.Mendocino County Workforce Investment Board
631 S. Orchard Avenue
Ukiah, California 95482
www.mendowib.org
(707) 467.5506 / (707) 467.5592 fax

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Executive Committee Meeting Agenda
November 13, 2015 11:30 a.m. – 1:00 p.m.
Location 1: 631 South Orchard Ave., Ukiah CA., Mendocino Room
Location 2: 760 B Stewart Street, Fort Bragg, CA

1.	Call to Order – John Kuhry, Chair	*Action*	1
2.	Review / Approve Agenda	*Action*	1
3.	Disclosure – Any financial interest (assets, contracts, income etc.) of WIB members which may be materially affected by actions or discussion on this agenda should be disclosed at this time and members should leave the room prior to any discussion of the item and return after the discussion has ended and/or action has been taken.	*Info/Disc.*	3
4.	Public Comment - Limited to 3 minutes on matters under the jurisdiction of the Board, not listed elsewhere on the agenda.	*Action*	3
5.	Approval of Minutes: a. Approve Executive Committee Meeting Minutes of June 10, 2015 Attachment b. Review Workforce Development Board Minutes of August 12, 2015 Attachment c. Review Workforce Development Board Minutes of October 14, 2015 Attachment	*Action*	5
6.	Consent Calendar: a. Mendocino Private Industry Council (MPIC) Revised 4th Quarter Expenses PY 2014-2015 Attachment b. Receive WIOA Administrative Unit PY2015-16 Budget Attachment c. Receive MPIC Budget PY2015-2016 Attachment d. Receive Redwood Community Services (RCS) Budget PY 2015-2016 Attachment e. WIOA 1st Quarter Administrative Expenses Attachment f. Receive MPIC 1st Quarter Expenses PY2015-2016 Attachment g. MPIC 1st Quarter Professional Services Expenses Attachment h. Receive RCS 1st Quarter Expenses PY2015-2016 Attachment i. Approve Tanja Ramming – Youth Council Application Attachment j. Approve Holly Rogers – Youth Council Application Handout k. Approve Policy No. 1E Priority of Service System for Adults Attachment l. Approve Policy No. 7B Monitoring and Oversight Attachment m. Approve Policy No. 30C Youth Program Eligibility Attachment n. Approve Policy No. 32B Local Workforce Development Board Definition Attachment o. Approve Policy No. 38 Memorandum of Operation (MOO) – Trade Adjustment Assistance (TAA) with attachment Attachments A and B p. Approve Policy No. 39 WIOA Youth Program Title 20% Attachment	*Info/Action*	15
7.	Approval of Contracts: • Approve Amended RCS Contract for Program Service Delivery Attachment • Approve Amended MPIC Contract for Program Service Delivery Handout	*Action*	10
8.	WIOA Quarterly Program Service Provider Reports: a. RCS WIOA Youth Program Services Attachment b. MPIC WIOA Adult, Dislocated Worker, and Rapid Response Services Attachment	*Info/Disc*	15
9.	Staff Reports: a. One Stop Reports Attachment b. Report of Facilitated Youth Council Meeting c. Update on Slingshot Grant d. Final 2014-2015 Performance Results – Attachment e. Update on Northern California Career Pathways Alliance (NCCPA) Attachment f. Sonoma Mendocino Economic Development District g. Staffing Updates h. Current Status on Workforce Development Activities	*Action*	15
10.	Member Comments/Reports	*Info*	5
11.	Adjourn		

The Executive Committee reviews the Bylaws and may suggest amendments to the WIB; may review amendments proposed by other members in order to make recommendations on such amendments; shall recommend potential board members to the Board of Supervisors; shall routinely review member attendance at WIB and Committee meetings; may remove Standing Committee Chairpersons and members on the recommendation of the Chairperson

or any other member of the WIB; shall see to it that orientation and training is provided for new board members, that retreats and other social events of the board take place, that board evaluations are developed and conducted, and that improvements are made to the Five-Year Plan.

The Executive Committee may take action on behalf of the full WIB when such action must be taken prior to the next full meeting of the WIB.
This WIA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For special accommodations, contact the WIA Administrator at (707) 467-5590 at least five days prior to the meeting.

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Executive Committee
Meeting Minutes
June 10, 2015 – 11:30 a.m.
Mendocino Room

Members present: Chair John Kuhry, Patty Bruder, Lee Kraemer, Pamela Patterson
Members absent: Jack Buckhorn, Dennis Aseltyne
Others present: Candy De Los Santos, Debbi Purcell, Sharon Govern, Stephanie Paige, Tim Reynaga
Staff present: Debbie Holmes, Kristen Lawson, Julie Soinila

1. Call to Order – Chair John Kuhry called the meeting to order at 11:31 a.m.

2. Review / Approve Agenda
   Motion/Second to approve the agenda. The motion passed

3. Disclosure – Any financial interest (assets, contracts, income etc.) of WIB members which may be materially affected by actions or discussion on this agenda should be disclosed at this time and members should leave the room prior to any discussion of the item and return after the discussion has ended and/or action has been taken. – None.

4. Approve Executive Committee Meeting Minutes of April 8, 2015 –
   Motion/Second to approve the Executive Committee Meeting Minutes of April 8, 2015. The motion passed.

5. Approve Letter of Support: Pinoleville Pomo Nation YouthBuild Grant Application (signed by WIB Chair, John Kuhry) –
   Motion/Second to approve letter of support for the Pinoleville Pomo Nation YouthBuild Grant Application. The motion passed.

6. WIOA Master Subgrant PY2015-16 – Debbie Holmes distributed copies of the PY2015-16 WIOA Master Subgrant, noting this is the agreement with the State required to receive WIOA formula funds from the State by the County. This is for the first round of funding (Youth Formula Funds in the amount of $224,778) the second round (Adult, Dislocated Worker and Rapid Response funds) will arrive after July 1st. By approving the agreement, the WIB agrees to accept the funds and follow the regulations governing the administration of those funds.
   Motion/Second to recommend the WIB approve WIOA Master Subgrant PY2015-16. The motion passed unanimously.

It was agreed to address the WIA Service Provider Reports prior to entertaining the approval of the Service Provider Contracts.

7. WIA Program Service Provider Reports:
   - RCS WIA Youth Program Services . Debbie noted that while RCS is for meeting its goals for enrollments, a recent Youth Program monitoring conducted by WIA Admin Staff, indicated significant in the WIA Youth Program. The deficiencies were significant enough to causing concern as to whether the contract should go forward for a second year. Debbie reported that in her discussions with Camille Schraeder about the seriousness of the deficiencies, Camille advised that RCS has plans in place for addressing these deficiencies. A copy of a letter from Camille addressed to the WIB was distributed. Sharon Govern of RCS addressed the group and read Camille's letter aloud. She acknowledged that while RCS is proud to have served so many youth, it had "fallen short in this contract". She acknowledged the WIB's level of responsibility relative to compliance and performance issues and described the plans RCS is implementing as follows:

     - RCS is putting together a new team to support the WIA Youth Program;
     - Sharon Govern will directly oversee the Youth Program for the next 4 to 6 months;
     - Sharon is bringing a new supervisor on board whom she described as being ideally suited to the analytical work

required in addressing the deficiencies;

- o RCS has contracted with Sherry Parr who works with Sonoma County Workforce Investment as a consultant to train to the new staff on WIA guidelines and Performance Measures.

Debbie Holmes acknowledged the fact RCS serves a very challenging youth population (the hardest to serve youth) and provides services that are benefitting youth. She noted that while Mendocino County Youth have not suffered from the deficiencies of this contract, RCS has fallen short of meeting the requirements of the contract i.e., eligibility documentation, data entry into the State database system, follow-up testing of basic skills, appropriate contact with client). In order to move forward from this point, staff recommended that the committee approve the contract with the following contingency: The Admin Unit will conduct a second monitoring prior to the next WIB meeting and if RCS is found to be out of compliance at that time, staff would recommend pulling the contract. Debbie advised that the State will also be conducting its own monitoring of the WIA Youth Program in. Noting that two consecutive years of poor performance would jeopardize the status as a single county LWIA. Some discussion followed on the difference between meeting State requirements and meeting Performance Measures. The Committee acknowledged the importance of monitoring process in bringing these issues to the. To assess progress by the Provider relative to meeting the stringent Youth Program requirements and expectations it was suggested RCS provide a predictive reports indicating where they currently stand with regard to participant outcomes.

- MPIC WIA Adult, Dislocated Worker and Rapid Response Services (through April 2015) – Debbie Holmes reported there was nothing alarming about the report. She noted however, that these were MPIC's figures which have not been verified by WIA Fiscal staff and she anticipates a reduction in the amount shown as leverage. The A recent local monitoring resulted in some findings including, one ineligible client and a lack of required follow-up services, etc.

8. Approve WIA Service Provider Contracts for PY2015/2016:
   - MPIC WIOA Adult, Dislocated Worker and Rapid Response – Debbie reported the contract was updated from last year's based on anticipated WIA Formula Fund grant amounts and estimated carry-forward. She noted that no changes to the contract were needed in moving forward.
     Motion/Second to recommend the WIB approve MPIC PY2015/16 WIOA Adult, Dislocated Worker and Rapid Response Service Provider contract. The motion passed.
   - RCS WIOA Youth Program – Some corrections to the contract were noted as being needed by Regional Advisor Tim Reynaga Attachment A, Section A., WIOA Title B Youth Program, Item 1; amend the age range from 14-24 to read 16-24 and increase the percentage of funding that must be expended on Out- of-School Youth from 50% to 75%. RCS understands that to retain the contract, the results of the follow-up monitoring to be conducted in 60 days must indicate deficiencies have been rectified. If not, a 30-day notice of cancelation of the WIA Youth Service Provider Contract will be issued to RCS.
     Motion/Second to recommend the WIB approve PY2015-16 RCS WIOA Youth Program Service Provider Contract with the following contingency: The WIA Admin Unit will conduct a follow-up monitoring in 60 days and should the monitoring results indicate lack of compliance with technical and documentation requirements, a 30-day notice of cancelation of the WIA Youth Service Provider Contract will be issued to RCS. The motion passed.

9. WIOA Transition:
   - General Transition focus group – *ad hoc* Committee Report / Recommendation
   - Disc./Possible action regarding updated board composition to meet new compliance requirements
   - Board Authorization for name change to *Workforce Development Board* (WDB)

Debbie advised that under the WIOA, we are required to have Workforce Development Board composition in place by October 1, 2015. The requirement for a 51% Business majority remains the same under the WIOA while Community Based Organizations (some of which were currently required under WIA) are now considered optional seats under the WIOA. At present, Business membership is deficient at 36%. The WIOA transition *ad hoc* committee discussed the need to increase Business membership and how to accomplish that. Considering the current Business deficiency and the fact recruitment of new private sector members (while ongoing) remains a challenge and that under the WIOA, CBO's are optional, members of the *ad hoc* committee considered two possible solutions:

- Move CBO members to a subcommittee of the Workforce Development Board (WDB). Subcommittee members are not counted as WDB members and therefore do not have voting privileges but would continue to participate and provide valuable input; or,

- Retain CBOs on the WDB.

Debbie advised that members of the *ad hoc* committee had not come to a consensus on this matter and noted the importance for the board to be business driven. Executive Committee members discussed the potential to form a subcommittee of the WDB comprised of the CBOs to boost our Business percentage. It was agreed that our CBO members are a great value from to the WDB. It is preferable to have their continued involvement as WDB members or as members of a newly formed WDB subcommittee. Consensus: It is necessary to address the Business deficiency as soon as possible in order to come into compliance by October 1st. The matter will be taken to the full WIB for further discussion at its meeting in August. WIB members will be informed about today's discussion The matter of the name change from Workforce Investment Board to Workforce Development Board will also be addressed at the August WDB meeting as it was not properly noticed on the agenda.

10. WIB Nominating Committee Report - The Slate of Officers was reviewed. Basically, WIB members currently holding an officer position expressed interest in being candidates for re-election. The only change was the addition of Paul Castro as a Member-at-Large candidate. Debbie Holmes cited the potential for CBOs to move to a WDB Subcommittee (based on previous discussion under Item 9 above), and if that were to occur, Paul would no longer be a WIB member and as such, would not be eligible to be a candidate for office.

11. WIB Staff Reports:
    - Northern California Career Pathways Alliance (NCCPA) grant – A part time extra help position with the County was filled to conduct employer surveys under the grant. However, that individual had to leave after a short time due to unexpected personal issues. The hiring process to re-fill the position has been reopened. .
    - Regional Area Association – The State issued a draft directive indicating Mendocino County would be placed in a region~~s~~ within ~~-~~Humboldt County. Debbie reported that she submitted comments to the State based on both the direction of the WIBs and Board of Supervisors which is consistent with existing data to supporting Mendocino's already well established association with the North Bay Region (NBEC). She noted this met with approval by the State.
    - Multi-Close Application – Debbie is working on the application with assistance from State Regional Advisor, Tim Reynaga.
    - Grant Opportunities:
        - AB2060
        - Face Forward

        Debbie reported she decided not to pursue either of these grants due to the fact that preference points were being given to areas who had previously been awarded the grants and the fact Mendocino had prior fiscal issues that would have further reduced the chances of being awarded funds. She noted we can apply next year.

12. Receive WIA Admin Unit PY 2014-2015 3rd Quarter Expenses (January through March) – Debbie reported the numbers are within the scope of the budget and appear "reasonable". However, the report was prepared by the HHSA Fiscal Department with whom she has little or no contact. Subsequently she is uncertain of the reports accuracy and noted that expenditures appear "low".

13. Receive MPIC PY2013-2014 3rd Quarter Expenses –
    - January through March Expenses
    - January through March Professional Services

    There was discussion regarding carry-forward limitations, Candy De Los Santos described MPIC's plan for expenditure, noting they expect funding to be expended by at a minimum 80% by the end of 4th quarter.

14. Receive RCS PY2013-2014 3rd Quarter Expenses (January through March) – Debbie reported that expenditures as presented in the report are not in line with the budget, partially due to several disallowed expenses were discovered that required RCS to pull those expenses from their report and pay them from other sources.

15. Member Comments/Reports – Pamela Patterson, Lee Kraemer and Patty Bruder provided brief reports.

16. Public Comment - *limited to 3 minutes on matters under the jurisdiction of the Board, not listed elsewhere on the agenda* – .None.

17 Adjourn – The meeting was adjourned at 12:56 p.m.

Submitted by: Julie Soinila Approved:

WIB Meeting Minutes
Wednesday August 12, 2015
631 S. Orchard St Ukiah California 95482

Members Present: Dennis Aseltyne, Patty Bruder, Jack Buckhorn, Paul Castro, Steve Hixenbaugh, Leland Kraemer, John Kuhry, Terry Poplawski, and Tom Woodhouse

Members Absent: Joanne Chiles, Eric Cooper (tried to make arrangements via teleconference), Pam Jensen, Lisa Kubiak, Pamela Patterson, and Lorraine Perry, and James Wright.

Guests Present: Candy De Los Santos MPIC, Debbie Purcell MPIC, Stacy Ciaco MPIC, Camille Schraeder RCS, Sharon Govern RCS, Carly Blundell RCS, Tim Reynaga Employment Development Department (EDD), and Randal Weaver EDD Labor Market Information Division

Staff Present: Debra Holmes, Kristen Lawson, Katlynn Anderson, Heidi Morrison, and Jessica Byers

1. Call to Order: The meeting was called to order at 1:24

2. Disclosure- No disclosures made by the members present.

3. Review and approve agenda:

A motion to approve the agenda was made by Lee Kraemer; the motion was seconded by Jack Buckhorn. The motion carried unanimously.

4. (a) Approve minutes of March 11, 2015 WIB meeting:

A motion to approve the agenda was made by Jack Buckhorn. The motion was seconded by: Dennis Aseltyne. The motion carried unanimously.

(B) Review minutes of June 10, 2015 Executive committee:

The Executive Committee minutes of June 10, 2015 were reviewed with no questions.

5. Opportunity for Public Comment for items not on the agenda and which no action can be taken-

No Public Comment was received.

6. Special Presentation: Randall Weaver of EDD Labor Market Information Division- Overview of Mendocino Labor Market. Randall Weaver gave a presentation on the population to employment rates in Mendocino and the surrounding counties. Also showing data on the number of commuters that work in Mendocino County as well as those Mendocino County residents who commute to the surrounding counties for work; he also discussed the occupation types by percentage and there expected growth over the next 10 years.

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7. Consent Calendar:

a. **Approval of contract for Fiscal Support/Training**- Debbie advised that the County is working on a contract with Doug Orlando for training and support for the fiscal staff.
b. **Mendocino Private Industry Council WIOA Adult, Dislocated Worker and Rapid Response Program Services Contract:**
c. **Workforce Development Board Meetings Calendar PY 2015-16**
d. **Board Authorization for name change to Workforce Development Board:**

A motion to approve the consent calendar was made by Paul Castro. The motion was seconded by Patty Bruder. The motion carried unanimously

8. Youth Contract Unexpected Program Money to be utilized by the Administrative Unit.

A motion to approve Unexpended Program Money to be utilized by the Administrative Unit was made by Jack Buckhorn and was seconded by Paul Castro. The motion carried unanimously

9. Approve Redwood Community Services WIOA Youth Program Services Contract:

Debbie Holmes recommended continuing the contract with RCS, with the stipulation that the probationary period continue for another 60 day period. Debbie explained the original probation/review period was due to deficiencies in program delivery. She additionally reported that Kristen Lawson, Sr Program Specialist has been working diligently with RCS to get these issues resolved. Debbie also explained that while she sees significant improvements in RCS staff, she recommends continuing the probation/review period to ensure the proposed measures suggested by RCS are effective and adhered to. She also added she will call a special Executive Committee meeting if it becomes necessary to review this contract prior to the 60 day period, although she did not expect this to be necessary. A discussion ensued between the Board Members, Administrative Staff and RCS where-in the concerns were expressed regarding the potential failure of State Negotiated Performance Measures. Jack Buckhorn and Paul Castro advised of the seriousness of this possibility as Mendocino could lose its LWIA status and could be merged with a neighboring LWIA. Both Admin Staff and RCS Staff advised they were aware of the seriousness of the situation. A Motion to approve the Redwood Community Services WIOA Youth Program Services Contract was made by Jack Buckhorn and was seconded by Patty Bruder. The motion carried unanimously

10. WIB Staff Reports:

a) Sonoma Mendocino County Economic Development District (SMEDD) Update

The WIB was asked for nominations for the SMEDD Board of Directors, the group decided this item would be best handled by the executive committee and no action was taken. John Kuhry did indicate that he was interested in being a member of the Board of Directors for the SMEDD..

11. Tom Woodhouse – Youth Council Application:

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631 S. Orchard St Ukiah California 95482

The Motion to Approve Tom Woodhouse Youth Council Application was made by:: Jack Buckhorn The motion was seconded by:: Dennis Aseltyne The motion carried unanimously

*

12. Member to Member announcements "Tip Club": Dennis Aseltyne stated that UUSD is looking for an LVN instructor/ Director of nursing for the existing program.

13. Adjourn: Meeting adjourned at 2:49

*Steve Hixenbaugh left the meeting at 1:50 and quorum was broken, no further action items were voted on.

Submitted by: Katlynn Anderson **Approved:**

REGULAR MEETING
October 14, 2015
Mendocino Works Employment Resource Center
Mendocino Room, 631 S. Orchard Avenue, Ukiah

Members Present & Absent (A):

Dennis Aseltyne	Eric Cooper	Pamela Patterson**(A)**
Patty Bruder **(A)**	Steve Hixenbaugh	Terry Poplawski**(A)**
Jack Buckhorn **(A)**	Pamela Jo Jensen	James Wright **(A)**
Paul Castro**(A)**	John Kuhry	Tom Woodhouse
Joanne Chiles **(A)**	Lisa Kubiak**(A)**	

***Guests Present*:** Steve Dunnicliff Planning and Building, Tim Reynaga State of California Employment Development Department, Brooke Harris RCS, RCS, Candy De los Santos MIPC, and Stacy Ciaco MIPC.
***Staff Present*:** Debra Dockins, Kristen Lawson, Katlynn Anderson

***** Due to lack of quorum the Workforce Development Board could not take any action. *****

1. Call to Order and Introductions – Chair John Kuhry called the meeting to order at 1:20 p.m.

2. Consent Calendar Items:
   - Receive MIPCs revised 4th quarter expense report PY 2014-2014
   - Receive WIOA Administrative Unit PY 2015-2016 budget
   - Receive MPIC Budget PY 2015-2016
   - Receive RCS Budget PY 2015-2016

   All items were received and looked at by the board, no action needed to be taken.

3. Debbie wanted to touch on the RCS Contract, though it could not be voted on. She noted that RCS has improved amazingly and only missed one measure on their performance goals which is still passing. They have put actions into place to prevent that from happening again, and with the extensive help of Kristen and Debbie she believes that the performance goals should not be a problem going forward. She also noted that MPIC exceeded their performance goals. Debbie also pointed out that the only difference in the contracts were the updated amounts.

4. Due to the fact that the last Executive meeting was canceled due to lack of quorum, and the next Executive meeting falls on a holiday (Veterans Day), as well as this meeting did not meet quorum Debbie noted that we may need to call a special Executive meeting.

5. Sonoma Mendocino Economic Development District- Debbie let everyone know that if they were interested in becoming a SMEDD member to let her know so she could forward there name to the nominating committee.

6. It was also pointed out that the WDB is in need of more members. The board asked Debbie to try and come up with some kind of brochure or bullet point presentation to have when talking to new potential members. Getting them to be interested seems to be the biggest problem.

7. An update on the Youth Council Meeting was given by Debbie. Debbie was seeking advice from the board on what the direction of the Youth Council should be. Tom Woodhouse suggested inviting the Youth Council members to a WDB meeting so that all of the members (WDB and Youth Council) could go over ideas together.

8. Member to Member Tip- Candy De Los Santos noted that the Napa/Lake Counties WDB received a $6.3 Million grant due to the Valley fire, and add that if we know of anyone in need of help as well as contractors to help with rebuilding. She also stated that MPIC is doing job fairs on the second Thursday of each month.

15 Adjourn – Meeting adjourned at 2 p.m.

Submitted by: Katlynn Anderson Approved

Mendocino Private Industry Council, Inc.
Budget FY 2014/2015 with Actuals

Class	WIA Formula Funds:	Carry Over from FY 2013/2014	Allocations FY 2014/2015	FY 2014/2015 Total Available Funding	Actual Previous	4th Quarter 2014-2015 Actual Apr-15	Actual May-15	Actual Jun-15	Actual Total	Over (Under) Spent	*Adjustments
201	Adult	77,309	210,339	287,648	210,538	31,285	21,265	22,165	285,253	(2,395)	
501	Dislocated Workers	133,574	198,829	332,403	205,862	29,403	23,944	34,777	293,986	(9,541)	28,876
540	Rapid Response	29,980	110,690	140,670	73,699	10,681	5,760	10,400	100,540	(40,130)	-
292	Layoff Aversion	-	28,956	28,956	2,904	866	496	227	4,493	(24,463)	-
	Total WIA Formula funds	**240,863**	**548,814**	**789,677**	**493,003**	**72,235**	**51,465**	**67,569**	**684,272**	**(76,529)**	**28,876**

* Adjustment made due to unadjusted carry-forward amount in 501. Actual carry-forward amount should have been $104,698 instead of the contracted amount of $133,574.

	WIA Special Project Funds:										
505	Multi-Close	149,965		149,965	149,965	-	-	-	149,965	-	
				-					-	-	
		-		-					-	-	
	Total WIA Special Project funds	**149,965**	**-**	**149,965**	**149,965**	**-**	**-**	**-**	**149,965**	**-**	**-**
	Total WIA Funding	**390,828**	**548,814**	**939,642**	**642,968**	**72,235**	**51,465**	**67,569**	**834,237**	**(76,529)**	**28,876**
	Other Funding/Budget Amts:										
000	Indirect Cost Pool				186	-	-	-	186	186	
001	Cost Sharing Cost Pool		32,203	32,203	27,916	3,981	3,981	3,981	39,859	7,656	
002	Facilities Cost Pool		36,926	36,926	21,021	3,698	2,198	2,899	29,816	(7,110)	
									-	-	
	Total Other Funding	**-**	**69,129**	**69,129**	**49,123**	**7,679**	**6,179**	**6,880**	**69,861**	**732**	**-**
	Total Funding	**390,828**	**617,943**	**1,008,771**	**692,091**	**79,914**	**57,644**	**74,449**	**904,098**	**(75,797)**	**28,876**

WIA Expenses:	Budget	Previous	Apr-15	May-15	Jun-15	Total	Over (Under)	%
Payroll Exp-Staff	543,138	407,364	48,822	41,756	42,452	540,394	(2,744)	99%
Facilities Costs	112,630	86,653	9,793	9,589	9,739	115,775	3,145	103%
Professional Exp	23,082	8,718	6,106	1,544	2,144	18,512	(4,570)	80%
Contracts	-	-	-	-	-	-	-	
Other	33,333	22,019	3,228	2,696	1,623	29,567	(3,766)	89%
Total Fixed Expenses	**712,183**	**524,754**	**67,949**	**55,585**	**55,959**	**704,247**	**(7,936)**	99%
						-	-	
Work Experience	1,450	1,442	-	-	-	1,442	(8)	99%
Training / Tuition / OJT	166,030	141,235	10,911	1,714	10,586	164,445	(1,585)	99%
Support Services	55,000	30,866	1,055	345	2,362	34,628	(20,372)	63%
Total Variable Expenses	**222,480**	**173,543**	**11,966**	**2,059**	**12,948**	**200,516**	**(21,964)**	90%
Total Expenses	**934,663**	**698,298**	**79,914**	**57,644**	**68,907**	**904,763**	**(29,900)**	97%
Other:								
Outreach/Marketing	1,000	33	-	-	-	33	(967)	3%
Printing	900	3	-	-	-	3	(897)	0%
Postage	1,140	612	44	107	58	821	(319)	72%
Memberships/Subscriptions	8,822	6,051	935	689	635	8,310	(512)	94%
Office Supplies	4,600	3,667	1	87	(61)	3,694	(906)	80%
Staff Travel	6,320	4,588	1,446	1,031	223	7,288	968	115%
Insurance	9,266	6,453	803	683	768	8,708	(558)	94%
Misc	500	612	-	98	-	710	210	142%
Total Other Expenses	32,548	22,019	3,228	2,696	1,623	29,567	(2,981)	91%

WIOA Administrative Budget PY 2015-16 Workforce Development Board		
Account String	**Category**	**FY 2015-16 Budget**
2239	**Salaries & Benefits Total**	**274,992**
	Work. Comp / UI	**10,026**
2060	Communications	**350**
2150	Memberships	**1,850**
2170	Office Expense	**3,600**
2182	Data Processing Services	**6,000**
2187	Education and Training	**4,550**
	Staff	**-**
	Board (Not included in Total)	**-**
	Youth Council	
2190	Publications/Legal Notice	**800**
2210	Rents and Leases	**-**
2250	Travel (In County)	**700**
	Staff	**-**
	Board	**-**
2253	Travel (Out of County)	**10,400**
	Staff	**-**
	Board (Not included in Total)	**-**
4370	Equipment	**-**
	Resource Sharing Agreement Misc.	**600**
	Youth Council Expen	**-**
	Subtotal Costs (less Board Costs)	**38,876**
	Accrued	**-**
	Subtotal:	**313,868**
	PY 15-16 Expenses	**313,868**
	PY 15-16 Income*	**115,430**
	WIOA - Administrative Revenues	**83,810**
	WIOA - One timeYouth Program Fee	**10,000**
	WIOA - Revenues from Program Activities	**21,620**
	County Contribution	**198,438**

Mendocino County

2015-2015 WIOA Funds Budget - DRAFT

	Indirect Cost Pool	Program Cost Pool	Adult 201	DW 501	RR 540	LA 292	*TOTAL*
Revenue							
Carry-In *	-	-	2,395	9,541	40,076	24,460	*76,472*
2015-2016 Allocation	-	-	199,722	198,304	124,129	34,304	*556,459*
Facilities Revenue	2,737	-	-	-	-	-	*2,737*
Additional Funds	-	47,773	-	-	-	-	*47,773*
Total Revenue	2,737	47,773	202,117	207,845	164,205	58,764	683,441
Expense							
Payroll Exp-Staff	65,327	66,863	80,289	85,192	69,289	28,844	*395,804*
Work Experience	-	-	-	-	-	-	-
Training/Tuition/OJT*	-	-	56,979	56,819	-	-	*113,798*
Support Services	-	-	-	-	-	-	-
Outreach/Marketing	350	-	-	-	-	-	*350*
Contracts	-	-	-	-	-	-	-
Facilities Costs	58,258	-	-	-	-	-	*58,258*
Printing	900	-	-	-	-	-	*900*
Postage	500	98	-	-	-	-	*598*
Memberships/Subscriptions	2,300	6,793	-	-	-	-	*9,093*
Office Supplies/Equip/Software	3,600	-	-	-	-	-	*3,600*
Professional Exp	7,800	11,284	-	-	-	-	*19,084*
Staff Travel	4,000	-	-	-	-	-	*4,000*
Insurance	8,500	-	-	-	-	-	*8,500*
Misc	250	-	-	-	-	-	*250*
000 - Indirect CP Allocation	(163,867)	-	52,360	52,965	41,806	16,736	-
001 - Program CP Allocation	-	(37,265)	12,489	12,869	8,263	3,644	*(0)*
L000 - Generic CP Allocation	-	-	-	-	-	-	-
L050 - Admin Allocation	-	-	-	-	-	-	-
Parking Lot (Shared Cost Pool)	14,819	-	-	-	-	-	*14,819*
Total Expense	2,737	47,773	202,117	207,845	119,358	49,224	629,054
NET INCOME	(0)	-	-	-	44,847	9,540	*54,387*

AGENCY: Redwood Children's Services, Inc.

MENDOCINO

WIA Youth Services Proposal

FY 2015 - 2016 Budget

Funding Title	**Youth Formula**
Project Proposal Amount	**$239,192**

I. OPERATING COSTS	
A. WAGES AND FRINGES	125,500
WIA Team includes	
Program Supervisor, Employment Services Supervisor,	
and 2 Youth Employment Specialists (Coast and Inland)	
B. OTHER OPERATING	
ADVERTISING/WEBSITE	650
AUDIT - included in Indirect	0
COPYING/PRINTING	250
DUES/MEMBERSHIPS	0
EQUIP PURCH, LEASE, MAINT	3,000
FACILITY RENTAL & MAINT	5,000
INSURANCE	500
LEGAL FEES - Included in Indirect	0
MEETING ROOM RENT	0
POSTAGE	150
PROFESSIONAL FEES	12,000
STAFF DEVELOPMENT	2,000
STAFF TRAVEL	2,000
SUPPLIES (NOT TESTING)	2,000
TELEPHONE	1,500
UTILITIES	800
OTHER - Indirect Costs	22,718
	52,568
Subtotal Operating	$178,068.00
II. DIRECT JOB SEEKER COSTS	
LITERACY SKILLS TRAINING	2,500
CLASSROOM TRAINING[1]	3,500
INTERNSHIPS	3,500
OJT	
SUPPORTIVE SERVICES	13,500
TESTING/LICENSE MAT & FEES[2]	1,000
WORK EXPERIENCE	47,838
OTHER (SPECIFY)	
Subtotal Direct Job Seeker Costs	71,838
TOTAL BUDGET	$249,906

[1]Tuition, Books, etc. for Occupational Training

[2]Testing & Assessment Materials, Testing Fees, License Fees, etc. for Participants

Workforce Development Board Administrative Budget PY 2015-16

1st Quarter Expenses

Account String	Category	FY 2015-16 Budget	July Spent	August Spent	Sept. Spent	1st Quarter Spent	Prior Months Spent	Cumulative	Percentage
2239	**Salaries & Benefits Total**	**289,966**	**22,632**	**25,251**	**26,142**	**74,025**	**-**	**74,025**	**26%**
	Program Administration		14,667	17,302	18,715				
	Program Staff		1,521	1,167	468				
	Fiscal Staff		6,444	6,782	6,960				
	Career Pathways Staff		29	1,429	1,247	2,705	-	2,705	
	Work. Comp / UI	**10,026**				-	-	-	0%
2060	Communications	**350**				-	-	-	0%
2150	Memberships	**1,850**	1,000			1,000	-	1,000	54%
2170	Office Expense	**3,600**	1	485	2	488	-	488	14%
2182	Data Processing Services	**3,000**				-	-	-	0%
2187	Education and Training	**4,550**							
	Staff	**-**		396	505	901	-	901	20%
	Board (Not included in Total)	**-**			-	-	-	-	
	Youth Council					-	-	-	
2190	Publications/Legal Notice	**800**				-	-	-	0%
2210	Rents and Leases	**-**				-	-	-	
2250	Travel (In County)	**700**	23	90	52	164	-	164	23%
	Staff	**-**				-	-	-	
	Board	**-**				-	-	-	
2253	Travel (Out of County)	**10,400**		451		451	-	451	4%
	Staff	**-**				-	-	-	
	Board (Not included in Total)	**-**		-		-	-	-	
4370	Equipment	**3,000**		2,113		2,113		2,113	70%
	Resource Sharing Agreement Misc.	**-**				-	-	-	NA
	Youth Council Expen	**-**			-	-	-	-	
	Subtotal Costs less Board	**38,276**	**1,024**	**3,534**	**559**	**5,117**	**-**	**5,117**	13%
	Accrued	**-**	**-**	-	**-**	**-**	**-**	**-**	
	Subtotal:	**328,242**	**23,656**	**28,785**	**26,701**	**79,142**	**-**	**79,142**	24%
	PY 15-16 Expenses	**328,242**	23,656	28,785	26,701	79,142	-	79,142	24%
	PY 15-16 Income*	**115,430**					-	Balance of Revenue orCounty Share	
	WIA - Administrative Revenues	**83,810**					-	4,668	
	WIA - Revenues from Program	**31,620**					-	36,288	
	County Contribution	**212,812**	**-**	**-**	**-**		**-**	**249,100**	
	Career Pathways	50,000	(29)	(1,429)	(1,247)	(2,705)	-	(2,705)	
	Board (Charged to NCC)		-	(64)	-	-	-	-	

Mendocino Private Industry Council, Inc.

2:20 PM

Transaction Detail By Account

11/03/2015

July through September 2015

Accrual Basis

Type	Date	Num	Name	Debit	Credit	Balance
Professional Exp						
7420 · Professional Exp.						
Bill	07/31/2015	1599/Mendo	CyberNets/IT	405.00		405.00
Bill	07/31/2015	10331	O'Mara & Company	940.36		1,345.36
General Journal	07/31/2015	6	Career Cruising	28.09		1,373.45
Bill	08/30/2015	10334	O'Mara & Company	417.52		1,790.97
General Journal	08/31/2015	6	Career Cruising	28.09		1,819.06
Bill	09/21/2015	1704/Mendo	CyberNets/IT	382.50		2,201.56
Bill	09/25/2015	10338/Mendo	O'Mara & Company	417.52		2,619.08
General Journal	09/30/2015	6	Career Cruising	21.99		2,641.07
Total 7420 · Professional Exp.				2,641.07	0.00	2,641.07
Total Professional Exp				2,641.07	0.00	2,641.07
TOTAL				**2,641.07**	**0.00**	**2,641.07**

Mendocino Private Industry Council, Inc.
Budget FY 2015/2016 with Actuals

WIA Formula Funds: Class		Carry Over from FY 2014/15	Allocations FY 2015/16	FY 2015/16 Total Available Funding	Actual Previous	1st Quarter 2015-2016 Actual Jul-15	Actual Aug-15	Actual Sep-15	Actual Total	Over (Under) Spent	QB Obligations
201	Adult	2,395	199,722	202,117		8,470	7,224	3,845	19,539	(182,578)	3,445
501	Dislocated Workers	9,540	198,305	207,845		25,296	14,821	-	40,117	(167,728)	1,198
540	Rapid Response	43,838	115,016	158,854		17,547	15,349	10,942	43,838	(115,016)	
292	Layoff Aversion	1,705	57,062	58,767		-	110	1,595	1,705	(57,062)	
Total WIA Formula funds		**57,478**	**570,105**	**627,583**	**-**	**51,313**	**37,504**	**16,382**	**105,199**	**(522,384)**	**5,357**
Total WIA Funding		**57,478**	**570,105**	**627,583**	**-**	**51,313**	**37,504**	**16,382**	**105,199**	**(522,384)**	
Other Funding/Budget Amts:											
000	Indirect Cost Pool								-		
001	Cost Sharing Cost Pool		46,664	46,664		3,865	3,543	3,426	10,834	(35,830)	
002	Facilities Cost Pool		3,873	3,873		2,730	197	946	3,873	-	
									-	-	
Total Other Funding		**-**	**50,537**	**50,537**	**-**	**6,595**	**3,740**	**4,372**	**14,707**	**(35,830)**	**-**
Total Funding		**57,478**	**620,642**	**678,120**	**-**	**57,908**	**41,244**	**20,754**	**119,906**	**(558,214)**	**-**

WIA Expenses:	Budget	Previous	Jul-15	Aug-15	Sep-15	Total	Over (Under)
Payroll Exp-Staff	482,652		42,742	38,840	31,657	113,239	(369,413)
Facilities Costs	54,664		10,467	4,657	4,176	19,300	(35,364)
Professional Exp	18,304		1,373	446	822	2,641	(15,663)
Contracts	-		-	-	-	-	-
Other	30,895		3,326	(2,699)	(16,103)	(15,476)	(46,371)
Total Fixed Expenses	**586,515**	**-**	**57,908**	**41,244**	**20,552**	**119,704**	**(466,811)**
Training/Tuition/OJT	91,240		-	-	202	202	(91,038)
Support Services	-		-	-	-	-	-
Total Variable Expenses	**91,240**	**-**	**-**	**-**	**202**	**202**	**(91,038)**
Total Expenses	**677,755**	**-**	**57,908**	**41,244**	**20,754**	**119,906**	**(557,849)**
						0	
Other:							
Outreach/Marketing	350		-	-	-	-	(350)
7300 · Printing	700		-	-	-	-	(700)
7310 · Postage	620		42	48	57	147	(473)
Memberships/Subscriptions	10,386		1,049	1,845	572	3,466	(6,920)
Office Supplies	3,600		620	(118)	105	607	(2,993)
Staff Travel	6,390		989	560	530	2,079	(4,311)
7730 · Insurance	8,564		626	626	626	1,878	(6,686)
Misc	285		-	(5,660)	(17,993)	(23,653)	(23,938)
Total Other Expenses	30,895	-	3,326	(2,699)	(16,103)	(15,476)	(46,371)

* Misc for Aug and Sept is an adjustment to reduce expenses covered by MPIC, Inc.

Redwood Community Services, Inc
WIOA Youth Services Grant Fiscal Report
July 2015 - September 2015

	In School Youth	Out of School Youth	Total Expense - July 2015 - September 2015	2015/16 Budgeted Amount	2015/2016 Budget Remaining
Staff Wages	1,870	28,751	30,621	103,122	72,501
Staff Benefits	357	5,497	5,854	22,378	16,524
WEX - Youth Wages	-	-	-	47,838	47,838
WEX - Youth Benefits	-	-	-	-	-
Internships	-	-	-	3,500	3,500
Training (Tuitions, Literacy Skills, OJT, etc)	-	1,340	1,340	7,000	5,660
Support Services (Bus Passes, etc)	-	229	229	13,500	13,271
Advertising	-	-	-	650	650
Equipment Maintenance/Contracts/Leases	8	123	132	3,000	2,869
Occupancy / Maintenance	71	1,108	1,180	5,000	3,820
Insurance Expense	5	74	79	500	421
Mileage/Travel	112	2,044	2,156	2,000	(156)
Misc Admin Expense	2	29	31	-	(31)
Office Supplies / Postage / etc	51	774	825	2,400	1,575
Professional Fees - Consultant	428	6,672	7,100	12,000	4,900
Staff Training / Conferences	133	1,801	1,934	2,000	66
Telephone / Communications	23	356	379	1,500	1,121
Utilities	9	138	147	800	653
Indirect Costs	307	4,894	5,201	22,718	17,517
Total Expense	3,376	53,831	57,208	249,906	192,698
Percentage of Expenses	*6%*	*94%*			

Mendocino County WIB Workforce Investment Board
The WIB is a proud partner of America's Job Center of California℠ network

Mendocino County Workforce Investment Board
631 S. Orchard Ave., Ukiah, CA 95482 www.mendowib.org Ph (707) 467-5590 / Fax (707) 467-5592

Youth Council Appointment of Interest Application

NAME Tanja Ramming
ADDRESS 23821 Iris Terrace
Willits, CA 95490
PHONE W: 468-3114 Cell: 354-5510
E-MAIL tramming@mendocino.edu
Representation Category **Youth Council**

AVAILABILITY TO ATTEND MEETINGS:

Night Meetings M & T **Day Meetings** M-W
Ukiah Only M-W **Other** Day Mtg in Willits Th & F

Special expertise, experience or interest in this area:

I have been a School Counselor at all levels in the K-12 system (CA, AZ, IN & ND) for 8 years and currently work at Mendocino College as the CalWorks Counselor/Coordinator and teacher. My students have had CPS cases, been in the Foster Care system, have coped with homelessness, etc... I am also on the Student Equity Committee focusing on transition, support, & retention of foster Youth, Native, & African American Students. I'm a fan of our kids - especially those with huge obstacles to independance!

I hereby certify that I am a resident of the County of Mendocino and a citizen of the United States. I am not imprisoned or on parole for the conviction of a felony. I certify under penalty of perjury under the laws of the State of California, that the information on this application is true and correct.

Applications will be kept on file.

Tanja Ramming **Dated** 8/26/15
Signature

* * * * * * * * * * *

Date Appointed: _____ **Term** _____

Mendocino County Workforce Investment Board
631 S. Orchard Ave., Ukiah, CA 95482 www.mendowib.org Ph (707) 467-5590 / Fax (707) 467-5592

PRIORITY OF SERVICE SYSTEM FOR ADULTS

Policy No. 1E~~D~~

Purpose:

~~To establish a policy for determining priority of services for adults receiving direct, monetary, services such as support services or Individual Training Accounts under WIA when the WIB declares that funds in the local area are limited.~~

To establish a policy outlining when Priority of Service is given to individuals who are eligible to receive adult employment and training services and are served with Workforce Innovation and Opportunity Act (WIOA) adult funds.

Comment [d1]: Removed- No longer a requirement to limit priority of service to when funds are limited or to when only specific services are being received.

Comment [d2]: Added based on WIOA requirement

Background:

Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, one-stop center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services and training services. Under the previous Workforce Investment Act of 1998, priority was required to be given to public assistance recipients and low-income individuals when States and local areas determined that allocated funds were limited. Under WIOA, priority must be provided regardless of the level of funds. WIOA also expanded the priority to include individuals who are basic skills deficient. Veterans and eligible spouses continue to receive priority of service for all WIOA programs.

Comment [d3]: Added per TEGL 3-15 pg. 7

~~WIA section 134(d)(4)(E) and Federal Regulations section 663.600 establish the need for the WIB to have a system of priority for services to adults when a determination has been made that funds are limited in a local area. When funds to a local area are deemed limited, priority for services to adults must be given to recipients of public assistance and other low-income individuals. Funds available may include other sources that provide employment and training-related services such as the Temporary Assistance to Needy Families (TANF) and Welfare-to-Work (WTW) dollars. When the WIB deems that funds are not limited, any adults may be eligible for intensive and/or training services under WIA.~~

WIB Adopted 8/9/00, amended 6/20/06, amended 12/13/06, amended 12/14/2011, amended 1/11/12, amended 2/21/2013, amended 8/2015

~~WIB Policy 23, as required by the "Jobs for Veterans Act", grants a priority of service for veterans and eligible spouses, who otherwise meet the eligibility requirements for participation.~~

Policy:

~~The Mendocino County Workforce Investment Board recognizes that funds for services to adults are limited in the local workforce investment area. All adult participants will be eligible to receive core registered services and minimal intensive, non-monetary, direct services. At such time that it is determined that a participant is in need of monetary direct service, the Priority of Service system will be utilized that mandates a minimum of 70% of the adults enrolled in intensive or training services be recipients of public assistance or low-income individuals whose income in relation to family size does not exceed the higher of the poverty line or 70% of the lower living standard income level. A maximum of 30% of the enrolled adults in intensive or training services could include any individual, regardless of barriers or income status.~~

~~Veterans and eligible spouses, including widows and widowers each as defined in WIB Policy 23, are eligible for priority of service over non-veterans if he/she meets the program eligibility requirements. This population shall be given the highest level of priority for program or service.~~

~~In addition to the federal requirements delineated above, the following local priorities also apply:~~

Comment [d4]: Removed- WIA has been replaced with WIOA and priority of service is no longer limited to being used when funds are limited. Reference to Policy 23 is not necessary, as Veterans Priority is addressed in this policy and Policy 23 needs to be updated.

As stated in WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

The state has defined the term "priority" to mean that 51 percent or more of the participants served with WIOA adult funds must be either low-income, recipients of public assistance, or basic skills deficient.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population.

The WIOA adult funding priority of service doesn't affect or negate the priority of service provided to veterans and eligible spouses. Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria. Thus, for WIOA adult services, the program's eligibility determination must be

made first, and then veteran's priority applied. Veterans and eligible spouses that are not low-income, recipients of public assistance, or basic skills deficient are not included in the required 51 percent priority of service calculation. For additional guidance on providing priority of service to veterans through the one-stop system, please reference Workforce Services Directive WSD08-10.

Comment [d5]: Added per WSDD pgs. 3-4

Priority must be provided in the following order:

i. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.

ii. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.

iii. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.

Comment [d6]: Added per TEGL 3-15 pg. 7

iv. Fourth, to residents of Mendocino County.

v. Fifth, to out of county residents who have suffered dislocation from Mendocino County.

vi. Sixth, to those persons not enrolled in the WIOA Youth program.

Comment [d7]: Local call- Local WDB may establish local priority groups per WSDD 119 pg. 4

vii. Last, to non-covered persons outside the groups given priority under WIOA.

Priority groups that include residents of Mendocino County, out of county residents who have suffered dislocation from Mendocino County, and those persons not enrolled in the WIOA Youth program are not included in the required 51 percent priority of service calculation.

Comment [d8]: Added per WSDD 119 pg. 4

~~The Mendocino County Workforce Investment Board recognizes that while funds for services to adults may be used for out-of-county residents, an equal priority shall be given to:~~

- ~~Residents of Mendocino County.~~
- ~~Out of county residents who have suffered dislocation from a Mendocino County business.~~

Comment [d9]: Moved to the list of priority order

In order to meet the minimum training expenditure requirements of SB 734 set forth in Workforce Services Directive WSD11-9, those applicants meeting the

above stated priorities who are interested in training services, as defined in the same directive, shall be served as a priority.

All participants, regardless of target group, will be selected based on his/her appropriateness for service and ability to successfully complete the individualized career services ~~intensive~~ and/or training services to be provided.

Comment [d10]: Updated per WIOA change to career services

Definitions of Priority Populations:

Basic Skills Deficient- An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. Criteria used to determine whether an individual is basic skills deficient includes the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at an 8.9 or below grade level.
- Determined to be Limited English Skills proficient through staff-documented observations.

Low-Income- An individual that meets one of the five criteria below:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the supplemental nutrition assistance program, temporary assistance for needy families program, supplemental security income program, or state or local income-based public assistance.
2. Has received with the past school year, a Board of Governor's (BOG) community college fee waiver.
3. In a family with total family income that does not exceed the higher of the following:
   a. The poverty line.
   b. 70 percent of the Lower Living Standard Income Level.

4. A homeless individual.
5. An individual with a disability whose own income does not exceed the income requirement, but is a member of a family whose total income does.

Public Assistance Recipient- An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test.

Comment [d11]: Added- Per WSDD 119 pgs. 4-5 & WIOA Law Sec. 3 definitions

Documentation:

Comment [d12]: Added- Per WSDD 119 pg. 8

Only the documentation sources listed below may be used to verify whether an adult participant qualifies for priority of service under WIOA.

PRIORITY OF SERVICE	
Priority of Service Criteria	**Acceptable Documentation**
1. Recipient of Public Assistance	• Cross-match with public assistance database • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance records • Refugee assistance records
2. Low-Income	• Alimony agreement • Award letter from veteran's administration • Bank statements • Compensation award letter • Court award letter • Pension statement • Employer statement/contact • Family or business financial records • Housing authority verification • Pay stubs • Public assistance records • Quarterly estimated tax for self-employed persons • Social Security benefits • Unemployment Insurance documents • Self-attestation
3. Basic Skills Deficient	• School Records • Results of academic assessment • Case notes • Self-Attestation

DRAFT

Title	Priority of Service System for Adults		
Policy Number	1	Revision Number	E
Effective Date	~~07/01/2012~~	Revision Date	~~12/05/2013~~
References	WIOA Public Law 113-128 Sections 3 and 134, Workforce Services Draft Directive 119, Department of Labor TEGL 3-15, Workforce Services Directive 08-10 ~~WIA section 134(d)(4)(E)~~, ~~The Jobs for Veterans Act (JVA) of 2002, Public Law (P.L.) 107-288, Workforce Services Directive WSD11-9, Workforce Services Directive WSD12-3 - 20 CFR, Part 652, Final Rule Sections 663.220 and 663.230~~		
Key Words			
Author	Kristen Lawson~~Debra Holmes~~		
Adopted Comm.	Executive Committee	Date:	
Adopted WIB		Attest:	Debra Holmes~~D Donelson~~

DRAFT

WIB Adopted 8/9/00, amended 6/20/06, amended 12/13/06, amended 12/14/2011, amended 1/11/12, amended 2/21/2013, amended 8/2015

Mendocino County Workforce Investment Board
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MONITORING AND OVERSIGHT~~SUBRECIPIENTS~~

Policy No. 7B~~A~~

PURPOSE:

- To provide the general standards by which ~~for~~ the Local Workforce Development ~~Investment~~ Board (LWDB) will overse~~eight~~ the responsibility~~ies~~ of monitoring ~~regarding~~ the Workforce Innovation and Opportunity ~~vestment~~ Act (WIOA) Title I formula fund programs and the one-stop service delivery system in the local area.
- To outline the process and procedure for monitoring recipients of WIOA formula funds. ~~provide instructions for the development of monitoring plans to implement those standards.~~

BACKGROUND:

The WIOA Law Sections 107 (d)(8), 184 – 185, and the Office of Management and Budget's Uniform Guidance 2 CFR Section 200.330 ~~orkforce Investment Act Section 117(d)(4)~~ requires that the LWDB~~ocal Board~~, in partnership with the Chief Elected Official (CEO), shall conduct oversight of the WIOA programs and the One-Stop delivery system in the local area.

DEFINITIONS:

~~Subrecipient means a nonfederal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency (OMB Circular A-133).~~
Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this Part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward

Comment [d1]: Subrecipients is being removed to not reference a specific entity. Anyone receiving WIOA funds will be monitored.

Comment [d2]: Updated to reflect recent WIOA changes and to clarify the programs which are monitored.

Comment [d3]: Reworded to better suit the intention of the policy

Comment [d4]: Included new WIOA Law and Uniform Guidance sections.

Comment [d5]: Removed to updated with new Uniform Guidance definition

Comment [d6]: Added- Per OMB's Uniform Guidance Subpart A- Definitions

Contractor means an entity that receives a contract as defined in the definition of Contract.

Vendor means a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of the federal program. These goods or services may be for an organization's own use or for the use of beneficiaries of the federal program (OMB Circular A-133).

REFERENCES:

- WIA Directive WIAD00-7, Subject: Standards for Oversight and Instructions for Substate Monitoring (April 10, 2001)
- Title 20 Code of Federal Regulations (CFR) Sections 667.400 (c)(1), 667.410 (a), and 667.410 (f)(6)
- WIOA Law Sections 107 (d)(8), 184 – 185
- ~~WIA Directive WIAD03-7, Subject: Audit Requirements (September 9, 2003)~~
- WIA Directive WIAD05-16, Audit Requirements (May 25, 2006)
- OMB Uniform Guidance, 2 CFR Part 200

Comment [d7]: Added per OMB's Uniform Guidance definition of what was formerly considered a "vendor"

Comment [d8]: Still an active Directive

Comment [d9]: Remaining until new WIOA regulations are issued.

Comment [d10]: Added to update WIOA change

Comment [d11]: EDD Directive WIAD03-7 was superseded by WIAD05-16. New regulations issued by OMB.

POLICY:

A. It is the policy of Mendocino County Workforce Development~~Investment~~ Board (WD~~I~~B) that each service provider contract will be monitored onsite at least once during the program year for fiscal integrity and programmatic compliance.

B. Monitoring shall assure fiscal integrity. Such monitoring shall verify that WIOA Title I funds are being utilized for allowable activities, that appropriate cost allocations are being utilized, and that proper fiscal records are being maintained.

C. Monitoring shall assure that the procurement, receipt, and payment for goods and services received from contractors ~~vendors~~ comply with laws, regulations, and the provisions of ~~vendor~~ contracts and agreements.

Comment [d12]: Changed to reflect that contractors are subject to monitoring per OMB's Uniform Guidance.

D. Programs shall be monitored to assure that the training environment is safe and healthful for participants and staff.

D. Programs shall be monitored to assure that an effective system is in place to handle nondiscrimination and equal employment opportunity issues.

E. Monitoring shall follow a standardized review methodology that will result in written reports.

F. Written reports will record the outcomes of each monitoring visit, including areas of concern and any findings which require~~and required~~ corrective action~~s~~, and the due dates for accomplishment of the corrective actions.

- Concerns are issues, policies or practices observed during the review that are negatively impacting the contractor's ability to effectively manage the grant or provide services to participants. These areas of concern may be considered "red flags" or "risk areas" that, if not corrected, could lead to an area of non-compliance in future monitoring reviews. Each area of concern will have a corresponding suggestion for improving the issue/practice. The contractor is requested, but not required to address these concerns.
- Findings are identified issues, policies, or practices that are non-compliant with program standards, other Federal regulations and policy, or the terms of the grant agreement. Findings are required to be responded to with a corrective action plan by the due date.

Comment [d13]: Added- Per Employment and Training Administration's WIA Monitor Training Guidance.

G. Written reports and other documentation pertaining to monitoring and other oversight activities must be made available for review by F~~f~~ederal and State officials.

H. Reports and other records of monitoring activities must be retained for three~~four~~ years from the date of submission of the final expenditure reports regarding the funding sources monitored. If any litigation, claim, audit or other action involving the records has been started before the expiration of the three~~four~~ year period, the records must be retained until completion and resolution of all such actions or until the end of the three~~four~~-year period, whichever is later.

Comment [d14]: WIAD 007 pg. 5, most recent TAG RWSD 14-4 pg. 48, and Uniform Guidance, states records are retained for 3 years.

Title	**Monitoring and Oversight ~~Subrecipients~~**		
Policy Number	**7~~A~~**	**Revision Number**	**B**
Effective Date		**Revision Date**	**~~12/16/03~~**
References	**WDB Policy 6A Noncriminal Grievance and Complaint Procedures**		
~~Key Words~~			
Author	**Kristen Lawson**		
Adopted Comm.	**~~Oversight~~**	**Date:**	**~~2/27/04~~**
Adopted WIB	**~~03/10/04~~**	**Attest:**	**Debra Holmes**

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POLICY NO. 30C~~B~~

WIA YOUTH ELIGIBILITY DETERMINATION
POLICIES AND PROCEDURES

The minimum eligibility verification standards are implemented for eligibility verification of Workforce Innovation and Opportunity~~Investment~~ Act (WIOA) participants~~customers~~ enrolled in Title I.

I. 100% Up Front Verification of Eligibility

A. All youth must be verified eligible and registered to receive WIOA services.~~.~~

B. For purposes of authorizing a minor to participate in WIOA programs, the signature of a parent, guardian, or other responsible adult is required.

C. Verification and documentation of an individual'~~participant~~ eligibility is reviewed on the date of eligibility determination.

D. Verification and documentation of participant eligibility is maintained in each participant's case record.

E. Eligibility verification and documentation through certification and enrollment will take no more than 90 days. If 90 days is exceeded, updated verification and documentation of participant eligibility is necessary.

F. If/when a participant exits WIOA, the application, documentation, and verification process must be repeated before re-enrollment.

II. Eligibility

To be eligible to receive youth services, an individual must meet the general WIOA eligibility criteria, as well as the youth services eligibility criteria.

General Eligibility:

(1) Authorization to work;
(2) Selective Service registration; and
(3) Age

Youth Services Eligibility~~:~~

~~(1) Is not less than age 14 and not more than age 21; and~~
~~(2) Is a low income individual (see Section IV Low Income table); and~~
~~(3) Is one or more of the following:~~
~~(a) Deficient in basic literacy skills;~~
~~(b) An offender;~~
~~(c) Homeless, a runaway, or a foster child;~~
~~(d) Pregnant or a parent;~~

Comment [d1]: Updated to reflect that an individual is not a "participant" until they are determined eligible.

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~~(e) A school dropout; or~~
~~(f) An individual who requires additional assistance to complete an educational program, or to secure and hold employment.~~

Comment [d2]: Has been replaced with In-School Youth Eligibility and Out-of-School Youth Eligibility

Out-of-School Youth (OSY) Eligibility:

In order to receive services as an OSY, an individual must meet the following eligibility criteria:

(1) Not attending any secondary or post-secondary school (not including adult education, YouthBuild, or JobCorps)
(2) Age 16-24 years old
(3) One or more of the following barriers:
- A school drop-out.
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. (School year quarter is defined by the local school district calendar).
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **and** is either basic skills deficient or an English language learner.
- An individual who is subject to the juvenile or adult justice system.
- A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement.
- An individual who is pregnant or parenting.
- An individual with a disability.
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an OSY at the time of enrollment and who is subsequently placed at an alternative school, or any school, is still considered an OSY. Additionally, an individual who is an OSY and between the ages of 16-24 at the time of enrollment, and is now beyond the age of 24, is still considered an OSY until exited.

Comment [d3]: Added per EDD Directive WSD 15-03 pgs. 3-4 to reflect WIOA changes

In-School Youth (ISY) Eligibility:

In order to receive services as an ISY, an individual must meet the following eligibility criteria:

(1) Attending school, including secondary and post-secondary schools
(2) Age 14-21 years old
(3) Low-income individual
(4) Meets one or more of the following barriers:
- Basic skills deficient.
- An English language learner.
- An offender.
- A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement.
- Pregnant or parenting.
- Individual with disability.

- An individual who requires additional assistance to complete an educational program or secure and hold employment.

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an ISY and between the ages of 16-21 at the time of enrollment, and is now beyond the age of 21, is still considered an ISY until exited.

Comment [d4]: Added per WSD 15-03 pgs. 4-5 to reflect WIOA changes

See Section IV. Acceptable Documentation tables below for acceptable verification and documentation of all eligibility criteria.

III. Types of Documentation and Acceptable Verification of Eligibility

(1) Hard copies of evidence kept in a participant's file.

(2) Scanned documents stored electronically.

(3) Cross-Match- Requires validators to find detailed supporting evidence for the data element in a database.

(4) Local Area Management Information System (MIS)- Specific, detailed information that is stored in the MIS that supports the information.

(5) Self-Attestation (also referred to as an applicant statement)- Occurs when a participant states his or her status for a particular data element and other documentation is unavailable, and then signs and dates the Program Service Provider's (PSP) form acknowledging this status.

The key elements for self-attestation are:
(a) the participant identifying his or her status for permitted elements, and
(b) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the MIS with an electronic signature.

Note: There is limited use of applicant statement. While an applicant statement is not considered a primary documentation source, applicant statements may be used when an item is unverifiable or it is unreasonably difficult to obtain. All practicable attempts to secure documentation must have failed and must be documented in the case record prior to using applicant statement as a form of verification.

Applicant statements are not to be used to verify basic skills deficiency, or factors that impact family size for the calculation of low income, such as whether a youth is a dependent or not.

(6) Telephone Verification- For cases where documentation cannot or may not be copied, and/or is not readily obtainable, documents may be inspected or information verified by telephone. Telephone verification will be documented on the PSP's form, as well as documented in the case notes. Information recorded on this form and in case notes must

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include all the applicable information to enable a monitor and/or auditor, to adequately verify eligibility, e.g., document name, contact name, telephone numbers, addresses.

(7) Case Notes- Paper or electronic statements by the case manager that identifies, at a minimum:

(a) a participant's status for a specific data element,
(b) the date on which the information was obtained, and
(c) the case manager who obtained the information.

Note: If case notes are used as a documentation source, the case notes must provide an auditable trail back to the source of information verified. The case manager does not need to keep a hard copy of the information verified in the participant's case file.

See Section IV. Acceptable Documentation tables below for the documentation and verification sources that are acceptable for each eligibility criteria.

IV. Acceptable Documentation Sources

GENERAL ELIGIBILITY	
Eligibility Criteria (Verify each eligibility criteria)	**Acceptable Documentation** (One document per eligibility criterion is required. Only the documentation sources listed below may be used)
1. Birth date/age	• Baptismal record • Birth certificate • Form DD-214 "Report of Separation • Driver's license • Federal, state, or local government issued identification card • Hospital record of birth • Passport • Public assistance/social service records • School records or identification card • Work permit • Cross match with Department of Public Health vital records • Tribal records
2. U.S. Work Authorization	• Verification document(s) that satisfy List A of the Form I-9 • Verification document(s) that satisfy List B and C of the Form I-9

3. Selective Service Registration	• Selective Service acknowledgement letter • Form DD-214 "Report of Separation" • Screen printout of the Selective Service verification internet site • Selective Service registration card • Selective Service verification form (Form 3A) • Stamped post office receipt of registration • Selective Service status information letter • Evidence presented by an individual that his failure to register with the Selective Service was not knowing and willful (e.g., a written explanation such as a third party affidavit)

YOUTH ELIGIBILITY (A youth participant must meet the WIOA general eligibility criteria, barrier eligibility, and low-income eligibility if applicable. See Low-Income Table below. and the eligibility criteria below)	
Barrier Eligibility Criteria (Verify a minimum of one each eligibility criterion)	**Acceptable Documentation** (One document per eligibility criterion is required.)
1. Low-income individual **Barriers:**	See the Low-Income Table
2. An Individual who is one or more of the following: (A) English Language Learner	• WIOA Application • Test Scores • School Records • Self-attestation
(BA) Basic Skills DeficientDeficient in basic literacy skills	• Standardized assessment test • School records • Case notes
(CB) A school dropout or a youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter	• School documentation/statement/records • Drop out letter • WIOA application • Local area Management Information System • Self-attestation

Comment [d5]: Removed- Low-income is no longer verified for each individual depending on other eligibility factors.

Comment [d6]: Removed in order to re-format chart to reflect how to document barriers only

Comment [d8]: Documentation criteria has not been established by the State or DOL. Included documentation criteria listed in CalJOBS allowed for verification purposes and what has traditionally been allowed for other barriers.

Comment [d7]: New barrier per WIOA

Comment [d9]: Reworded to reflect change under WIOA per WSD 15-03

Comment [d10]: Added per WSD 15-03 OSY barrier pg. 4

(D~~C~~) Homeless or a runaway; **or**	• Written statement from an individual providing temporary residence • Written statement from social service agency • Written statement from a shelter ~~WIA application~~ • Self-attestation
a foster child, an individual who has aged out of the foster care system, a child eligible for assistance under section 477 of the *Social Security Act*, or an individual who isn an out-of home placement.	• Written confirmation from social service agency ~~Case notes~~
(E~~D~~) Pregnant or a parent	• Copy of child's birth certificate • Baptismal record • Observation of pregnancy status • Doctor's note confirming pregnancy • Self-attestation
(F~~E~~) An offender or an individual subject to the juvenile or adult justice system	• Documentation from juvenile or adult criminal justice system • Documented phone call with court or probation representatives • WIOA application • Self-attestation
(G~~F~~) An individual who requires additional assistance to complete an educational program, or to secure and hold employment	• Individual Service Strategy (ISS) • Case notes • WIOA application • Local area Management Information System • Self-attestation
(H) An Individual with a disability	• Medical records • Physician's statement • Psychiatrist or psychologist diagnosis/statement • Social Security Administration disability records • Letter from drug or alcohol rehabilitation agency • School record/official statement • Observable condition

Comment [d11]: Removed per WSD 15-03 Summary of Comments #6 WIOA application is not listed as acceptable documentation of homelessness verification

Comment [d13]: Removed- Case Notes as an acceptable documentation source has not been identified as of yet

Comment [d12]: Added per WSD 15-03 OSY and ISY barrier eligibility

Comment [d14]: Per WSD 15-03 Summary of Comments #7 "Offender" and "Individual who is subject to the juvenile or adult justice system" meet the same eligibility criteria under WIOA and are documented the same

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	(self-attestation with the interviewer serving as the corroborating witness) • Rehabilitation evaluation • Sheltered workshop certification • Social Service records/referral • Veterans Administration letter/records • Vocational rehabilitation letter/statement • Workers compensation records/statement • Telephone verification • Other applicable, verifiable, documentation • Self-attestation
3. Up to five percent of WIA youth participants may be individuals who do not meet the low-income criteria if such individuals are within one or more of the following categories:	
(A) A school dropout	See youth eligibility criterion 2(B) above
(B) Basic skills deficient	• Standardized assessment test • School records • Case notes
(C) Are one or more grade levels below the grade level appropriate to the individual's age	• Telephone verification with the school • Statement from school • Report card • School records
(D) Pregnant or a parent	See youth eligibility criterion 2(D) above
(E) Possess one or more disabilities, including learning disabilities	• Medical records • Physician's statement • Psychiatrist or psychologist diagnosis/statement • Social Security Administration disability records • Letter from drug or alcohol rehabilitation agency • School record/official statement • Observable condition (self-attestation with the interviewer serving as the corroborating witness) • Rehabilitation evaluation

Comment [d15]: Used same documentation requirements for disability previously used under WIA per TAG 14-4

Comment [d30]: Used same documentation requirements for disability previously used under WIA per TAG 14-4

Comment [d16]: Removed- A school dropout no longer requires low-income eligibility criteria

Comment [d17]: Removed- This is not listed as a barrier under WIOA and not listed as part of the 5% exception in WIOA Law and NPRMs.

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	~~• Sheltered workshop certification~~ ~~• Social service records/referral~~ ~~• Veterans administration letter/records~~ ~~• Vocational rehabilitation letter/statement~~ ~~• Telephone verification~~ ~~• Other applicable, verifiable, documentation~~ • ~~Self-attestation~~
~~(F) Homeless or a runaway~~	~~See youth eligibility criterion 2(C) above~~
~~(G) An offender~~	~~See youth eligibility criterion 2(E) above~~
~~(H) Face serious barriers to employment~~	~~• Locally established eligibility/documentation requirements~~

Comment [d18]: Removed and updated-documentation requirements are the same for item G

Comment [d19]: Moved section to under Low-Income section

Comment [d28]: Removed and updated-documentation requirements are the same for item G

LOW-INCOME (A low-income individual must meet one of the criteria below.)	
Eligibility Criteria (Verify one of the ~~seven~~ eligibility criteria listed below.)	**Acceptable Documentation** (One document per eligibility criterion is required.
1. Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program.	• Authorization to receive cash public assistance (Notice of Action) • Public assistance check • Medical card showing cash grant status • Public assistance records • Refugee assistance records • Cross-match with public assistance database
2. Received an income, or is a member of a family that received a total family income, for the six- month period prior to application for the program that, in relation to family size, does not exceed the higher of: (A) The poverty line for an equivalent period; or (B) 70 percent of the Lower Living Standard Income Level (LLSIL) for an	• Alimony agreement • Award letter from Veterans Administration • Bank statements (direct deposit) • Compensation award letter • Court award letter • Employer statement/contact • Family or business financial records • Housing authority verification • Pay stubs

equivalent period. Note: Documentation should be provided for each applicable inclusive income source received by the applicant and each family member for the six-month income period immediately preceding the determination date. It is necessary to verify family size when utilizing family income eligibility. An applicant who claims little or no income must submit a statement that little or no income was received during the past six months, and that he/she was not employed for that period.	• Pension statement • Public assistance records • Quarterly estimated tax for self-employed persons (Schedule C) • Social Security benefits records • UI documents and/or printout • Self-attestation
3. The applicant is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps (CalFresh) or Tribal Commodities pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.).	• Current authorization to obtain food stamps (Notice of Action approving food stamp/CalFresh benefits) • Current food stamp receipt • Postmarked food stamp/CalFresh mailer with applicable name and address • Statement from County Welfare Office • Public assistance records • Tribal Commodities verification
4. Qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302).	• Written statement from an individual providing temporary residence • Written statement from social service agency • Written statement from a shelter • WIA application • Self-attestation
5. Foster child for which state or local government payments are made on his/her behalf.	• Written confirmation from social services agency • Case notes
6. An individual with a disability whose own income meets the low-income requirements of #1 and #2 listed above, but is a member of a family whose income does not meet such requirements. Note: Disability status as well as income must be verified. An individual with a disability shall be considered a family of one for eligibility purposes.	• Medical records • Physician's statement • Psychiatrist or psychologist diagnosis/statement • Social Security Administration disability records • Letter from drug or alcohol rehabilitation agency • School record/official statement

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	• Observable condition (self-attestation with the interviewer serving as the corroborating witness) • Rehabilitation evaluation • Sheltered workshop certification • Social Service records/referral • Veterans Administration letter/records • Vocational rehabilitation letter/statement • Workers compensation records/statement • Telephone verification • Other applicable, verifiable, documentation • Self-attestation
7. An individual who is eligible for free or reduced price lunche under the *Richard B. Russell National School Lunch Act.*	• Letter of eligibility for free or reduce priced lunch • School documentation • Self-attestation
8. An individual living in a high poverty area, with a poverty rate of 30% or more.	• Print out of the poverty rate for the individual's zip code from the American Community Survey 5-year data on the US Census Fact Finder website.
***Up to five percent of WIOA youth participants may be individuals who do not meet the low-income criteria if such individuals are within one or more of the following categories:** • **Limitation- In each local area, not more than 5% of the in-school youth assisted under this section may be eligible because the youth are in-school youth.**	
(A) Basic skills deficient	• Standardized assessment test • School records • Case notes
	•
(B) Pregnant or a parent	See youth eligibility criterion E above
(C) Possess one or more disabilities, including learning disabilities	• Medical records • Physician's statement • Psychiatrist or psychologist

Comment [d20]: Added per WIOA changes and WSD 15-03 pg. 5 and Summary of Comments #4

Comment [d21]: Acceptable documentation listed in WSD 15-03 Summary of Comments #5

Comment [d22]: Added per WIOA Law Sec. 129 (a)(3)(B)

Comment [d23]: Removed- A school dropout no longer requires low-income eligibility criteria

Comment [d24]: Removed- This is not listed as a barrier under WIOA and not listed as part of the 5% exception in WIOA Law and NPRMs.

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	diagnosis/statement • Social Security Administration disability records • Letter from drug or alcohol rehabilitation agency • School record/official statement • Observable condition (self-attestation with the interviewer serving as the corroborating witness) • Rehabilitation evaluation • Sheltered workshop certification • Social service records/referral • Veterans administration letter/records • Vocational rehabilitation letter/statement • Telephone verification • Other applicable, verifiable, documentation • Self-attestation
(D) Homeless or a runaway or a foster child, an individual who has aged out of the foster care system, a child eligible for assistance under section 477 of the *Social Security Act*, or an individual who isn an out-of home placement.	See youth eligibility criterion D above
(E) An offender or an individual subject to the juvenile or adult justice system	See youth eligibility criterion Fabove
(F) An individual who requires additional assistance to complete an educational program, or to secure and hold employment	See youth eligibility criterion G above
(G) English Language Learner	See youth eligibility criterion A above
(H) An Individual with a disability	• Medical records • Physician's statement • Psychiatrist or psychologist diagnosis/statement • Social Security Administration disability records

Comment [d25]: Added per WSD 15-03 OSY and ISY barrier eligibility

Comment [d26]: Per WSD 15-03 Summary of Comments #7 "Offender" and "Individual who is subject to the juvenile or adult justice system" meet the same eligibility criteria under WIOA and are documented the same

Comment [d27]: Updated to match barriers allowed under WIOA per WSD 15-03 and WIOA Law

Comment [d29]: New barrier per WIOA

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	• Letter from drug or alcohol rehabilitation agency • School record/official statement • Observable condition (self-attestation with the interviewer serving as the corroborating witness) • Rehabilitation evaluation • Sheltered workshop certification • Social Service records/referral • Veterans Administration letter/records • Vocational rehabilitation letter/statement • Workers compensation records/statement • Telephone verification • Other applicable, verifiable, documentation • Self-attestation

V. System Validation and Monitoring

The Review Officer will be responsible for the review of all WIOA case records for eligibility. The review will be based on the information and eligibility documents contained in the participant's file.

Case record information, documentation, and verifications must be retained for a minimum of three years.

VI. Definitions

Definitions can be found in Local Workforce Investment Area Eligibility Definitions Policy No. 32B~~A~~.

Title	**WIOA Youth Program Eligibility Determination Policies and Procedures**		
Policy Number	**30**	**Revision Number**	**C~~B~~**
Effective Date	~~2/11/2015~~	**Revision Date**	~~02/05/2015~~
References	EDD WSD 15-03 WIOA Youth Program Requirements, RWSD 14-4 WIA Eligibility Technical Assistance Guide, U.S. Citizenship and Immigration Services Form I-9, WIA Q&A ELIG-WIA 23, TEGL 05-14, WIA Policy No. 32A		
Key Words			
Author	Kristen Lawson		
Adopted Comm.	~~Executive Committee~~	**Date:**	~~2/11/2015~~
Adopted WIB	~~3/11/2015~~	**Attest:**	

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POLICY NO. 32BA

LOCAL WORKFORCE DEVELOPMENT ~~INVESTMENT~~ AREA ELIGIBILITY DEFINITIONS

Local workforce development~~investment~~ areas are often given the flexibility to create local definitions for programs, policies, and procedures. In addition, state and federal directives may contain specific definitions for use in local policies and procedures. Definitions specific to Workforce Investment Act (WIA) and Workforce Innovation and Opportunity Act (WIOA) program eligibility, as approved by the Mendocino County Workforce Development~~Investment~~ Board, are listed below.

Comment [d1]: Per WIOA Law, Local Workforce Investment Areas are now Local Workforce Development Areas

Comment [d2]: Some definitions under WIA still apply and have not been changed in this policy until further guidance is provided. Definitions known under WIOA have been updated.

A. GENERAL DEFINITIONS THAT APPLY TO ALL TITLE I PROGRAMS

ADULT - An individual who is 18 or older.

AGE - The following chart references the Act and the regulations, the federally required age for participation, and the applicable Title 1-B programs.

REFERENCE	AGE	TITLE I PROGRAM
WIOA Section 3~~101~~(2~~1~~)	18 or older	Title I-B – Adult
Title 20 CFR Section 663.110	18 or older	Title I-B – Dislocated Worker
~~WIA Section 101(13)~~	~~14 - 21~~	~~Title I-B – Youth~~
WIOA Section 129 (a)(1)(B)	16 – 24	Title I-B – Out-of-School Youth
WIOA Section 129 (a)(1)(C)	14 – 21	Title I-B – In-School Youth

Comment [d3]: Updated per WIOA Law Sec. 3 (2)

Comment [d4]: Removed- "Youth" is now defined by Out-of-School Youth and In-School Youth, WIOA Law Sec. 3 (27) and (46)

DOCUMENTATION - Means to maintain on-file physical evidence, which is obtained during the verification process. Such evidence includes copies of documents, completed telephone/document inspection forms, and signed applicant statements, Local Workforce Development~~Investment~~ Area Management Information System, and case notes.

ELIGIBLE TO WORK - Section 9601.5 of the California Unemployment Insurance Code requires that "each state or local government agency or community action agency, or any private organization contracting with a state or local government agency, that provides employment services, including, but not limited to, job training, retraining, or placement, shall verify an individual's legal status or authorization to work prior to providing services to that individual in accordance with procedures established under federal law."

MILITARY SPOUSE - An individual who is married to an active duty service member including National Guard or Reserve personnel on active duty. The surviving spouse of an active duty service member who lost his/her life while on active duty service in Afghanistan, Iraq or other combat-related areas is considered to be a military spouse.

SELECTIVE SERVICE/MILITARY STATUS - Local areas shall ensure that each applicable male participate in any local program or activity established under Title 1-B of the Workforce Investment Act in their workforce investment area, or receiving any assistance or benefit under Title 1-B, has not violated Section 3 of the Military Selective Service Act. All males who are at least 18 years of age and born after December 31, 1959, and who are not in the armed services

on active duty, must be registered for the Selective Service. A youth who becomes 18 years of age while participating in a WIA program must register within 30 days of his 18th birthday (Reference: WIA Section 189(h).)

SELF-SUFFICIENCY - The California Self-Sufficiency Standard estimates the level of income necessary for a given family type to become independent of welfare or other public or private subsidies. It assumes that the adult(s) in the household work full-time and includes costs associated with employment, i.e., childcare and transportation, and allows for different family sizes and the age of the child(ren) in the home. It allows for regional differences in housing costs and to a lesser extent, childcare, health care, and transportation. The study includes tax costs and tax credits for working adults and also allows for various cost increases.

VERIFICATION - To confirm an eligibility requirement through examination of official documents, (e.g., birth certificates, public assistance records, etc.), speaking with official representatives of cognizant agencies, observation (e.g., pregnancy status), examination of department records (e.g., cross-match), and review of unofficial documents (e.g., written statement from an individual providing residence to a homeless individual, doctor's note confirming pregnancy, etc.).

Note: A cross-match requires the validator to find detailed supporting evidence for the data element in a database.

VETERANS - A covered person is one of the following:

1. A veteran who is an individual who served in the active military, naval, or air service, which may include National Guard or Reserve personnel, and who was discharged or released from such service under conditions other than dishonorable;
2. A recently separated veteran who is any veteran who applies for participation under this title within 48 months after the discharge or release from active military, naval, or air serves; or
3. A transitioning service member in active duty status (including separation leave) who participates in employment services and is within 24 months of retirement or 12 months of separation
4. The spouse of any of the following individuals:
   a. Any veteran who dies of a service-connected disability;
   b. Any member of the Armed Forces serving on active duty who, (at the time of spouse's application) is listed as missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power; or
   c. A veteran with a total disability from a service-connected disability or one who died while a disability so evaluated was in existence.

Veterans are to be given a priority of service which means, with respect to any qualified job training program, that a covered person shall be given priority over nonveterans for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of law. The covered person is entitled to priority of service under any qualified job training program if the person otherwise meets the eligibility requirements for participation in such a program.

B. ADULT AND YOUTH DEFINITIONS:

ALTERNATIVE SCHOOL - An alternative school is a type of school designed to achieve grade-level (K-12) standards and meet student needs (EC Section 58500). Examples of alternative

schools include, but are not limited to: continuation, magnet, and charter schools. If the youth participant is attending an alternative school at the time of enrollment, the participant is considered to be in-school.

ATTENDING SCHOOL - An individual is considered to be attending school if the individual is enrolled in secondary or post-secondary school. These include, but are not limited to: traditional K-12 public and private, and alternative (e.g., continuation, magnet, and charter) schools.

BASIC SKILLS DEFICIENT - Computes or solves problems, reads, writes or speaks English at or below grade level 8.9 as determined by an assessment test score or school records, or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

CAREER PATHWAY - A combination of rigorous and high-quality education, training, and other services that:

a. aligns with the skill needs of industries in the economy of the State or regional economy involved;
b. prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937(commonly known as the "National Apprenticeship Act";
c. includes counseling to support an individual in achieving the individual's education and career goals;
d. includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
e. organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
f. enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
g. helps an individual enter or advance within a specific occupation or occupational cluster.

CAREER PLANNING - The provision of a client-centered approach in the delivery of services designed -

a. to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
b. to provide job, education, and career counseling, as appropriate during program participation and after job placement.

DEFICIENT IN BASIC LITERACY SKILLS - Is an individual who, at a minimum, meets the definition of Basic Skills Deficient; or is unable to compute or solve problems, read write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

DEPENDENT CHILDREN - Dependent children are individuals who are:

1. Claimed as a dependent on their parent's income tax; AND
   a. Under 18, not an emancipated minor, and living in a single residence with their parent(s) or guardian(s); or
   b. Ages 18-21, and living in single residence with their parent(s) or guardian(s).

If the 18-21 year-old is a dependent family member (i.e., the youth is claimed as a dependent on the parent's income tax), then income is calculated based on wages, salaries, tips, etc., of all

Comment [d5]: Added per EDD Directive WSD 15-03

Comment [d6]: Added per EDD Directive WSD 15-03

Comment [d7]: Added per WIOA Law Sec. 3 (7)

Comment [d8]: Added per WIOA Law Sec. 3 (8)

family members. If the older youth is determined not to be a dependent family member (i.e., the youth is not claimed as a dependent on the parent's income tax), the older youth's income is based on his or her own wages, salaries, tips, etc.

It is not possible to develop policy that will cover every situation. At some point, common sense, humanity, and good case records must compensate for the deficiencies of policies to anticipate every situation.

ENGLISH LANGUAGE LEARNER – An individual who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is a language other than English or who lives in a family or community environment where a language other than English is the dominant language.

Comment [d9]: Added per WIOA Law Sec. 203 (7) and EDD Directive WSD 15-03

EMANCIPATED MINOR - The California Family Code, Section 7002, defines emancipated minor as any person under the age of 18 years who:

1. Has entered into a valid marriage, whether or not such marriage was terminated by dissolution;
2. Is on active duty with any of the armed forces of the United States of America; or
3. Has received a declaration of emancipation pursuant to California Family Code 7122.

FAMILY - The term family means two or more persons related by blood, marriage (including same-sex marriage), or decree of court, who are living in a single residence, and are included in one or more of the following categories:

1. A husband, wife (including same-sex spouses), and dependent children.
2. A parent or guardian* and dependent children.
3. A husband and wife (including same-sex spouses).

(Note: Consistent with Training and Employment Guidance Letter 26-13, the definition of "marriage" includes same-sex spouses, and the terms "husband" and "wife" are to be interpreted in a gender neutral manner to include same-sex spouses.)

(Reference: WIA Section 101(15).) * For purposes of Category B, references to the term "guardian" refer to LEGAL guardian.

FOSTER CHILD: A youth participant who is currently in foster care or has been in the foster care system at any point during his/her lifetime.

GUARDIAN - The term "guardian" includes caregiver relatives. The term applies to situations where an older or younger youth is permanently or indefinitely residing with a family member other that his or her parents or legal guardians.

HOMELESS - The term homeless, homeless individual, or homeless person includes:

1. An individual who lacks a fixed, regular, and adequate nighttime residence;
2. An individual with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
3. An individual living in a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including hotels and motels paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
4. An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;

5. An individual who -
    a. will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by—
        i. a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
        ii. the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
        iii. credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;
    b. has no subsequent residence identified; and
    c. lacks the resources or support networks needed to obtain other permanent housing; and
6. Unaccompanied youth and homeless families with children and youth defined as homeless under other federal statutes who—
    a. (c) have experienced a long term period without living independently in permanent housing;
    b. have experienced persistent instability as measured by frequent moves over such period; and
    c. can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

(References: WIA Section 101(25)(D); Section 103 of the Stewart B. McKinney Homeless Assistance Act.)

INCOME ELIGIBILITY DETERMINATION PROCESS - Income eligibility is a function of family resources and family size.

1. Income is:
    a. Monetary compensation for services, including wages, tip, salary, commissions, or fees before any deductions.
    b. Net receipts from nonfarm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expense).
    c. Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses).
    d. Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, and training stipends (e.g., wages from the California Conservation Corp).
    e. Alimony, military family allotments, or other regular support from an absent family member or someone not living in the household.
    f. Private pensions, government employee pensions (including military retirement pay).
    g. Regular insurance or annuity payments (including state disability insurance).

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h. College or university scholarships (not needs-based), grants, fellowships, and assistantships.

i. Net gambling or lottery winnings.

j. Severance payments.

k. Terminal leave pay.

l. Social Security Disability Insurance payments.

2. Income is not:

a. Unemployment Insurance.

b. Child support payments (including foster care child payments).

c. Need-based Public Assistance payments (including TANF, Supplemental Security Income, Emergency Assistance money payments, and nonfederally-funded general assistance or general relief money payments).

d. Social Security Old Age and Survivors' Insurance benefit payments.

e. Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants.

f. Supplemental Educational Opportunity Grants and Federal Work Study.

g. Needs-based scholarship assistance.

h. Loans.

i. Veterans Benefits.

j. Income earned while the veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance.

k. Capital gains.

l. Any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car.

m. Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury.

n. Noncash benefits such as employer paid or union-paid portion of health insurance or other fringe benefits, food, or housing received in lieu of wages.

o. The value of food and fuel produced and consumed on farms.

p. The imputed value of rent from owner occupied nonfarm or farm housing.

q. Medicare, Medicaid, food stamps, school meals, and housing assistance.

r. Allowances, earnings, and payments to individuals participating in programs under this Act (except OJT wages).

(Adopted from WIA Section 101(25)(B) and Training and Employment Information Notice 29-91.)

When a federal statute excludes income received under that statute in determining eligibility for programs operated under other federal laws, such income is also excluded in WIOA eligibility determination.

The total of included income for the most recent six-month period is multiplied by two to determine the annual income. The income from each family member is included in the total

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family income. The annual income is located on the published poverty/lower living standard guidelines according to family size (see above for determination of family size).

Since only the income received during the six-month period immediately prior to the individual's application for WIOA funded services is used for income determination, the State annually publishes charts that show the six-month, as well as the annual, figures for each family size. An applicant's actual family income during the six-month income determination period can be compared with the six-month figures on the charts. If multiplying the six-month income by two overstates the actual annual income, the actual annual income should be used.

INDIVIDUAL WITH A DISABILITY - The term disability means, with respect to an individual:

1. A physical or mental impairment that substantially limits one or more of the major life activities of such an individual;
2. A record of such an impairment; or
3. Being regarded as having such impairment.

(References: WIA Section 101(17); Title 20 CFR Section 664.250; Section 3 of the American with Disabilities Act of 1990.)

An individual with a disability whose own income meets the low-income criteria, but is a member of a family whose income does not meet the low-income requirements, is a low-income individual.

IN-SCHOOL YOUTH (ISY) - In order to receive services as an ISY, an individual must meet the following eligibility criteria:

(1) Attending school, including secondary and post-secondary schools

(2) Age 14-21 years old

(3) Low-income individual

(4) Meets one or more of the following barriers:

- Basic skills deficient.
- An English language learner.
- An offender.
- A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement.
- Pregnant or parenting.
- Individual with disability.
- An individual who requires additional assistance to complete an educational program or secure and hold employment.

Comment [d10]: Added per EDD Directive 15-03 and WIOA Law Sec. 129 (a)(1)(C)

LOW-INCOME INDIVIDUAL - The term low-income individual means an individual who:

1. Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program;
2. Received an income, or is a member of a family that received a total family income, for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, public assistance, and old-age

and survivors insurance benefits received under Section 202 of the Social Security Act) that, in relation to family size, does not exceed the higher of:

a. The poverty line, for an equivalent period; or

b. Seventy percent of the lower living standard income level, for an equivalent period;

3. Is a member of a household that receives (or has been determined within the six-month period prior to application for the program involved to be eligible to receive) food stamps;

4. Qualifies as a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994; 42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));

5. Is a foster child on behalf of whom state or local government payments are made; or

6. Is an individual with a disability whose own income meets the requirements of a program described in (a~~A~~) or (b~~B~~), but who is a member of a family whose income does not meet such requirements;~~.~~

7. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);

8. A youth living in a high-poverty area

(Reference: WIOA Section 3 (36) and Section 129 (a)(2) ~~WIA Section 101 (25).)~~

Public Law 106-501 amended the Older Americans Act of 1965 by stating in part that, eligible individuals under the Older Americans Act may be deemed by local workforce investment boards established under Title I of the Workforce Investment Act of 1998 to satisfy the requirements for receiving services under such title that are applicable to adults.

LOWER LIVING STANDARD INCOME LEVEL - The lower living standard income level (LLSIL) means the income level (adjusted for regional, metropolitan, urban, and rural differences, and family size), determined annually by the Secretary of Labor based upon the most recent lower living family budget issued by the Secretary of Labor. (Reference: published annually in the Federal Register.)

NOT ATTENDING SCHOOL - An individual who is not attending a secondary or post-secondary school. An individual who is enrolled in adult education, YouthBuild, or Job Corp is not considered to be attending school.

OFFENDER - The term offender means any adult or juvenile who:

1. Is or has been subject to any stage of the criminal justice process for whom services under this Act may be beneficial; or

2. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. (Reference: WIOA Section 3~~101~~(38~~27~~).)

OTHER RESPONSIBLE ADULT - For purposes of authorizing a minor to participate in WIA programs, the signature of a parent, guardian, or other responsible adult is required. This provision allows the Local Workforce Investment Areas to enroll minors with the authorization of individuals other than a parent or legal guardian. The definition of "other responsible adult" includes:

1. A relative with whom the individual resides;

2. An adult who has been delegated custodial or administrative responsibilities in writing, either temporarily or permanently, by parents or by an appropriate agency;

3. An agency or organization representative who is in a position to know the individual's circumstances (i.e., that they could not get a parent's or guardian's signature authorizing

Comment [d11]: Added additional language per WIOA Law definition of low-income individual Sec. 3 (36)

Comment [d12]: Per WIOA Law Sec. 3 (36) and WSD 15-03

Comment [d13]: Per WIOA Law Sec. 129 (a)(2) and WSD 15-03

Comment [d14]: Added per EDD Directive WSD 15-03 and 20 CFR NPRM Section 681.230

Comment [d15]: Updated per new WIOA definition location

participation), for example, a clergy person, a school teacher or other school official, a probation or other officer of the court, a foster parent;

4. A representative of an agency which provided support services to the individual and who is aware of the individual's circumstances (i.e., that they cannot get a parent's or guardian's signature authorizing participation) for example, a social worker, a homeless shelter official, a child protective worker, a health clinic official; or
5. Other responsible adults determined by the Local Workforce Investment Board as Appropriate to authorize the individual's participation.

OUT-OF-FAMILY YOUTH - Court adjudicated youth separated from the family (including incarcerated youth), homeless, runaway, and emancipated youth for purposes of determining income eligibility are a "family of one."

OUT-OF-SCHOOL YOUTH (OSY)- In order to receive services as an OSY, an individual must meet the following eligibility criteria:

(1) Not attending any secondary or post-secondary school (not including adult education, YouthBuild, or JobCorps)

(2) Age 16-24 years old

(3) One or more of the following barriers:

- A school drop-out.
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. (School year quarter is defined by the local school district calendar).
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **and** is either basic skills deficient or an English language learner.
- An individual who is subject to the juvenile or adult justice system.
- A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement.
- An individual who is pregnant or parenting.
- An individual with a disability.
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Comment [d16]: Added per EDD Directive 15-03 and WIOA Law Sec. 129 (a)(1)(B)

~~**OUT -OF-SCHOOL YOUTH** - An individual may be served as an out-of-school youth, if such an individual meets the definition of eligible youth, and~~

1. ~~Is a school dropout; or~~
2. ~~Has received a secondary diploma or its equivalent but is:~~
   a. ~~Basic skills deficient;~~
   b. ~~Unemployed; or~~
   c. ~~Underemployed.~~

~~(Reference: WIA Section 101(33).)~~

~~**OUT-OF-SCHOOL YOUTH (DOL CLARIFICATION)** - All eligible youth are out-of-school youth except those who are attending any school and have not received a secondary school diploma or it recognized equivalent and except those who are attending post-secondary school and are not basic skills deficient. (References: TEGL 14-00 Change 1.)~~

Comment [d17]: Removed and replaced with new WIOA OSY definition

POOR EMPLOYMENT HISTORY - An individual who has been employed during the past six months, but has not been able to maintain employment, subsidized or unsubsidized, for three consecutive months at the same job.

POVERTY LEVEL - The poverty level means the income level at which families are considered to live in poverty, as annually determined by the Department of Health and Human Services. (Reference: published annually in the Federal Register.)

PREGNANT or PARENTING - The term pregnant or parenting youth means an individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18. (Reference: WIA Sections 101(13) and 129 (c)(5)(D).)

PUBLIC ASSISTANCE - The term public assistance means federal, state, or local government cash payments for which eligibility is determined by a needs or income test. The statutory definition of public assistance contains a two-part test: (1) the program must provide cash payments, and (2) eligibility for the program must be determined by a needs or income test. (Reference: WIA Section 101(37).)

REQUIRES ADDITIONAL ASSISTANCE AND/OR HAS SERIOUS BARRIERS TO EMPLOYMENT:
An individual who is in need of substantial assistance to complete an educational program, or to secure and hold employment and so faces serious barriers to employment, such as:

(1) Chronic Attendance Problems:

- A student who is absent from school without a valid excuse more than three days or is tardy in excess of 30 minutes on each of more than three days in one year, or is a truant and has been reported to the attendance supervisor or to the superintendent of the school district.

(2) Discipline Problems:

- A student that has been suspended (on campus or off campus) more than three times in the course of a semester.
- A student that has chronic disciplinary problems coupled with poor attendance and poor grades.
- A student who has been referred to attend alternative schooling due to disciplinary action.

(3) Educational Underachievement/Poor Employment History:

- A student, including a student with disabilities, who scores one or more levels below their current grade level, as determined by academic assessment scores, or is six months deficient in credits, and has been put on academic probation (D and F list) for failing grades.

- A youth who has been employed during the past six months, but has not been able to maintain employment, subsidized or unsubsidized, for three consecutive months at the same job. The youth must have been employed at some time during the past six months to possibly qualify under these criteria.

(4) Experienced Trauma or Environmental Changes

- Have experienced recent traumatic events, are victims of abuse, or reside in an abusive environment as documented by a school official or other qualified professional.
- Have serious emotional, medical or psychological problems as documented by a qualified professional;
- Has been referred to or is being treated by an agency for a substance abuse related problem.
- Has an incarcerated parent.

RUNAWAY YOUTH: A person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family.

SCHOOL- Any secondary or post-secondary school.

Comment [d18]: Added per EDD Directive WSD 15-03 and 20 CFR NPRM Section 681.230

SCHOOL DROPOUT - The term school dropout means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. Youth enrolled in alternative schools are not school dropouts. A youth's dropout status is determined at the time of application and remains in effect throughout her or his participation. (Reference: WIA Section 101(39); Title 20 CFR Sections 664.310.)

SUBSTANCE ABUSE – The term substance abuse means the client requires substance abuse treatment in order to obtain employment.

TRUANCY - The California Department of Education publication, "2002 Work Permit Frequently Asked Questions," states that a truant/dropout is in violation of California's compulsory school attendance laws and a school district is not permitted to sanction violation of those laws by issuing a permit to work. A truant/dropout is subject to arrest, and the parents are subject to criminal fines if the minor is found working without a work permit.

C. DISLOCATED WORKER DEFINITIONS

DISLOCATED WORKER - ~~The term "dislocated worker" is statutorily defined for receiving services under WIA. The specific requirements for eligibility are in WIA Section 101(9) as well as WIA Sections 173(c)(2)(A) and 173 (d)(2) for certain National Emergency Grants (NEGs). Generally, a dislocated worker is an individual who has been or is scheduled to be laid off or terminated and requires assistance (including retraining or upgrading of skills) to find or qualify for new employment in a 21st Century workplace. This includes a single worker or small groups of workers, as well as workers affected by mass layoffs, plant closures, defense downsizing and realignments, certain self-employed individuals as well as displaced homemakers as defined in WIA Section 101(10).~~

Comment [d19]: Removed and updated with new WIOA definition.

An individual who-

A. Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; is eligible for or has exhausted entitlement to

unemployment compensation; or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and is unlikely to return to a previous industry or occupation;

B. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services described in WIOA Law section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

C. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;

D. Is a displaced homemaker; or

E. Is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or is the spouse of a member of the Armed Forces on active duty.

Comment [d20]: Added per WIOA Law Sec. 3 (15)

DIFFICULTY IN OBTAINING OR UPGRADING EMPLOYMENT -

1. An underemployed individual in a job limited to one or more part-time jobs; or
2. Short-term (four months or less) jobs within the year prior to application which were for the purposes of income maintenance rather than part of a career ladder; or
3. An individual who received earnings that equaled no more than minimum wage during the past 12 months; or
4. A person that did not work full-time (30 or more hours per week) in unsubsidized employment for more than 13 consecutive weeks; or
5. A person who is working part-time (less than 30 hours per week) but desires full time employment; or
6. An individual working in a setting not commensurate with their demonstrated level of education and or skill achievement.

DISPLACED HOMEMAKER - An individual who:

a. Has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income; or

- Is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected as

defined in section 101(16) of title 38, United States Code) death or disability of the member; and

b. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Comment [d21]: Added per WIOA Law Sec. 3 (16)

EMPLOYED -

An individual is considered employed at the date of participation is one who:
(1) Did any work at all as a paid employee on the date participation occurs [except the individual is not considered employed if he/she: (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member];
(2) Did any work at all in his/her own business, profession, or farm;
(3) Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family;
(4) Was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, regardless of whether paid by the employer for time off, and regardless of whether seeking another job; or
(5) Has been engaged in stopgap employment since dislocation.

FURLOUGHS - Furlough means the placing of an employee in a temporary status without duties and pay because of lack of work or funds or other nondisciplinary reasons. As such, it is a temporary termination of employment or layoff. (Reference: Title 5 USC 7511(a)(5).)

Individuals who are furloughed are laid off. Depending on the local definition of "unlikely to return," the circumstances of the applicant, and the local economic conditions, furloughed individuals may or may not be likely to return to their previous industry or occupation. The local areas are in the best position to make this determination. If these individuals are likely to return to their previous industry or occupation and need more than core services, they may be served as adults. When business, company or corporation furloughs are, in fact, substantial layoffs, the unlikely to return provision does not apply. Local areas have the discretion to define "substantial layoff" since the definition depends on local economic conditions.

GENERAL ANNOUNCEMENT - A media article or public notice documenting an employer's intent to close.

GENERAL ECONOMIC CONDITIONS:

1. A business loss due to the closure of substantial layoff of a primary supplier or primary customer affecting the self-employed applicant's products or services;
2. A business loss because the product/occupation has little demand within the community or has been declining;
3. A business loss because of increased nonlabor production costs which are out of the control of management (e.g., energy costs);
4. A business loss because of natural disasters as defined in the Federal Disaster Unemployment Assistance (DUA) program or by State declaration; or
5. Conditions that have a direct adverse affect on a self-employed individual (s) and are beyond their control. Examples include but are not limited to, seasonal factors, unforeseen or unusual operating costs, depressed market conditions, and other market/industry changes.

LAYOFF - Layoff means the permanent or temporary termination of employment of an employee because a position has been abolished, because of insufficient funds, because of lack of work, or for any other reason not reflecting discredit on the employee (such as dismissal for inadequate performance, violation of workplace rules, cause, etc.).

Layoff Aversion is the process of using a series of activities, studies, and networks to examine a business or sector's cycle, logistics, organizational condition, markets, and broad community relationships, in an effort to determine a series of workforce interventions that can mitigate short or long-term job loss, or save jobs altogether.

Jobs Saved – A layoff is averted when: 1) a worker's job is saved with an existing employer that is at risk of downsizing or closing ; or 2) a worker at risk of dislocation transitions to a different job with the same employer or a new job with a different employer and experiences short term or no unemployment. To be considered as a job saved, the maximum period of unemployment shall not exceed 1 week.

LOCKOUT - Lockout means any refusal by an employer to permit any group of five or more employees to work as a result of a dispute with such employees affecting wages, hours or other terms or conditions of employment of such employees. (Reference: Section 1132.8 of the California Labor Code.)

A lockout does not terminate the employer-employee relationship. Consequently, locked out employees are not eligible dislocated workers since they have not been terminated or laid off, are not eligible for unemployment compensation, and are likely to return to the same industry or occupation once the dispute is resolved. The same guidance applies to employees that are on strike. There may be locked out employees who for financial reasons seek other employment. These individuals may be served as adults.

NOT EMPLOYED -
An individual is considered not employed at the date of participation when he/she:
(1) Did no work at all as a paid employee on the date participation occurs;
(2) Has received a notice of termination of employment or the employer has issued a WARN or other notice that the facility or enterprise will close; or
(3) Is a transitioning service member.

RAPID RESPONSE ACTIVITY – An activity provided with funds provided by the State under section 134(a)(1)(A), in the case of permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible, with services including:

A. The establishment of onsite contact with employers and employee representatives-
   i. Immediately after the State is notified of a current or projected permanent closure or mass layoff; or
   ii. In the case of a disaster, immediately after the State is made aware of mass job dislocation as a result of such as disaster;
B. The provision of information on and access to available employment and training activities;
C. Assistance in establishing a labor-management committee, voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs;
D. The provision of emergency assistance adapted to the particular closure, layoff, or disaster; and

E. The provision of assistance to the local community in developing a coordinated response and in obtaining access to State economic development assistance.

Comment [d22]: Added per WIOA Law Sec. 3 (51)

STOPGAP EMPLOYMENT - Is work individuals do only because they have lost the customary work for which their training, experience or work history qualifies them. Employment would be considered "stopgap" if the salary were substantially below the salary of the individual's primary occupation and/or if he is working substantially under the skill level of their customary occupation. There may be times when stopgap employment provides a self-sufficient wage, such as a job obtained through a temporary employment agency, but such employment would not change the individual's dislocated worker status. The determination about whether or not an individual's employment since dislocation is stopgap employment must be made on a case-by-case basis and take into consideration an individual's personal, family, financial, and employment situation. Individuals engaged in stopgap employment are reported as employed.

SUBSTANTIAL LAYOFF -

1. The layoff of 1-499 employees who comprise at least 10 percent of the workforce, excluding temporary or intermittent employees and including part-time employees at 20 hours per week or more; or
2. The layoff of 50 or more employees for a single employer.

SUFFICIENT ATTACHMENT TO THE WORKFORCE - The customer has been employed for three consecutive months during the past twelve months.

UNDEREMPLOYED - Underemployed means an individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational attainment. (Reference: TEGL 14-00 Change 1.)

UNLIKELY TO RETURN -

1. The customer has worked in a declining industry/occupation;
2. Has had a lack of job offers or rejections from employers in the prior industry/occupation;
3. The customer has worked in an industry/occupation having limited job orders in the EDD CalJOBS System;
4. The customer is insufficiently educated and/or does not have the necessary skills for reentry into their former industry/occupation;
5. The customer has a physical or other problem(s), which would preclude reentry into a former industry/occupation as, documented by a physician, psychiatrist, psychiatric social worker (LCSW) or chiropractor;
6. The customer has been identified as a Dislocated Worker through the UI Profiling System (IAW);
7. Is a transitioning service member.

TITLE	**LOCAL WORKFORCE DEVELOPMENT~~INVESTMENT~~ AREA DEFINITIONS**		
POLICY NUMBER	**32**	**REVISION NUMBER**	**B~~A~~**
EFFECTIVE DATE	~~2/11/15~~	**REVISION DATE**	~~2/05/2015~~
REFERENCES			
KEY WORDS			
AUTHOR	DEBRA HOLMES & KRISTEN LAWSON		
ADOPTED COMM.	~~EXECUTIVE COMMITTEE~~	**DATE:**	~~2/11/2015~~

ADOPTED WIB	~~3/11/2015~~	**ATTEST:**	

DRAFT

Mendocino County Workforce Investment Board
631 S. Orchard Ave., Ukiah, CA 95482 www.mendowib.org Ph (707) 467-5590 / Fax (707) 467-5592

POLICY NO. 38
TRADE ADJUSTMENT ASSISTANCE CO-ENROLLMENT

PURPOSE
To outline the referral process and procedure in serving a Trade Adjustment Assistance (TAA) client between the Employment Development Department (EDD) and the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND
The TAA program is a federal program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. This program provides adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

The Federal Regulations of the TAA program require coordinating the administration of the TAA program with the WIOA program to ensure trade-affected workers obtain all the benefits and services they are eligible to receive. This federal mandate can be met through WIOA/TAA co-enrollment.

Comment [d1]: WSD 14-15 pg. 2

POLICY
Co-enrollment necessitates a high level of communication and coordination among WIOA and TAA partners. EDD and the Workforce Development Board (WDB) contractor for dislocated workers, Mendocino Private Industry Council, Inc. (MPIC) will be responsible for overseeing the co-enrollment of WIOA/TAA clients. A Memorandum of Operation (MOO) has been developed defining the roles and responsibilities of both parties in WIOA/TAA co-enrollment process.

Title	**Trade Adjustment Assistance Co-Enrollment**		
Policy Number	**38**	**Revision Number**	
Effective Date		**Revision Date**	
References	WSD 14-15, Policy 38 Attachment WIOA/TAA Memorandum of Operation, WIB Policy No. 26A Rapid Response		
Author	Kristen Lawson		
Adopted Comm.	Executive Committee	**Date:**	
Adopted WIB		**Attest:**	

Memorandum of Operation Agreement

Memorandum of Operation (MOO) between the Workforce Innovation and Opportunity Act (WIOA) Program and the Employment Development Department/Trade Adjustment Assistance (TAA) Program Within Mendocino County

Comment [d1]: MOO Template from EDD WSD 14-15 with edits for local use

This MOO is entered into by and between the **Mendocino Private Industry Council, Inc. (MPIC), a contractor for the Mendocino County Workforce Development Board** and the **Employment Development Department (EDD).**

Effective dates: From: _____ To:_____

I. Purpose:

The purpose of this agreement is to establish a cooperative relationship between the MPIC and EDD, define TAA roles and responsibilities, and initiate TAA services for displaced workers.

This MOO is subject to the provisions of Code Federal Regulations (20 CFR 617/618) for the TAA Program and Public Law 113-128 for the WIOA program.

II. Roles and Responsibilities

The EDD and the MPIC have jointly determined what organization will coordinate WIOA and TAA services.

- EDD will provide services in accordance with the Federal Regulations and required timelines of the TAA program. (Current TAA operating procedures can be referenced within the Department of Labor's (DOL) Training and Employment Guidance Letter (TEGL) 11-02; TEGL 22-08; TEGL 16-10; TEGL 10-11)
- MPIC will provide WIOA services to workers in compliance with WIOA regulations (Public Law 113-128) and in accordance with local procedures established by the Mendocino County Workforce Development Board.

Rapid Response Services

As outlined in the DOL Training and Employment Notice (TEN) 32-11, rapid response activities are designed to respond to layoffs and plant closings by coordinating services to provide immediate assistance to employers and affected workers.

As outlined within the Trade Act Regulations (CFR 617, Section 221(2)(A)), each State must ensure that rapid response assistance and appropriate core and intensive services are available to all trade affected workers.

In compliance with TEN 32-11 and as outlined in the Mendocino County Workforce Development Board Policy 26A, the MPIC will provide services in accordance to the following procedures:

- Immediate contact with employers, labor representatives, EDD, and the local community partners to assess plans and resources (notify all rapid response partners of all rapid response presentations),

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- Provide uniform assistance and coordinated response to plant closings, layoffs or disasters

In compliance with TEGL 11-02, the EDD will provide services in accordance to the following procedures:

- Provide consistent information to local partners related unemployment compensation benefits, TAA services through America's Job Center of America[SM] network and employment and training activities to be included at all rapid response presentations.
- Attend and assist local area partner at rapid response sessions, as needed.
- Provide training to local area rapid response coordinators to cover basic EDD and TAA information, as needed.

Co-enrollment Supportive Services

Co-enrollment is concurrent or dual-enrollment in the WIOA and TAA programs. Co-enrollment procedures are administered as allowed by their respective programs.

The MPIC will provide services in accordance to the following procedures:

- Participate in WIOA/TAA Overview Program Workshops;
- Case Management: Discuss career goals, barriers, career changes, and any discussions involving advice or guidance to a WIOA/TAA co-enrolled worker;
- Barriers to Employment: Discuss lack of transportation, language barriers, educational levels;
- Provide Comprehensive Assessment: An extensive examination testing a client's proficiency in a specific field and/or their education level (a comprehensive assessment is a tool to measure a client's proficiency levels in math, English, etc.);
- Job Referrals: Assist with job referrals of TAA clients after completion of TAA funded training.
- Job Placement: Assist TAA clients in finding jobs matching their abilities after completion of TAA training;
- Supportive Services (20 CFR, 663.800): Whenever necessary and if funds exist, provide TAA clients with WIOA allowable supportive services assistance.

In coordination with the MPIC, the EDD will provide services in accordance to the following procedures:

- Participate in WIOA/TAA Overview Program Workshops;
- Case Management: Discuss career goals, barriers, career changes, and any discussions involving advice or guidance to a WIOA/TAA co-enrolled worker;
- Barriers to Employment: Discuss lack of transportation, language barriers, educational levels;
- Job Referrals: Assist with job referrals of TAA clients after completion of TAA funded training;
- Job Placement: Assist TAA clients in finding jobs matching their abilities after completion of TAA training;
- Training Support: Fund client training through the TAA program;

- TAA Benefits and Services: Provide TAA benefits and services in accordance with published TAA guidance (i.e., current and published TAA Policy and Procedure Checklist).

III. Procedure for Referral

Potential TAA participants will be referred by either EDD and/or MPIC:

a. The client will be referred to go through a WIOA Orientation process.
b. EDD and/or MPIC will complete the EDD Trade Adjustment Assistance/Workforce Innovation and Opportunity Act Co-Enrollment Referral Form (DE 8308) and provide the completed form to the respective agency.

IV. Case Files:

All TAA clients must have a paper-based case file with the original and/or copies of all applicable documentation included in every co-enrolled client file. All co-enrollment supportive services provided by MPIC must be documented as to when they were given; what services were given and then placed in the clients file. In addition, each file must contain a TAA/WIOA referral form, DE 8308 with the client's signature allowing the sharing of client information between the EDD and MPIC.

V. Amendments:

Amendments: Either the partner or EDD may propose amendments to this agreement at any time by providing a 30-day written notice to the WIOA Administrative Unit. Amendments of this agreement shall require approval by both the partner and EDD.

VI. Cancellation:

Cancellation: Either the partner or EDD may propose to cancel the agreement upon a thirty-(30) day written notice to the WIOA Administrative Unit.

- The agreement is valid only if continued TAA funds are made available to the State by the DOL.

VI. Compliance:

Compliance: The TAA/WIOA programs are highly regulated. As with any findings determined by the DOL during a program review, the organization approving disallowed training will be responsible for reimbursing the DOL for the disallowed training costs.

Note: Clients cannot enter training without verification that the criteria for approval of training from the WIOA and TAA programs have both been met.

Signatures:

By: _____
Partner Representative Name Title

_____
Signature Date

By: _____
EDD Representative Name Title

_____
Signature Date

By: _____
WIOA Admin Unit Director Title

_____
Signature Date

Draft

Mendocino County Workforce Investment Board
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POLICY NO. 39
WIOA YOUTH PROGRAM

PURPOSE

This policy provides guidance and establishes the procedures regarding the operation of Mendocino County Workforce Development Board's (WDB) Workforce Innovation and Opportunity Act (WIOA) Youth program.

BACKGROUND

WIOA was signed into law by President Obama on July 22, 2014 and the WIOA Youth program began July 1, 2015. WIOA Law section 129 introduces and reauthorizes the required elements of the WIOA Youth program.

Comment [d1]: Per DOL's TEGL 23-14 pg. 1

WIOA Introduces key changes to the Youth program including new eligibility criteria for In-School and Out-of-School youth, a 75% Out-of-School Youth expenditure requirement, a 20% Work Experience minimum expenditure requirement, and new program elements.

Comment [d2]: Per WIOA Law Sec. 129, TEGL 23-14, EDD WSD 15-03

POLICY & PROCEDURES

All youth will be determined eligible to the WIOA program as outlined in Mendocino County Workforce Development Board's Policy No. 30C Youth Eligibility prior to receiving WIOA youth services.

Expenditure Requirements

- **Out-of-School Youth (OSY) –** WIOA shifts the primary focus of youth formula funds to support the educational and career success of OSY. At least 75% of the WIOA youth formula allocation must be spent on workforce investment activities for OSY, after subtracting funds spent on administrative costs.

Comment [d3]: Per WSD 15-03 pg. 5 and WIOA Law Sec. 129 (a)(4)

- **Work Experience (WEX) –** WIOA places a priority on providing youth with occupational learning opportunities through WEX. At least 20% of the WIOA youth formula allocation must be spent on WEX. The WEX expenditure rate is calculated after subtracting funds spent on administrative costs. Additionally, the expenditure rate is not applied separately for In-School Youth (ISY) and OSY.

Comment [d4]: Per WSD 15-03 pg. 9 and WIOA Law Sec. 129 (c)(4)

Youth Program Service Providers (PSPs) will be responsible for administering a youth program model that meets the requirements as described in the county's Request for Proposal (RFP) and county contracts. The youth program must include the required youth program elements as described under WIOA Law, Department of Labor (DOL) and Employment Development Department (EDD) guidance. A program design framework consists of an objective assessment, an individual service strategy, case management, and follow-up services that lead toward successful outcomes for youth participants.

Comment [d5]: WSD 15-03 pg. 13 and WIOA Law sec. 129 (c)(1)

- **Objective Assessment -** The PSP will assess the academic levels, skill levels, and service needs of each participant. Review of basic skills, occupational skills, prior to work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs, for the purpose of identifying appropriate services and career pathways for participants.
    - Except that a new Objective Assessment of a participant is not required if the PSP determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education training program.

  The Objective Assessment must be documented as having been completed in the Management Information System (MIS). Literacy Numeracy testing to determine Basic Skills Deficiency must be completed within 60 days of the of the participant's first youth program service.

- **Individual Service Strategy (ISS) -** The PSP will develop an ISS for each participant that is directly linked to 1 or more of the indicators of performance as described in WIOA Law Section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant, taking in to account the Objective Assessment results.
    - Except that a new ISS for a participant is not required if the PSP determines it is appropriate to use a recent ISS developed for the participant under another education or training program.

  The ISS is the overall case strategy and plan for the youth. It is developed in partnership with the youth and changes over time. It is a living document that must be updated as activities change, achievements are made, and supportive services are issued or addressed.

  The ISS is to be completed within 60 days of enrollment in to the Youth program. The ISS must be documented as having been completed in the MIS and the original ISS with signatures of the participant, parent/s (if applicable) and case manager will be placed in the case file.

- **Case Management -** The case management component of the WIOA Youth program is conducted throughout the entirety of the youth's participation. From pre-application through follow-up, case management is essential to the success of WIOA service delivery. Case management activities consist of the following, but are not limited to:
    - Direct customer service- Orientation, pre-application, application, eligibility determination, objective assessment, ISS development, career planning, coordination of supportive services, referrals, job and work experience placement, outreach, and follow-up.
    - Monitoring and documenting eligibility, services, and outcomes- Accurate and timely data entry in to the MIS. Ensuring eligibility and documentation requirements are met according to the latest EDD Technical Assistance Guide (TAG) or DOL standards. Determining the appropriate time to exit a youth from program participation and monitoring program exits and performance outcomes.
    - Utilizing the WDB and PSP's policies and procedures for WIOA Youth program service delivery.

- **Follow-Up -** All youth participants must receive follow-up services for a minimum duration of 12 months after exit. The types of services provided must be determined based on the needs of the individual and therefore, the type of intensity of follow-up services may differ for each participant. Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

Comment [d6]: WIOA Law Sec. 129 (c)(1)(A)

Comment [d7]: Per TEGL 33-12, pg. 3

Comment [d8]: Per TEGL 17-05

Comment [d9]: WIOA Law Sec. 129 (c)(1)(B)

Comment [d10]: Taken in part from TEGL 33-12, pg. 3

Comment [d11]: Local call. I cannot find in WIOA Law, WIOA TEGLs, or NPRMs where a timeframe has been established for completion of ISS, but literacy numeracy testing to determine basic skills deficiency must be completed within 60 days from first program service (usually Objective Assessment) per TEGL 17-05, and BSD must be documented on ISS, so 60 day timeframe makes sense.

Documentation requirements, per TEGL 33-12, pg. 3 and is referenced as a source document in EDD TAG 14-4.

Comment [d12]: Gathered from various sources including TEGL 33-12.

Comment [d13]: Taken in part from DOL's NPRMs pg. 181 section 681.580(c)

Program Elements

To support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the youth program shall provide elements consisting of all of the following:

1. Tutoring, study skills training, and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate.
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, including the following:
    - Summer employment opportunities and other employment opportunities available throut the school year
    - Pre-apprenticeship programs
    - Internships and job shadowing
    - On-the-job training opportunities
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors.
7. Supportive services.
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
9. Follow-up services for not less than 12 months after the completion of participation.
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. Activities that help youth prepare for and transition to postsecondary education and training.

All 14 program elements must be available in the local area, but are not required to be provided to each participant. The PSP has the flexibility to determine what specific services a youth will receive based upon the youth's Objective Assessment and ISS.

Program elements may be available by leveraging resources from other partner programs or other community resources. Referrals to these resources should be made, as appropriate.

Comment [d14]: Per WSD 15-03 pgs. 12-13, WIOA Law Sec. 129 (c)(2) and NPRMs pgs 47-48

Work Experience (WEX)

WEX provides youth an invaluable opportunity to develop work place skills. Paid and unpaid WEX must include academic and occupational education and may include the program elements listed in #3 above.

The required academic and occupational education (e.g., workforce preparation activities, basic academic skills, and hands-on occupational skills training) must be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

Youth formula funds may be used to pay wages and related benefits for WEX in the public, private, for-profit or non-profit sectors when the participant's Objective Assessment and ISS indicate that a WEX is appropriate. Additionally, youth formula funds may be used to pay wages and staffing costs for the development and management of WEX. Staff costs incurred for the functions and activities directly

serving participants may count as program costs (e.g., the development of an employer contract, work site visits, and case management).

Youth WEX participants may be assigned paid WEX positions for up to 3 months and 240 hours in duration, with an hourly pay rate to be determined at the time of WEX assignment, which will be the employer's entry level wage for the similar position, but no less than State minimum wage and not to exceed $15 per hour.

Incentives for reaching milestones during WEX participation may be issued and will not exceed $100 per incentive issuance.

All minors under 18 years of age employed in the State of California must have a permit to work. [EC 49160; LC 1299] The Federal Fair Labor Standards Act also requires a certificate of age for working minors. The State Permit to Employ and Work ("Permit") is accepted as the Federal certificate [EC 49110, 49112, 49113, 49116]. A youth participant, under 18 years of age and assigned to WEX, must have a copy his/her permit to work in the case file.

Workers' compensation benefits must be available for injuries suffered by the participant while performing WEX activities.

Comment [d15]: Per WSD 15-03, WIOA Law Sec. 129 (c)(2)(E) and NRPM 681.640

Comment [d16]: Local call on duration of WEX, hrly wage, and incentive amount as required by WSD 15-03 pg. 9.

Comment [d17]: Per California Child Labor Laws

Comment [d18]: Local requirement for monitoring purposes following suit of other programs such as California Department of Education's Work Experience Education program.

Comment [d19]: Per NPRM section 683.280

REFERENCES

Employment Development Department, Workforce Services Division, Workforce Service Directive 15-03, Issued September 16, 2015

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 17-05, Issued February 17, 2006

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 33-12, Issued June 11, 2013

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 23-14, Issued March 26, 2015

Title 20 CFR WIOA Notice of Proposed Rulemaking (NPRM), Sections 681 - 681.681.650 and Section 683.280

WIOA Law Section 129

Mendocino County Workforce Development Board Policy No. 30C, Youth Eligibility

Mendocino County Workforce Development Board Policy No. 32B, Local Workforce Development Area Definitions

DEFINITIONS

Definitions pertaining to the WIOA Youth program can be found in Mendocino County Workforce Development Board Policy No. 32B, Local Workforce Development Area Definitions.

Title	**WIOA Youth Program**		
Policy Number	**39**	**Revision Number**	
Effective Date		**Revision Date**	
Author	Kristen Lawson		

DRAFT

Draft

Adopted Comm.		Date:	
Adopted WIB		Attest:	

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EXHIBIT A
DEFINITION OF SERVICES

CONTRACTOR shall provide the following services:

A. WIOA TITLE IB YOUTH PROGRAM

1. Provide Youth Services to customers ages 14-24 with at least 75~~50~~% of the funding to be expended on out-of-school youth and a minimum 20% of the funding to be expended on work experience. Youth services consists of the fourteen program elements and eligibility determination criteria cited in the Workforce Innovation and Opportunity Act of 2014, WIOA Law H.R. 803, Section 129, ~~and~~ Department of Labor Training and Employment Guidance Letter 23-14, and Employment Development Department Workforce Services Directive 15-03 as follows:

   a. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
   b. Alternative secondary school services, or dropout recovery services, as appropriate;
   c. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
      (1) Summer employment opportunities and other employment opportunities available throughout the school year;
      (2) Pre-apprenticeship programs
      (3) Internships and job shadowing; and
      (4) On-the-job training opportunities;
   d. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved;
   e. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
   f. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
   g. Supportive services;
   h. Adult mentoring for duration of at least 12 months that may occur both during and after program participation;
   i. Follow-up services for not less than 12 months after the completion of participation;

j. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
k. Financial literacy education;
l. Entrepreneurial skills training;
m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
n. Activities that help youth prepare for and transition to post-secondary education and training.

2. Provide Training Services to WIOA registered customers as follows:

a. Skill upgrading and retraining
b. GED and basic skills
c. Job readiness
d. Vocational and Occupational skills
e. Entrepreneurial training
f. Customized training

3. Provide other Youth Services and Eligibility determination criteria as required under WIOA and by the WDB:

a. Outreach and recruitment
b. Screening, eligibility determination for WIOA services and referral to partner agencies as appropriate.
c. Coordination and linkages with One- Stop and community partners
d. Objective assessment/Individual Service Strategy (ISS)
e. Comprehensive Case Management

B. Management Information System (MIS)/Participant Performance Reporting/Cross Training

1. Review and enter all completed WIA/WIOA forms in the State EDD Workforce Services Division case management information system, ~~The New~~ CalJOBS, to ensure real time data is available to the WDB and State. Ensure accuracy prior of data transfer from the CalJOBS system to EDD, per State requirements.

2. Produce and provide monthly CalJOBS reports. Produce and provide CalJOBS reports to the WDB/County Administrative Staff. The universal access reports for each center shall include numbers indicating the following:

a. Unique customers
b. Total customers
c. Total customer services

3. Provide file review to ensure that all Federal, State and Local guidelines and policies are being followed.

4. Maintain in-house hard copy files for all registered participants containing:
   a. All required eligibility and supportive service documentation
   b. MIS forms
   c. ISS for youth
   d. Approved Individual Training Accounts (ITA) documentation progress reports, and time and attendance if receiving training
   e. Case notes (electronic file acceptable)

5. Provide files to County WIOA Administrative Staff for yearly Local and State monitoring and throughout the year as requested.

C. MANAGEMENT OF PROGRAM BUDGET

1. The total allocation will be expended to deliver the Program services as specified within Exhibit B of the Contract per the Workforce Innovation and Opportunity Act and delineated in sections A and B above.
   a. Actual vs. Budget by fund and service component
      i. Analyze the current expenditures compared to budgeted amounts.
      ii. Make adjustments as necessary to assure projected expenses are allowable and within funding levels.
      iii. Create and present monthly budget to actual report to the WDB/County Administrative Unit.
   b. Analyze year-to-date expenditures to assure that they are accurate and allowable, and are within funding levels.

2. Transition of WIA Carry-In Funds to WIOA

- Expiration of Program Year (PY) Funds – PY 2012-13 funds expired on June 30, 2015, and are not subject to WIOA provisions. The expiration dates of the PY 2013-14 and PY 2014-15 funds do not change. PY 2013-14 and PY 2014-15 funds are scheduled to expire on June 30, 2016, and June 30, 2017, respectively.

- Obligated Program Year Funds – PY 2013-14 and PY 2014-15 "carry-in" funds that are obligated as of June 30, 2015, may be liquidated in compliance with WIA requirements. The reporting must be consistent with Department of Labor's TEGL 28-10, Federal Financial Management and Reporting

Definitions. Documentation for those funds to demonstrate compliance with WIA for auditing, monitoring and oversight purposes must be kept.

- Unobligated PY Funds – PY 2013-14 and PY 2014-15 "carry-in" funds that have not been obligated in PY 2014-15 will become subject to WIOA, effective July 1, 2015. This means that the funds will assume the requirements of those portions of WIOA that are effective July 1, 2015. As of July 1, 2015, the unobligated PY 2013-14 and PY 2014-15 WIA funds carried into PY 2015-16 can only support allowable WIOA activities and must conform to WIOA requirements effective July 1, 2015, with the exception of funds used to pay for WIA services for WIA participants who are transitioning to WIOA (see Transition of WIA Participants section). Unobligated PY 2013-14 and 2014-15 funds will require WIOA statute, but will be required to follow Federal guidance on administrative requirements, cost principles, and audit requirements for Federal awards (i.e., cost principals at 2 CFR 220, 225, or 230; administrative requirements at 29 CFR Parts 95 and 97; audit requirements at 2 CFR Part 96 and 99).[d1]
- PY 2015-16 Funds – All 2015-16 funds are subject to the requirements of WIOA statute and the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards. [d2]
- Transition of WIA Participants – On July 1, 2015, all WIA Title I participants (Adult, Dislocated Worker, and Youth) who were enrolled in a WIA Title I program prior to July 1, 2015 must be transitioned in to WIOA, even if the participant would not otherwise have been eligible to WIOA. Participants enrolled under WIA must continue to be served as follows:
    - Provide services for which WIA funds were already obligated, so liquidating those funds
    - Use unobligated carry-in WIA funds that become WIOA funds effective July 1, 2015
    - Using new WIOA funds[d3]

~~2.~~3. Perform duties and functions as necessary to perform:

a. Staff and participant payroll
b. Accounts payable
c. Accounts receivable

~~3.~~4. Reporting

a. Submit monthly Expenditure reports to the WDB/County Administrative staff with expenditure data and invoices broken out by appropriate cost categories per the schedule delineated in Exhibit B of the contract. ****Jessica/John, should we include the new requirement for reimbursement only?

EXHIBIT A – Page 5
DEFINITION OF SERVICES

b. Submit information as requested by the Administrative Agency, State EDD and the Workforce Development Investment Board to comply with Local and State reports.

4.5. Annual CONTRACTOR, Corporation Reports shall be submitted per State and Federal law.

5.6. WIA/WIOA Purchased Property

a. An inventory of WIA/WIOA purchased property located at all locations will be checked once per year and submitted to the WIOA Administrative Staff.

b. All WIA/WIOA purchased property will be maintained as needed.

6.7. Maintain records and access to records per the WIOA regulations.

7.8. Provide WDB/County Administrative staff with program data as needed for State mandated reports, surveys or compliance reviews.

8.9. Provide data for applications for funding opportunities to the WIOA Administrative UnitAgency.

D. MARKETING

1. Create and maintain a website with information detailing all program services and include the America's Job Center's logo and the WDB logo with along with a statement referencing funding from the County/WDB. The WDB logo is to be minimally of the same size and placement as contractor's logo on all marketing materiaeal including web-site.

9.10. Provide written material in English and Spanish

E. PERFORMANCE MEASURES (YOUTH)

The Contractor will meet, but not exceed, all Youth Performance Measures as they are developed in negotiation with: the State Employment Development Department, Workforce Services Division, the Chief Local Elected Officials and the Mendocino County Workforce Investment Development Board.

Performance Measures PY 2015-2016*	
Youth	
Placement in Employment or Education	65%
Attainment of Degree or Certificate	55%
Literacy and Numeracy Gains	50%

**Performance measures listed are from the final PY 2014-2015 performance results posted in WSD 14-6, dated December 23, 2014 and will serve as the target for PY 2015-16, with the understanding they may be amended by the State*

F. SUBCONTRACTORS
None

End of Exhibit A
////////////

EXHIBIT B

PAYMENT TERMS

COUNTY/WDB will pay CONTRACTOR as per the following instructions:

Workforce Innovation and Opportunity Act*		
Youth		
PY 15/16	$ 186,625	
PY 14/15 Carry-Forward *	$ 68,778	
		$ 255,403
Total Funding		**$ 255,403**

Youth funds are determined per the Employment Development Department, Workforce Services Division, Information Notice WSIN14-53 dated May 13, 2015.
* Carry-Forward amounts are an estimate and are subject to change.

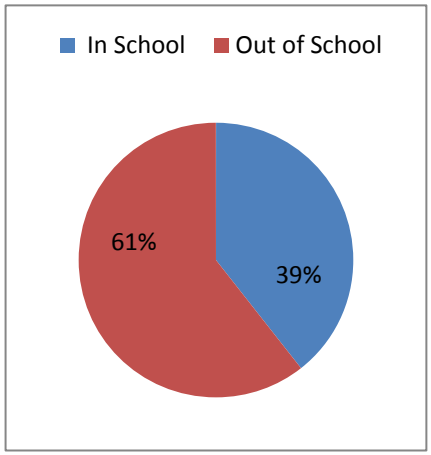
1. CONTRACTOR shall submit invoices that include actual expenditures per 20 CFR Section 667.220. Weekly expense invoices will be submitted no later than 5:00 p.m. on dates scheduled by the WIOA Administrator.
2. As required by WIOA Section 129 and Title 20 CFR NPRM 681.600 Work Experience Expenditures are required to be a minimum of 20% of the total program funds. ($40,406)
3. Weekly Participant funding projections and obligation reports are to be submitted with the expense invoice.
4. Late submittals will result in delay of payment.
5. Indirect costs are not to exceed approved De Minimis Rate, or rate approved by the cognizant federal agency.
6. Reports are to be submitted as requested by the Administrative Office.
7. Payments under this agreement shall not exceed $255,403 for the term of this agreement.

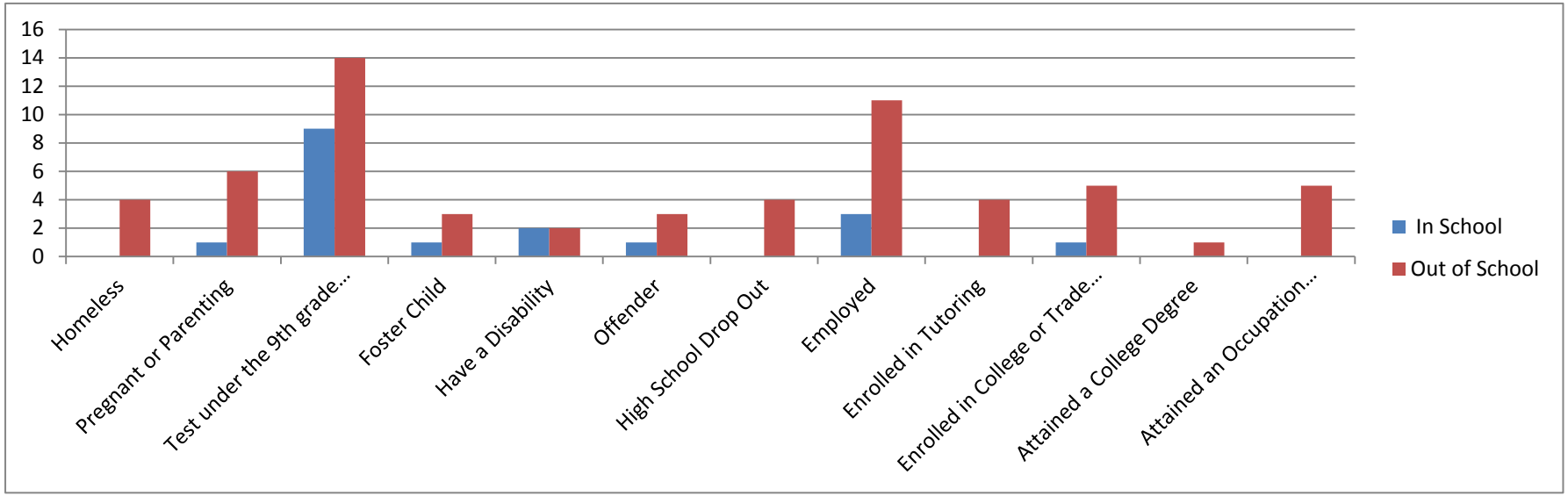
[END OF PAYMENT TERMS]

////////////

RCS YOUTH EMPLOYMENT SERVICES
FIRST QUARTER OF FISCAL YEAR 2015-2016 SUMMARY OF ENROLLMENTS

	In School	Out of School	Total
Active Enrollments	3	9	12
In Follow-Up Services	10	11	21
TOTALS	13	20	33
Characteristics of Youth Currently Served at Enrollment			
Homeless	0	4	4
Pregnant or Parenting	1	6	7
Test under the 9th grade level in Reading, Language or Math	9	14	23
Foster Child	1	3	4
Have a Disability	2	2	4
Offender	1	3	4
High School Drop Out	0	4	4
Services and Achievements of Enrolled			
Employed	3	11	14
Enrolled in Tutoring	0	4	4
Enrolled in College or Trade School	1	5	6
Attained a College Degree	0	1	1
Attained an Occupation Career Certificate	0	5	5





Mendocino Workforce Development Board Program Report
Adult and Dislocated Worker Programs
July 1, 2015 – Oct 31, 2015

Per the DOL Employment and Training Administration (ETA), Workforce Innovation and Opportunity Act (WIOA) will help job seekers and workers access employment, education, training and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy.

As the program provider for WIOA Adult and Dislocated Workers MPIC's goal is to promote an increase in employment, job retention, earnings and occupational skills improvement for eligible job seekers. This, in turn, improves the quality of the workforce, reduces welfare dependency, and improves the productivity and competitiveness for our Community.

PROGRAM SERVICES DEFINITION
BASIC and INDIVIDUALIZED CAREER SERVICES: Outreach, job development, job referrals, job search & placement, workshops, labor market information for all job seekers. Comprehensive & specialized assessments of skill levels & service needs, development of an employment plan, & short-term pre-vocational services.
TRAINING SERVICES: Training services include occupational skills training, entrepreneurial training, job readiness training, Adult education and literacy, On-the-Job training, customized training and skills upgrade and retraining.

FIRST QUARTER LIMITITATIONS	
ADULT	Dislocated Worker
$19048	$34904

ADULT & DISLOCATED WORKER ENROLLMENTS & EXITS				
ENROLLMENTS	**Adult**		**Dislocated Workers (Laid Off Workers)**	
	Planned	YTD	Planned	YTD
Career Services	60	39	60	20
Training Services	30	6	25	11
Received a support service other than training tuition	N/A	0	N/A	0
Exits	N/A	0	N/A	0

OCCUPATIONAL TRAINING	
NO. OF TRAINEES	**OCCUPATIONAL SECTORS**
6	**Health Care**
5	**Clerical, Computer Technology, Bookkeeping**
1	**Heavy Truck and Tractor Trailer Drivers**
1	**Education**

Mendocino Works One-Stop Report
July-December

Customer Information	Jul-15		Aug-15		Sep-15		Oct-15		Nov-15		Dec-15	
	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits
Ukiah One-Stop	553	1162	546	1091	526	1009	537	1032				
Fort Bragg	84	137	1	1	14	96	11	77				
Total	***637***	***1299***	***547***	***1092***	***540***	***1105***	***548***	***1109***	***0***	***0***	***0***	***0***
New Customers	81	81	54	54	56	56	55	55				
Employment Mastery	11	21	7	14	8	14	8	18				
WIA Orientation	12	12	1	1	1	1	3	3				
WIA Wait List Adult	1	1	0	0	0	0	0	0				
WIA Wait List Dislocated Worker	1	1	0	0	0	0	0	0				

Agency Specific Contacts	Jul-15		Aug-15		Sep-15		Oct-15		Nov-15		Dec-15	
	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits
EDD	181	302	150	234	165	296	203	361				
CalWORKs Job Services	132	254	149	294	144	228	141	250				
MPIC	28	34	26	40	24	32	24	34				
West Company	7	3	7	5	4	8	6	15				
Goodwill	1	1			0	0	0	0				
Mayacama	13	44	3	3	0	0	0	0				
California Human Development	13	19	8	11	12	14	4	6				
Mental Health	3	3	6	6	3	3	5	7				
Department of Rehabilitation	3	3	4	4	3	3	2	7				
CIMC **	1	1	20	24	21	27	20	34				

Self Services through VOS*	Jul-15		Aug-15		Sep-15		Oct-15		Nov-15		Dec-15	
	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits	Customers	Total Visits
Self Service Job Search	173	363	101	295	108	357	153	376				
Self Service Resume	73	204	48	127	60	166	177	213				
Skills Self-Assessment	10	59	18	33	23	55	54	65				
Outside Web-Link Job Referral	12	173	5	124	43	136	41	171				
Total	**268**	**799**	**172**	**579**	**234**	**714**	**425**	**825**	**0**	**0**	**0**	**0**

*Includes CalJOBs numbers

**CIMC California Indian Manpower Consortium

Fort Bragg logged 32 WIA services provided to customers from Decer July 1, 2015 through July 31, 2015

Ukiah logged 150 WIA services provided to customers from July 1, 2015 through July 31, 2015

Mendocino Workforce Investment Board Program Report
Adult and Dislocated Worker Programs
July 1, 2015 – June 30, 2015

SUBSIDIZED EMPLOYMENT	
On-the-Job Training	0
Work Experience	0

ONSITE HIRING EVENTS	
Hiring Events	3
Job Seekers Interviewed	17
Job Seekers Hired	6

BUSINESS SERVICES	
Employer Services	128
Job Orders Received	50

TRAINING EXPENDITURES		
TOTAL MANDATED TRAINING EXPENDITURE 2014/15 PY	$113798	25%
TRAINING EXPENDITURES	$202	
LEVERAGED TRAINING EXPENDITURES	$202*	
TOTAL TRAINING EXPENDITURES	$404	.0035

***this amount has not been approved by WIA Admin**

Mendocino County Local Workforce Investment Area (LWIA) met 8 of 9 performance measures, the Literacy or Numeracy Skills Gain measure was failed. This measure was missed by 10 out of 49 LWIAs statewide. Literacy/Numeracy Gains continue to be an area LWIAs struggle with. The Literacy/Numeracy measure will continue to be a youth measurable skill gain through PY 2016 and will continue to be monitored closely by the Program Service Provider and WIOA Administrative Unit.	
Local Area Name	Mendocino Workforce Invesment Board
Program Year	2014/2015
Total Participants Served (adults)	1517
Total Participants Served (Dislocated Workers)(DW)	56
Total Participants Served (Older Youth)	16
Total Participants Served (Younger Youth)	19
Total Exiters (adults)	1467
Total Exiters (DW)	32
Total Exiters (Older Youth)	9
Total Exiters (Younger Youth)	9
Entered Employment Rate Adults Negotiated Performance Level	72.5
Entered Employment Rate Adults Actual Performance Level	73.9
Entered Employment Rate Adults Success Rate	101.9%
Entered Employment Rate DW Negotiated Performance Level	73
Entered Employment Rate DW Actual Performance Level	82.4
Entered Employment Rate DW Success Rate	112.8%
Retention Rate Adults Negotiated Performance Level	81
Retention Rate Adults Actual Performance Level	83.3
Retention Rate Adults Actual Success Rate	102.9%
Retention Rate DW Negotiated Performance Level	79
Retention Rate DW Actual Performance Level	88.2
Retention Rate DW Actual Succes Rate	111.7%
Six-Months Average Earnings Adults Negotiated Performance Level	$13,500.00
Six-Months Average Earnings Adults Actual Performance Level	$18,263.03
Six-Months Average Earnings Adults Success Rate	135.3%
Six-Months Average Earnings DW Negotiated Performance Level	$14,900.00
Six-Months Average Earnings DW Actual Performance Level	$23,641.35
Six-Months Average Earnings DW Success Rate	158.7%
Placement in Employ. or Education Negotiated Performance Level	65
Placement in Employment or Education Actual Performance Level	80.0
Placement in Employment or Education Success Rate	123.1%
Attainment of Degree or Certificate Negotiated Performance Level	55
Attainment of Degree or Certificate Actual Performance Level	90.0
Attainment of Degree or Certificate Success Rate	163.6%
Literacy or Numeracy Gains Negotiated Performance Level	50
Literacy or Numeracy Gains Actual Performance Level	9.1
Literacy or Numeracy Gains Success Rate	18.2%

THE WORKFORCE NEEDS ASSESSMENT

The NCCPA Workforce Needs Assessment is designed to ask a representative sampling of Mendocino County employers in key industries about their workforce needs and other priority issues.

The result will help us design more effective education and training programs for local students, and give a better understanding of the workforce needs and other priorities of Mendocino County employers.

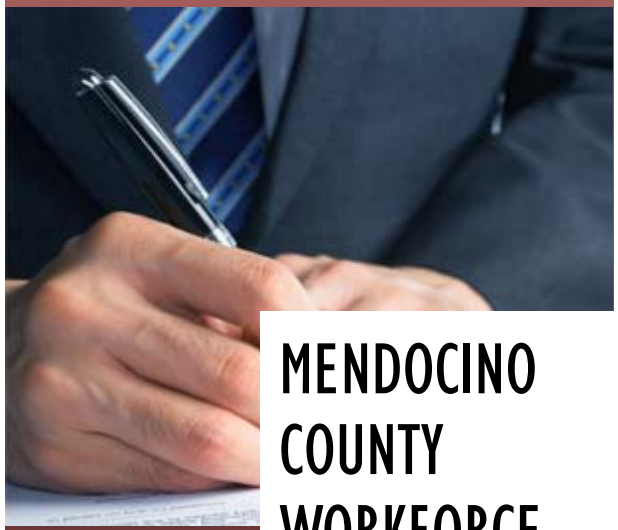
The goal is to improve the quality of the workforce and the education and career success of our students.

The interview is confidential. Anything you say will only be published as summarized information. Your name and organization will not be identified.

The interview will typically last five to seven minutes.

NCCPA | Northern California Career Pathways Alliance

A Program of:
Mendocino County Workforce Development Board
631 N. Orchard Ave. • Ukiah, CA 95482
(707) 467-5506 • FAX (707) 467-5592



MENDOCINO COUNTY WORKFORCE NEEDS ASSESSMENT

NORTHERN CALIFORNIA CAREER PATHWAYS ALLIANCE

The Northern California Career Pathways Alliance (NCCPA) is a grant-based coalition of six counties. The Alliance was created to develop new and enhance existing career "pathways" that foster economic and workforce development benefiting employers, students and the community at large.

A NCCPA pathway will identify employer needs, pinpoint training and education barriers and skills gaps, then provide occupational and technical education to create a job-specific, high-skills employee base in Mendocino County

Pathways will incorporate relevant academic material for specific employment areas, including development of work ethics (soft skills), hands on training and career preparation such as job shadowing and internships.

YOUR OPINION MATTERS!

As a local employer your input, insight and collaboration is crucial to begin this process and assure that the pathways developed meet the needs of local industry. The NCCPA Workforce Needs Assessment is a confidential five-to-seven minute phone or face-to-face interview.

NCCPA PARTNERS

A collaborative effort between industry and education stakeholders within the county is critical in developing a regional work plan designed to addresses industry engagement, program of study and transition to post-secondary completion.

- Mendocino County Workforce Development Board
- Mendocino County Employers
- Mendocino County Office of Education
- Mendocino College

NCCPA PATHWAYS

NCCPA has identified the following occupational pathways in Mendocino County:

- Health Science & Medical Technology
- Agriculture & Natural Resources
- Hospitality - Tourism
- Business & Finance