

Local Plan Modification

July 1, 2009 – June 30, 2010

**Division of Employment and
Workforce Solutions**



**NYS
DEPARTMENT
OF LABOR**

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General Instructions for Modifying the Existing Local Plan

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

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

Plan Modification Guidelines

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

http://www.labor.state.ny.us/workforcenypartners/wfnyp_index.shtm

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

Publication

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

Submission

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

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

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

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

Time Table

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

Required Attachments

The required Attachments include:

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

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

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


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

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

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

Instructions for Filling out the Plan Modification Document

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

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

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

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

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

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

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

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

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

- **Green and Renewable Resources**

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

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

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

- **Advanced Manufacturing**

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

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

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

Section I: Strategies and Policy Updates

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

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

Section II: WIA Compliance

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

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

Section I. Strategies and Policy Updates

1. Priority of Service

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

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

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

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

a. Public Assistance and Low-Income Populations:

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

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

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

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

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

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

- a. The Center for Workforce Development contracts with the local LDSS to implement the Welfare to Work program at the Sullivan Works One Stop Center. When a customer has moved to intensive and/or training services the WtW staff verifies the current status of the customer. This documentation is kept in the customer file.**
- b. To determine low-income status, customers provide pay stubs, tax returns or other approved forms of income verification. This documentation is kept in the customer file.**
- c. Although difficult to predict, it is estimated that 50% of the WIA Adult customers will meet the criteria for low-income.**
- d. N/A**

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

N/A

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

On a monthly basis the WDB's Director and the WIA fiscal staff meet to review current levels of expenditures, accruals and obligations. The fiscal staff is in regular contact with the One Stop Manager on enrollments. ARRA funding is tracked separately and while emphasis is on the priority of service population, no eligible customer will be denied training services. When funding again becomes tight then priority of service status plays a stronger role in the decision making process.

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

DEWS staff will receive training on the basic compliance requirements of TANF/SN so they are better able to serve this population.

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

There has already been one meeting with staff to review current policies. There will be another meeting after the WBD Executive Committee [charged with setting WIA local policy] reviews and makes final changes to policy.

The One Stop Center will hold regular monthly staff meetings focused on the nuts and bolts of implementing and coordinating WIA, TAA, ARRA and Welfare to Work programs. All relevant Technical Advisories, notably TA #9-14, as well as local WDB policies will be the foundation for meeting topics. This will ensure that priority of service becomes integrated into the service delivery design.

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

None

b. Veterans & Eligible Spouses of Veterans:

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

The federal regulation requires that Local Boards develop and include in their strategic local plans, policies implementing priority of service for the local One-Stop Career Centers and for service delivery by local workforce preparation and training providers. These policies must establish procedures to ensure that covered persons are given an opportunity to identify themselves as a veteran or eligible spouse at the point of entry thus allowing them to take full advantage of priority of service. Please note, federal regulations currently provide direction that verification of the status of an individual as a veteran or eligible spouse at the point of entry is not required.

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

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

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

All customers provide basic information when they come to the One Stop Center for services including Veteran status. If they are a Veteran they are immediately referred to the DVOP. If he is unavailable then the customer will be seen by another One Stop Center staff member.

Currently there is no signage specific to Veterans or their spouses. The One Stop Center

staff will create appropriate signage. The computers at the One Stop Career Center have bookmarked the following websites that provide job search and networking assistance specific to Veterans: www.military.com; www.nwl.net; and www.vetjobs.com.

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

A request will be made to the Sullivan County MIS department to add information on Priority of Service for Veterans and Spouses to the website.

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

The WDB Director is responsible for ensuring that all appropriate language is included in RFP's, contracts, etc. The WDB Director is in the process of reviewing RFP language to ensure that priority of service language is included.

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

None

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

There has already been one meeting with staff to review current policies. There will be another meeting after the WBD Executive Committee [charged with setting WIA local policy] reviews and makes final changes to policy.

The One Stop Center will hold regular monthly staff meetings focused on the nuts and bolts of implementing and coordinating WIA, TAA, ARRA and Welfare to Work programs. All relevant Technical Advisories, notably TA #09-14, as well as local WDB policies will be the foundation for meeting topics. This will ensure that Veteran priority of service becomes integrated into the service delivery design.

6. Describe the outreach strategies (if any) that will be incorporated into local policy in an effort to "get the word out" about veterans' priority of service. [Outreach strategies may also be targeted to employers in an effort to gain support and interest for the hiring of veterans. In addition to the existing Work Opportunity Tax Credit veteran target group, the Recovery Act added "unemployed veterans" as a targeted category. An employer who hires an unemployed veteran (defined as discharged from active duty in the Armed Forces at any time during the five-year period ending on the hiring date, and receiving unemployment compensation for at least four weeks during the year prior to being hired by the employer) may qualify for a federal tax credit incentive.]

There exists a strong working relationship between the DVOP and the County Veterans office. The Sullivan DVOP is also involved in TAP and Warriors in Transition.

There is currently only one staff member who works directly with businesses on a part time basis. All leads for placement and OJTs go first to the DVOP. A contract is pending with BOCES to provide staff to increase the outreach to businesses in the community. Any created material directed at the business community will include priority of service language.

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

The monthly One Stop meetings is where these topics will be discussed and monitored. Daily observations by the One Stop Manager will also help in monitoring the front door.

The One Stop Manager and WDB Director meet regularly to review Center activities and policy adherence. All training approvals are the responsibility of the WDB Director who monitors requests to ensure expenditures are sufficient and accurate.

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

None

2. Supportive Services and Needs Related Payments

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

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

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

Definitions and Descriptions of Local Policy:

a. Supportive Services:

WIA §663.800 (Ref: §101(46) and 134(e)(2)) defines supportive services for adults and dislocated workers as those that include transportation, child and dependent care, housing and needs related

payments which are necessary to enable individuals to participate (or continue to participate) in activities authorized under WIA Title 1B and which are not available through other programs.

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

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

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

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

The WDB does not provide support for housing or dependent care but referrals are made to the appropriate agencies. Most supportive services are provided to eligible customers who are enrolled in training. However, eligible customers receiving core, intensive and follow up services may also receive supportive services.

Enrolled youth are eligible for supportive services during their enrollment and the twelve months of follow up services.

Any exceptions to the local policies can only be made by the WDB Director.

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

Supportive services are available for all enrolled Dislocated Workers and WIA youth. WIA Adults who meet the priority of service are eligible for supportive services. As long as the customer complies with program requirements they will remain eligible for supportive services.

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

Supportive services are available for eligible customers who are enrolled in core, intensive and/or training services and are unable to obtain the supportive service through other programs. Supportive services are only provided when they are necessary to enable individuals to participate in WIA activities.

At present, the local policy is that to be eligible for supportive services the customer must have a documented household income of 200% or less of poverty. The policy is currently under review to be raised to 250% of poverty.

- a. **The plan for supportives services is customized for the individual. Child care vouchers are submitted bi-weekly or monthly depending on he provider preference. All other supportive services are provided on an as needed basis.**
- b. **Supportive services are available to customers who are enrolled in WIA activies, are in good standing and have not exceeded the outlined financial limits. For exampe, there is a cap of \$1,000 for car insurance payments and \$750 for car repairs.**
- c. **Supportive servicess are based on income eligibility.**
- d. **Adjustments are made to supportive services plan on an as needed basis.**
- e. **Any exceptions to supportive service policies are madeby the WDB Director on a case by case basis.**
- f. **Referrals to other agencies are a regular part of the development of the IEP and supportive services plan.**

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

1. For child care payments to be made the customer must submit time sheets on a bi-weekly basis. All time sheets must be complete and include lab times, field work and instructor meetings. The time sheets must be signed by the instructors for each class. The time sheets are compared to the child care vouchers, adjusted if necessary and forwarded for payment. The maximum allowed for child care payments is \$1,500. Child care co-pays are not covered.

2. Transportation:

**Assistance with car insurance not to exceed \$1,000. Three quotes required.
Assistance with car repairs not to exceed \$750. Three estimates from certified auto repair businesses required.
Driving lessons, required 5 hour course and defensive driving class.**

- | |
|---|
| <ol style="list-style-type: none">4. Tools and/or equipment necessary for employment in an amount not to exceed \$250.5. DOT physicals, permit fees, license fees, HazMat endorsement, drug testing needed for training and/or employment.6. State testing, certification and/or licensing fees directly related to training. |
|---|

b. Needs-Related Payments (NRP):

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

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

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

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

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

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

1. Regarding the eligibility of participants:

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

- a. **To be eligible for Needs Related Payments a customer must be enrolled in full time training – minimum of 12 credits or 12 hours classroom seat time.**
- b. **Customers must maintain a 2.0 GPA in credit bearing programs and/or satisfactory progress in non-credit programs. Attendance must be submitted bi-weekly with instructor and customer signatures.**
- c. **Customers eligible for needs related payments will be paid for school breaks that are 14 days or less without any additional requirements. Customers eligible for needs related payments will be paid for school breaks lasting 15 days or more if they are in compliance with required bi-weekly employment related activities at the Sullivan Works One Stop Center as outlined in their IEP. Customers who are not enrolled in classes over the summer break are not eligible for needs related payments during that time period.**
- d. **Extended UI benefits must be exhausted before needs related payments are activated.**
- e. **Needs related payments will be suspended during times of earned income and reinstated once the income ends. There will be no requirement to requalify.**
- f. **If a customer receives supportive services from another program it will not impact the receipt of needs related payments.**

2. Regarding the payments of NRPs:

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

- a. **A stipend of \$208 per week (or actual unemployment insurance benefit rate, whichever is less) will be made available to customers.**
- b. **The maximum allowable payment is \$208 per week.**
- c. **A customer may receive needs related payments up to 52 weeks as long as they are enrolled in classroom training.**

- d. **A form will be attached to attendance sheets that the customer submits bi-weekly that attests to their eligibility to continue receiving needs related payments. If they begin receiving UI and have already received a needs related payment the customer will be responsible for repayment.**
- e. **Bi-weekly**
- f. **Customers will submit attendance and complete a form that attests to continued eligibility for the time period.**

3. Regarding the administration of the NRP program:

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

- a. **The One Stop Manager and the WDB Director in his absence.**
- b. **Sullivan County Treasurer is setting up a separate account for needs related payments. The WIA fiscal staff will manage the payment in partnership with the County Treasurer's office.**
- c. **The One Stop Manager and the WDB Director in his absence.**
- d. **The One Stop Center staff will handle the form distribution and will submit them to the WIA fiscal staff for payment. The WIA fiscal staff will be responsible for the payment processing.**
- e. **The WIA policy for needs related payments has been developed by the WDB Executive Committee. The WIA fiscal staff will be responsible for the accounting.**

3. Youth Activities and Summer Youth Employment Programs

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

ETA strongly encourages local areas to:

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

With that in mind, please answer the following questions:

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

The basic design of the summer youth program is to provide paid work experience opportunities for youth with work readiness and basic skill developemnt integrated into their work experience.

- a. **14 – 19 years old – 26 hours per week for 6 weeks. Youth that are new to the SYEP are paid \$7.25 per hour and youth who had a successful summer experience the prior year earn \$7.50 per hour.
20 -24 years old – can work up to 30 hours per week at \$10 per hour. They can work**

through September 30, 2009.

- b. Sullivan County uses the SCANS foundation skills and competencies as the foundation for the work readiness component. Youth are assessed by their Crew Leaders during the first week. A set of skills and competencies that the youth needs to improve are identified. Each week a different skill is focused on for the week. Each Friday the youth write in a journal how they used their skill, what they need to continue working on and where else in their lives these skills would be useful.
- c. Each youth works with the Crew Leader to identify the skills to be worked on - SCANS foundation skills and competencies.
- d. All youth are pre and post assessed. Crew Leaders work with youth during the program to develop and demonstrate learned skills. Success is measured by the Crew Leader and recorded on evaluation forms. Youth also keep a weekly journal of successes and challenges.
- e. Three older youth are working with the CAP weatherization program which is headed by a BPI certified building analyst. Youth install energy efficient windows, furnaces and insulation. They are learning how to conduct energy audits. At the community college a crew of youth have expanded the organic community garden and have been learning organic gardening and landscaping techniques. A crew at a horse farm has developed a recycling program for the farm.
- f. All crews are project base learning sites. There is no formal apprenticeship program.
- g. Outreach is accomplished through meetings with agency heads such as the local DSS, Children Services, Probation, school districts and BOCES, One Stop Center, non-profit community and the youth themselves.

2. Provide the following:

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

Sullivan County will serve approximately 90 youth with ARRA funds and expend approximately 60% of allocated funds.

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

N/A

4. Describe the type of summer program worksites that were identified, recognizing that youth worksites could not include casinos or other gambling establishments, aquariums, zoos, golf courses, or swimming pools when funded with Recovery Act funds:

- a. How worksites were/will is selected?

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

- a. **The SYEP has a long and solid reputation as a quality program. Worksites were selected based on existing relationships, past performance and word of mouth. In addition, the WDB Director presented a workshop at the Sullivan Renaissance Winter Forum that outlined a successful beautification model that occurred the prior year with the SYEP, a local Sullivan Renaissance group and the business community. That resulted in new worksites being developed.**
- b. **Worksites were public, private and non-profit including community college, hospital, government offices, nursing home, office supply company, horse farm and CBO's.**
- c. **The program is administered in-house and the youth are paid county employees so minimum wage requirements are met. Crew Leader training includes workplace safety and county orientation. The first week of the program all youth receive workplace safety training by the Crew Leaders and the WIA staff conduct sexual harassment and workplace behavior sessions. All youth receive a program handbook outlining rules. WIA staff conduct regular visits to monitor work sites.**
- d. **The worksite agreement is reviewed and signed by the worksite and WIA staff verify that youth will not unfavorably impact current employees and/or impair existing collective bargaining agreements.**
- e. **Whenever possible youth are matched to worksites based on interests, skills, goals and abilities. During the interview process in depth discussions occur about the various worksites so youth can choose their top preferences. Transportation is usually the main reason that youth cannot be accommodated. In outlying areas where transportation would be too costly worksite projects are developed in the town so youth can walk to the site.**
- f. **The worksites that were crews were project based learning sites. An example would be one worksite at a housing authority where the youth were repainting the parking lot lines. They learned about any regulations about length, width and color of the lines and parking spots. They measured the lines and width of parking spots and determined how much paint they would need and what is the appropriate paint to use. Another site that created a riverside park learned about and removed invasive plants and learned how to design a walking trail.**

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

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

- a. **No**
- b. **The youth write in a jornal on a weekly basis. All Crew Leaders have dictionaries on site. This year we are piloting a project with Literacy Volunteers. Four youth have been trained as Literacy Tutors and have been providing one-on-one tutoring to youth working at the community college worksite.**

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

The older youth on the summer program will be working until 9/30/09. An RFP will be issued in September for additional services including GED.

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

ARRA funds allows for a significantly expanded summer youth program as well as the ability to serve youth up to the age of 24. Additional RFPs will be issued in September. There is a contract with BOCES beginning in September to serve out of school youth that is being funded with formula funds. There is new fiscal staff and along with the WDB Director changes are being made to improve the tracking of funds.

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

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

- a. **All enrolled youth are eligible to access supportive services as long as they are engaged in education, training and/or employment activities.**
- b. **Any of the youth who participated in the SYEP are eligible for enrollment in adult services. Staff will outreach more directly with these youth.**
- c. **There is a contract with BOCES to provide WIA services at the One Stop Center including business outreach. In addition the WIA youth staff person at the One Stop Center will be working directly with the business community. There is another contract with BOCES to serve out of school youth with business outreach as a component. The WIA youth staff at the One Stop Center will coordinate the outreach efforts to ensure no duplication with employers.**

4. Reemployment Services under the Wagner-Peyser Act

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

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

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

All UI customers who are required to comply with work search are called into the One Stop Center using the REOS. Customers meet with LSRs who conduct an initial assessment that includes explaining available services. If a customer expresses an interest in training they are referred to WIA staff. If they are in need of career exploration they are referred to the Career Counselors.

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

The One Stop Center has begun holding weekly orientations for UI recipients on available training opportunities.

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

Discussion is underway to host a Career Fair focused on the healthcare industry and the “green” opportunities.

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

The LWIA has contracted with BOCES to provide additional staff at the One Stop Center to assist in providing services to UI and other WIA eligible customers. Contracted staff will provide core, intensive and training services along with providing outreach to the business community.

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

UI customers are called into the One Stop Center within two weeks of applying for benefits. A letter is included with the call back inviting customers to a orientation on available services, notably training. WIA staff conduct the orientation and provide all follow up

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

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

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

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

Sullivan County Center for Workforce Development WIA Title IB Adult and Dislocated Worker Programs Eligibility and Screening Policy

As the Administrative Entity designated to administer the WIA Title IB Adult programs in Sullivan County, the Sullivan County Center for Workforce Development (SCCWD) has, with the approval of the Workforce Development Board of Sullivan Inc., developed the following policies and procedures that will respond to the functional alignment and integration of the WIA Title IB Adult and Dislocated Worker programs with the Wagner Peyser program operated by the Department of Labor Division of Employment Services. The Title IB Dislocated Worker Program is currently aligned / integrated with the Trade Adjustment Act and that alignment and integration is dealt with in a separate policy document.

Eligibility and Certification – All job seeking customers who access services through the One Stop system in Sullivan County will be registered into the One Stop Operating System (OSOS) and enrolled in the Title I Adult or Dislocated Worker programs and the Wagner Peyser program. All applicants must submit the required documentation to verify eligibility information and be in compliance with federal data validation requirements.

WIA Title I formula funds for adults and dislocated workers must be used to provide core, intensive and training services through the Sullivan Works One Stop system.

The WIA identifies the different eligibility criteria for each level of service:

WIA Final Rules and Regulations Section 663.105: “To be eligible to receive core services as an adult in the adult and dislocated worker programs, an individual must be 18 years of age or older.”

WIA final Rules and Regulations section 663.115: “To be eligible to receive core services as a dislocated worker in the adult and dislocated worker programs, an individual must meet the definition of a “dislocated worker” at WIA section 101(9) be 18 years of age or older.”

WIA section 101(9) reads: Dislocated Worker – The term “dislocated worker” means an individual who:

- (A) (i) has been terminated or laid off, or who has received a notice of termination or layoff from employment;
- (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or

(II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one stop center referred to in section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and

(iii) is unlikely to return to a previous industry or occupation;

- (B) (i) 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;

(ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

(iii) for purposes of eligibility to receive services other than training services described in section 134 (d) (4), intensive services described in section 134 (d) (3), 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; or

(D) is a displaced homemaker

WIA Section 101 (10) reads: Displaced Homemaker – the term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who –

(A) has been dependent on the income of another family member but is no longer supported by that income; and

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

WIA Final Rules and Regulations Section 663.220: “Adults and dislocated workers who are unemployed, have received at least one core service and are unable to find employment through core services, and are determined... to be in need of more intensive services to obtain employment; and adults and dislocated workers who are employed, have received at least one core service, and are determined...to be in need of intensive services to obtain or retain employment that leads to self-sufficiency...”

WIA Final Rules and Regulations Section 663.310: “Training services may be made available to employed and unemployed adults and dislocated workers who: (a) Have met the eligibility requirements for intensive services, have received at least one intensive service...and have been determined to be unable to obtain or retain employment through such services; (b) After an interview, evaluation, or assessment, and case management, have been determined...to be in need of training services and to have skills and qualifications to successfully complete the selected training program.”

WIA final Rules and Regulations section 663.230: “Self-sufficiency for a dislocated worker may be defined in relation to a percentage of the layoff wage.”

Priority of Service

For services under the WIA Title IB Adult and Dislocated Worker programs, priority will be given to veterans and eligible spouses (20CFR, part 1010).

For services under the American Recovery and Reinvestment Act of 2009, priority for services will be given to veterans and eligible spouses, recipients of public assistance, and low income individuals.

Under sec 1010.310(b) (3) of 20 CFR, when the veterans priority is applied in conjunction with another statutory priority like the Recovery Act’s priority for recipients of public assistance and low income individuals, veterans and eligible spouses who are members of the recovery Act priority group must receive the highest priority within that priority group, followed by non-vet members of the Recovery Act priority group.

Self Sufficiency

The self sufficient wage for the Sullivan Workforce Area is \$15.01/hour. An individual who earns \$15 or less is considered not self sufficient and would be eligible for consideration for training services. The self sufficient wage for Dislocated Workers is 80% of their wage at layoff or \$15.01/hour, whichever is higher.

Please Note: For individuals whose incomes include tips and/or commissions the self sufficient wage is determined to be one of the following: \$15/hour; \$120/day or \$600/week.

Training Services

Please Note: *The trade Adjustment Act (TAA) has different rules regulating training. Refer to the respective local policies and Technical Advisories for guidance.*

Individual Training Accounts (ITA)

The maximum ITA for Sullivan County may not exceed \$7,000 inclusive of tuition, books and fees necessary for completion and attainment of a degree, certificate or license.

To be eligible for an Individual Training Account the following criteria must be met:

- ✓ The participant must have received at least one core and one intensive service and have been determined to be unable to secure or retain employment through those services.
- ✓ The participant has received a comprehensive assessment and it has been determined that they would benefit from training services.
- ✓ The participant is not yet self sufficient.
- ✓ Training must be for an occupation that pays at least \$12/hr. This can also be achieved if a job pays at least \$10/hour and has a benefits package that equals at least \$2/hour. Exceptions to this requirement are positions within Healthcare, Advanced Manufacturing and Green sectors.
- ✓ Training must be directly linked to regional employment opportunities.
- ✓ Training must be for an occupation listed on the WDB's Demand Occupation list. The exception to this requirement is training for Green jobs.
- ✓ Training for Green jobs must be part of a career pathway plan. It can be a value added skill set for someone in the construction field. The training(s) can be combined with other trainings that have a greater chance of resulting in immediate employment opportunities. An example would be someone who completes HVAC training, Oil Heat Tech training and then Geothermal Installation training.

- ✓ If a participant wants training for occupations not on the Demand Occupation list, they must provide proof of job openings and/or letters of intent from potential employers.
- ✓ College training is approved on a semester basis. The participant is expected to maintain a 2.0 cumulative grade point average to be considered for approval for the following semester.
- ✓ The participant must select a training provider from the approved Sullivan County Eligible Training Provider (ETP) List. Preference is always given to local training providers. If a participant chooses a training provider that is out of the immediate area (Sullivan, Orange, Ulster and Dutchess counties) for a training program that is available in the immediate area, the amount of funding provided for tuition will not be higher than what local providers charge for the same course of training. It will be the responsibility of the participant to make up the cost difference if the amount is higher than that of a local provider.
- ✓ Training cannot exceed 2 years.
- ✓ Participants must achieve on required assessment testing the indicated minimum reading and math levels set by the training provider. Specifically, for the nursing field:
 - Certified Nurse Assistant – Reading and Math levels of 7.0
 - Licensed Practical Nurse – Reading and Math levels of 11.0
 - Registered Nurse – reading and Math levels of 11.0
- ✓ Participants looking to enroll in an approved credit program at the community college must achieve, at a minimum, reading and math levels of 11.0 to be considered for approval.
- ✓ As a rule, an individual who is already credentialed (degree/license) in a demand occupation will not be eligible for training services. The exceptions to this are as follows:
 - An individual who has a degree and wants to become a certified teacher.
 - An individual who wishes to move up in the nursing field.
 - An individual who, through documented circumstances, can no longer work in the field in which they trained.
- ✓ Training funds will not support a four year degree program. However, if an individual has three semesters or less to complete a Bachelor level degree and the degree is in a demand occupation (e.g. teaching, nursing), then approval may be granted.
- ✓ Post graduate and doctoral degrees are not eligible for funding.

- ✓ All other financial avenues must be explored and/or applied for (financial aid, other funding streams) before WIA Title I Adult and/or Dislocated Worker funds are accessed. This may include TANF; State funded training, Trade Adjustment Act, Federal Pell and NYS TAP.
- ✓ Training must be approved and signed off on by the Director. If the Director is unavailable, the One Stop Manager may approve and sign the ITA. No training can start prior to the receipt of approval.

Please Note:

- ✓ Individuals who quit their job to become eligible for Title IB training services will not be considered for enrollment.
- ✓ An individual who refuses full time employment in order to be able to go to training through Title IB will not be considered for enrollment.
- ✓ An individual who has defaulted on students loans or has outstanding debt to any training institution will not be eligible for training assistance until such time as all outstanding debt is settled and the individual provides documentation that they are back in good standing with the financial institution(s).
- ✓ An individual who refuses to accept available employment in a training-related field upon completion of training will be precluded from receiving subsequent WIA Title IB services beyond the minimum required follow up services.

Supportive Services

Supportive services may only be provided to these individuals who are participating in core, intensive or training services and are unable to obtain supportive services through other programs. Supportive services may only be provided when they are necessary to enable individuals to participate in Title I activities. (WIA section 663.805).

Individuals requesting supportive services must have a household income of 200% or less of poverty. The individual must provide income verification documentation.

Requests for supportive services are sent to the Director (or the One Stop Manager in the Director's absence). Requests need to briefly outline what is being requested and why the supportive service(s) is needed.

Services include:

1. Transportation:
 - a. Assistance with car insurance payments not to exceed \$1,000.
Assistance with car repairs not to exceed \$750.
Must provide three quotes for insurance; must provide three estimates for

vehicle repairs from a certified auto repair business.

- b. Driving lessons, required 5 hour course, defensive driving class
2. Childcare payments to maximum of \$1500. *No co-pays will be supported.*
3. Tools and/or equipment necessary to be successful at employment in an amount not to exceed \$250.
4. Clothing/uniforms necessary for employment in an amount not to exceed \$250.
5. DOT physicals, permit fee, license fee, HazMat endorsement, drug testing needed for training and/or employment.
6. State testing, certification and/or licensing fees directly related to training.

** Books, fees for exams, tools/equipment necessary for training are part of the training cost and not considered supportive services.

Need Related Payments

Needs related payments provide financial support to participants to enable them to utilize available training services. ***Participants will be required to provide attendance for training program on a bi-weekly basis in order to receive this benefit. Failure to provide this documentation will result payments being discontinued.***

A stipend of \$208* per week (or actual unemployment insurance benefit rate, whichever is LESS) will be made available to participants on a bi-weekly basis while in classroom training for a maximum of 52 weeks, if they meet the following:

Adults must:

1. Be unemployed,
2. Not qualify for, or have ceased to qualify for, unemployment compensation; and
3. Be enrolled in a program of training services.
4. Be ready, able and willing to work.
5. Family income (based on family size) does not exceed 200% of the poverty level.

Dislocated Workers must:

1. Be unemployed, and;
2. Have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA; and
3. Be enrolled in a program of training services under WIA section 134(d)(4) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or

(b) Be unemployed and did not qualify for unemployment compensation or Trade Readjustment Assistance under TAA.

4. Family income (based on family size) does not exceed 200% of the poverty level.

Please Note: Participants eligible for needs related payments will be paid for school breaks that are 14 days or less without any additional requirements. Participants eligible for needs related payments will be paid for school breaks lasting 15 days or more if they are in compliance with required bi-weekly employment related activities outlined by their Specialist.

Services Not Supported:

1. Direct housing support of any kind; rent payments, hotel fees, etc.
2. Meal allowances
3. Direct payments for household expenses, food, utilities, phone, etc.
4. Fines, penalties etc.

Supportive service “not to exceed” amounts are for the life of the enrollment in core, intensive and/or training services. This does not include the core service known as follow up services. Follow up supportive services are available for up to 12 months after an individual begins employment.

The Director and/or the One Stop Manager must approve the expenditure of funds for supportive services and the locations where equipment, tools, clothing, etc. are to be purchased. Any unusual requests not listed or any identified need to exceed set limits must receive the approval of the Director. All county and program procurement procedures and policies will be followed.

Documentation for Income Verification for Supportive Services

Participant’s family income cannot exceed current 200% of poverty income guidelines. The list below provides information concerning what income is included and excluded. Copies of all documentation must be in the participant file for supportive service approval.

Included as Income

1. Gross wages.
2. Net receipts from non-farm self-employment (receipts from a person’s own unincorporated business, professional enterprise, or partnership after deductions for business expenses).
3. 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).
4. Regular payments from Social Security, railroad retirement, strike benefits from union funds, workers compensation, survivor retirement benefits and training stipends.

5. Alimony
6. Military family allotments or other regular support from an absent family member or someone not living in the household.
7. Pensions whether private, government employee (including military retirement pay).
8. Regular insurance or annuity payments
9. College or university grants, fellowships, and assistanceships.
10. Net gambling or lottery winnings.

Exclusions from Income

1. Unemployment Insurance
2. Child Support payments including foster care child payments.
3. Welfare payments (including TANF, Safety Net, SSI, RCA, GA)
4. Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford and Perkins loans like any other kind of loan are debt and not income.
5. Needs-based scholarship assistance.
6. Income earned while 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.
7. Capital gains
8. Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car.
9. Tax refunds, loans, lump sum inheritances, one-time insurance payments, or compensation for injury.
10. Non-cash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, Food Stamps, school meals, and housing assistance.

On The Job Training Contracts (OJT)

The Workforce Investment Act allows for on the job training contracts as a training tool for customers enrolled in Title I Adult or Dislocated Worker programs. This alternative to traditional classroom training serves both the individual and business customer. On the Job Training (OJT) is provided by the employer in the public, private non-profit and private sector for individuals who would not otherwise be hired because they lack all the necessary skills for a particular position. A contract is developed for eligible WIA participants in exchange for reimbursement of up to 50 percent of the wage rate to compensate for the employer's extraordinary costs for training and additional supervision related to training.

In developing OJT contracts, the following policies apply:

1. An OJT contract must be limited to the period of time required for a

participant to become proficient in the occupation for which the training is being provided. The Board recognizes that training periods can and should vary reflecting individual circumstances such as the content of the training and the prior work experience of the participant and expects that periods will be a minimum of eight (8) weeks.

2. The OJT contracts may be written for a varied workweek of 30 to 40 hours.
3. The OJT contracts must be written for a time period of a minimum of eight weeks and a maximum of twenty-six weeks.
4. The participants must be WIA participants and must have received at least one core and one intensive service.
5. The participant must have an Individual Employment Plan (IEP) that documents a comprehensive assessment of their skills.
6. The business must be in compliance with all State and Federal business operation regulations and laws, including labor laws and OSHA regulations.
7. The business must operate in Sullivan County.
8. No business may have more than five on the job training contracts in a program year. Any exception to this must be brought to the Workforce Development Board Executive Committee for consideration and approval.
9. Occupations that require licensure are not eligible for OJT contracts.
10. A clear achievable training outline will be designed in consultation with the One Stop staff and will become the monitoring instrument to measure the success of the contract.
11. The OJT contract must be written for a minimum of \$10.00 per hour.
12. On the job training contracts must result in wage increase at the end of the training period of at least \$1 per hour. If the \$1 per hour increase is not possible due to written company policies and/or collective bargaining agreements, the value of the benefit package must equal at least \$2/hr and become effective within the first six months of employment. This must be documented.
13. If the participant has not made satisfactory progress in the job than a wage increase may be reduced or eliminated. The lack of progress and steps taken throughout the OJT to rectify the situation must be documented.
14. The on the job training contracts must be signed by the Owner/CEO or designated Principle of the business and the WDB Director.
15. Contract reimbursement is as follows:

- a. For contracts with a starting wage between \$10/hr and \$12.49/hr reimbursement shall be 50% of wages paid.
- b. For contracts with a starting wage above \$12.50/hr reimbursement shall be at a rate of \$6.25/hr.

16. Failure to adhere to the terms of the contract will disqualify the business from future on the job training contracts.

17. OJT contracts will not be developed with an employer who has previously exhibited a pattern of failing to provide OJT participants with continued long term employment with wages, benefits and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

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

The ITA cap was originally \$7,000 which covered the tuition of the most frequently accessed training . The subsequent decrease in funding and need to serve more people resulted in the WDB lowering the cap to \$4,000. With the increase in formula WIA funds and the addition of ARRA funds the WDB has approved raising the ITA cap back to \$7,000.

The additional funds will allow more people to access a wider variety of training opportunities and reduce the burden of loans to complete more expensive training in demnad occupations / industries.

The State’s focus on helathcare, green and advanced manufacturing is a good fit for Sullivan County. Healthcare remains a vibrant industry within the county and the region with oportuntities for all levels of nursing, radiology tech, medical coding and billing, pharmacy tech and physical therapy.

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

An RFP was issued to contract with training providers to provide training. Contracts are being developed with Sullivan County Community College and Sullivan County BOCES to provide training, including:

- 1. HVAC , Oil Heat Technician, Geo Thermal system installation sequence
- 2. Connectivity Technician – C-Tech training model
- 3. Integrated Legal/Medical ABE / Clerical skills program

4. Sustainable Transportation I and Sustainable Transportation II
5. Solar Hot Water Installation and Design

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

When a customer is in need of career development services and expresses an interest in training they work with WIA funded staff to develop their IEP/Training plans. There is a contract with BOCES to provide these WIA funded services at the One Stop Center beginning in September. Non WIA funded staff located at the One Stop Center are new and in training.

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

All customers who are looking to enroll in training are required to apply for TAP and PELL if appropriate. A customer who receives financial aide is still eligible for an ITA. The ITA is applied to remaining tuition.

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

PY 2008 Estimated Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	311	67	0	7
Total # - ITA	62	41		
Total # - OJT		1	0	0
Total # - Skill Upgrading	249	26	1	1
Total # -Customized	0	0	0	0
Total # - Rec'd NRPs	0	0	0	0
Total # - Rec'd Supp. Services	83	61	1	6
Total Training Expenditures (ITA, OJT and Customized)	42,231.00	38,572.00	0	5,095.00
PY 2009 Planned Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	320	90	0	30
Total # - ITA	65	54	0	10
Total # - OJT	0	0	0	5
Total # - Skill Upgrading	255	36	0	10
Total # -Customized	0	0	0	0
Total # - Rec'd NRPs	5	5	0	0
Total # - Rec'd Supp. Services	75	65	0	20
Total Training Expenditures (ITA, OJT and Customized)	150,000.00	170,000.00	0	150,000.00

6. Service Delivery to Targeted Populations

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

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

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

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

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

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

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

Until the recent recession, Sullivan County has had the highest unemployment rate in the Hudson Valley. Thirty five percent of the county workforce commutes out of the county for work. The plant closures in Ulster and Orange counties have negatively impacted this segment of the workforce. Many of these workers do not have a high school diplomas or GED and many are in need of ESL classes.

In Sullivan County 37% of the adult population have a high school diploma or GED and 16% do not have either. Sullivan County has one of the highest rates of illiteracy in the state at 15%. This goes along with a 14.2 % poverty rate. The people in these cohorts tend to be the first ones impacted by job loss. They also have the biggest educational challenges making reemployment more difficult. Sullivan County BOCES provides GED and ESL classes across the county.

All dislocated workers are provided core and intensive services through the One Stop Center. They receive advice and guidance for training opportunities in fields where there is a greater chance of stability such as the healthcare field. They also can receive training for occupations that are not in large demand but there are a number of openings. This would include radiology technicians, physical therapy aides and occupational therapy aides and pharmacy technicians. In addition to Heavy Equipment Operators and HVAC technicians.

There is not a Displaced Homemaker program in Sullivan County.

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

Sullivan County does not have policies and procedures specific to Migrant and Seasonal Farmworkers. However, everyone who comes to the One Stop Center can access core and, if appropriate, intensive services. Partner agencies that target migrant and seasonal farmworkers refer workers to the One Stop Center.

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

In 2007 Sullivan County had a poverty rate for all persons of 14.2% and a poverty 20% for children between the 0 – 17 years of age. According to the US Census 2005-2007, 13% of households were headed by single women. Half of the women are either single, separated, widowed or divorced.

The Sullivan One Stop Center serves a fairly equal amount of male and female customers. However, the female customers make up the majority of the TANF caseloads at the Center. Although they still pursue traditionally female career tracks, namely nursing, staff always encourage the exploration of non-traditional careers.

There will be special outreach to women for some of the contracted training such as HVAC, Solar and Connectivity Technician.

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

The Sullivan One Stop works closely with several community organizations to outreach to minorities including African Americans, Hispanic and Latino residents. Staff provide information on all available services through their memberships in organizations. A new relationship through the summer youth program has been formed with the Dream Tank CBO focused on minority youth.

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

All customers have access to labor market information on all high growth industries and career opportunities. While there is not specific broad based outreach on non traditional careers there has been a slight increase in the number of men entering the

nursing field and women being receiving BPI certifications.

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

The Title V Older Worker program is housed at the One Stop Center and 2 Greeter positions are filled by Title V participants. There is a strong relationship with the Office for the Aging and referrals are made on a regular basis.

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

There is bi-lingual staff at the One Stop Center. BOCES is a strong partner and has greatly expanded their ESL outreach and classes. Recently a Spanish speaking Labor Service Representative joined the One Stop Center.

In Sullivan County 15.9% of the residents aged 16-64 self attested to having a disability. The Disability Program Navigator has been very successful in providing community outreach and targeted information and support of members of the disabled community and employers. Outreach to the business community continues in an effort to dispell some of the myths surrounding the hiring and retaining of workers with disabilities.

Section II WIA Compliance

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

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

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

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2009?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
1. Selecting and Certifying One Stop Operators	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Contracting for Service Providers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Priority of Service	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
4. Self-Sufficiency	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Supportive Services and Needs-Related Payments	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
6. Grievances and Complaints	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>	<u>Peggy Marchese, Employment & Training Supervisor</u> peggy.marchese@co.sullivan.ny.us <u>845-794-3340</u>	
7. Youth Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Design Framework</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Youth Council</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Recovery Act Provisions</i>	Policy attachment required	<input type="checkbox"/> Yes
8. Adult, Dislocated Worker and Wagner-Peyser Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Rapid Response</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Business Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Required Signatures

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

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

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

ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

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

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

By virtue of my signature, I:

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

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

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

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

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

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

By virtue of my signature, I:

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

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

Date:		Signature of Local Chief Elected Official (CEO):
Mr. <input type="checkbox"/>	Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		
Other <input type="checkbox"/>		
Title of Local CEO:		
Address 1:		
Address 2:		
City:		
State:		Zip:
Phone:		E-mail:

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

ATTACHMENT C: SIGNATURE OF WIB DIRECTOR

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

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

By virtue of my signature, I:

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

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

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

ATTACHMENT D: UNITS OF LOCAL GOVERNMENT

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

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

ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

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

Entity	Fiscal Agent	
	Yes	No
Center for Workforce Development	X	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
Center for Workforce Development	X	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

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

OPERATOR: Sullivan	
<i>Method of Selection</i>	<i>Type of Operator</i>
X Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System X Center(s)
Operator Address:	Sullivan Works One Stop Center 50 North Street Monticello NY 12701
Operator Phone: 845-794-3340	
E-Mail: john.kozlowski@co.sullivan.ny.us	

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

- Name/Address/Phone of Center(s) **Only 1 Center listed above**
- Identify Full-Service or Certified Affiliate Site **Full Service**
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
CWD (F), NYSDOL (F), CACHE (1 Day/wk)), BOCES (.5 bi-weekly)
Identify Center Hours of Operation **Mon-Fri 9:00 - 5:00.**

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

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

ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

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

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

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

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

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

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

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

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

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

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

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

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

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

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

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

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

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

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

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

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

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

STATE CERTIFICATIONS

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

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

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

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

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

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

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

1. Has business operations in Northern Ireland:

Yes No

If Yes:

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

Yes No

G. NON-COLLUSIVE BIDDING CERTIFICATION

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

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

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

Signature of Authorized Representative:
Title: Director
Date: September 18, 2009

ATTACHMENT H: TRAINING SUPPORT ANALYSIS FORM:

NEEDS-RELATED PAYMENTS

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

1. Are you unemployed or have you received notification of layoff?
 Yes No

2. Have you ceased to qualify for UI benefits or Trade Readjustment Allowances (TRA)?
 Yes No

3. Are you currently maintaining satisfactory progress in training? Attach most recent grades.
 Yes No

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

4. Are you currently participating in a work experience, On-the-Job Training (OJT) or work study?
 Yes No

5. Do you intend to claim any type of unemployment insurance benefits or receive any payments for work or vacation?
 Yes No

6. Do you need income support beyond your "other resources" available in order to participate in training? Examples of other resources include but are not limited to severance pay, TANF, other family income (spouse’s income), etc.
 Yes No

If yes, explain:

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

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

Participant Signature: _____

Date: _____

ATTACHMENT I: PRIORITY OF SERVICE SAMPLE POLICIES

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

TO: All One-Stop Career Center Staff and Providers

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

ISSUANCE DATE: XXXXXX

EFFECTIVE DATE: XXXXXX

EXPIRATION DATE: XXXXXX

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

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

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

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

Inquiries: Please direct any questions to XXXXXXXX.

Chair LWIB or Chief Elected Official

Date

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

TO: All One-Stop Career Center Staff and Providers

SUBJECT: Veterans Priority of Service

ISSUANCE DATE: XXXXXX

EFFECTIVE DATE: XXXXXX

EXPIRATION DATE: XXXXXX

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

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

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

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

Inquiries: Please direct any questions to XXXXXXXX.

Chair LWIB or Chief Elected Official

Date

ATTACHMENT J: PY 2008 PARTICIPANT TRAINING DATA

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

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

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

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

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