type="checkbox"/>		
Other <input type="checkbox"/>		
Name of Board:	Workforce Investment Board of Herkimer, Madison & Oneida County	

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
Oneida County Workforce Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Herkimer County Employment & Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Madison County Employment & Training	<input type="checkbox"/>	<input checked="" 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
Herkimer 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
Herkimer County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

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

OPERATOR: Oneida County Workforce Development	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	Oneida County Workforce Development 209 Elizabeth St. Utica, NY 13501
Operator Phone: 315.798.5543	
E-Mail: dmathis@ocgov.net	

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 F: ONE STOP OPERATOR INFORMATION

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

OPERATOR: Madison County Employment & Training	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	Madison County Employment & Training 1006 Oneida Plaza Dr. Oneida, NY 13421
Operator Phone: 315.363.2400	
E-Mail: lorraine.schmidtka@co.madison.ny.us	

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 F: ONE STOP OPERATOR INFORMATION

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

OPERATOR: Herkimer County Employment & Training	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	Herkimer County Employment & Training 320 N. Prospect St. Herkimer, NY 13350
Operator Phone: 315.867.1400	
E-Mail: kzipko@herkimercounty.org	

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 F: ONE STOP OPERATOR INFORMATION

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

OPERATOR: NYS Department of Labor	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	NYS Office Building 207 Genesee St. Utica, NY 13501
Operator Phone: 315.793.2229	
E-Mail: terryh@workingsolutions-utica.org	

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 grants 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: Executive Director
Date: 9.23.09

ATTACHMENT H: TRAINING SUPPORT ANALYSIS FORM:

NEEDS-RELATED PAYMENTS

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

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

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

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

If yes, explain:

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

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

Participant Signature: _____

Date: _____

ATTACHMENT I: PRIORITY OF SERVICE SAMPLE POLICIES

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

TO: All One-Stop Working Solutions Center Staff and Providers

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

ISSUANCE DATE: XXXXXX

EFFECTIVE DATE: XXXXXX

EXPIRATION DATE: XXXXXX

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

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

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

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

Inquiries: Please direct any questions to XXXXXXXX.

Chair LWIB or Chief Elected Official

Date

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

TO: All One-Stop Working Solutions Center Staff and Providers

SUBJECT: Veterans Priority of Service

ISSUANCE DATE: XXXXXX

EFFECTIVE DATE: XXXXXX

EXPIRATION DATE: XXXXXX

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

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

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

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

Inquiries: Please direct any questions to XXXXXXXX.

Chair LWIB or Chief Elected Official

Date

ATTACHMENT J: PY 2008 PARTICIPANT TRAINING DATA

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

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

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

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

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