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**WORKFORCE INVESTMENT AREA #26
LOCAL ADULT AND DISLOCATED WORKERS PLAN**

I. Local Needs Analysis and Assessment:

A. Current and Projected Customer Needs

1. Employer Needs

The following list displays the top employment industries currently existing within the Local Workforce Investment Area #26 at this time. Trade continues to be the number one industry in the area, followed by Health and Educational Services.

**WIA #26
Current Industry Employment**

<u>Industry Employment</u>	<u>2004 Annual Averages for WIA #26</u>
Trade	18.8%
Health Services	15.7%
Educational Services	13.6%
Durable Manufacturing	12.5%
Government	8.7%
Transportation, Communications, and Public Utilities	8.3%
Mining	7.4%
Other Services	4.1%
Finance, Insurance, and Real Estate	3.9%
Non-Durable Manufacturing	2.8%
Construction	3.2%
Agriculture	1.0%

- Among the top employment occupations in the Trade industry are work in eating and drinking places and grocery stores.
- In the Service industries the majority of employed are currently working in the hospitals, home health care, nursing and personal care facilities. Other occupations expected to experience positive net growth are: Personal Supply Services, Department/Retail Stores and Government Services.

According to the Illinois Department of Employment Security Economic Information and Analysis Division, between 2000 and 2010 industry projections show there will be an increase of 3,611 jobs in Area 26.

WIA #26
Industries Projected to Experience Greatest Net Growth
2000 to 2010

<u>Title</u>	<u>Employment</u>		<u>Number</u> <u>Change</u>	<u>Percent</u> <u>Change</u>
	<u>2000</u>	<u>2010</u>		
Eating and Drinking Places	2,662	3,090	428	16.07%
State Government, Exc. Ed. and Hosp.	2,318	2,460	142	6.13%
Educational Services	5,943	6,620	677	11.4%
Services to Dwellings and other Buildings	913	1,093	178	1.20%
Personal Supply Services	272	300	28	10.08%
Department Stores	3,362	3,449	126	9.53%
Local Government, Exc. Ed. & Hosp.	2,674	2,761	86	3.23%
Health Services	6,579	7,435	856	13.01%

- Health Services continue to show a large increase in jobs with occupations in Nursing and Personal Care Facilities, Hospitals and Offices of Physicians.
- Not included on this list is Home Health Care Services with a growth rate increase of 10.1 percent. Projected population estimates also provided by the I.D.E. S., Economic Information and Analysis Division show that over 30% of the local population in the years 2000 through 2010 will be over the age of 55. With this available data, the reasons for this industry growth is plain to see.
- Providing many new jobs in the market is the Trade industry, including Wholesale, Eating and Drinking Places, Food Stores, and Department Stores. Although these occupations are not the highest salary positions in the area they do provide good work experience.
- 86 jobs are expected to enter the market due to the Government Industry. Social Services will continue to see increases in employment opportunities due to the declining economy and rise in subsidy lines.
- The area is expected to lose jobs in industries which have always been the mainstays for the local economy because traditionally they pay higher wages. It is projected that by 2010 we will have less than a 4% increase in the Construction and Mining Industry.
- WIA #26 is a largely rural area with many farms; however, a negative growth is expected in the field of Agriculture, Forestry and Fishing This negative growth rate equates to a loss of 151 jobs.
- Durable Goods Manufacturing is projected to have a growth of about 135 jobs, while Non-Durable Manufacturing is expected to decline by 49 jobs.

The Local Workforce Investment Board intends to assess the needs of the local employers through labor market information provided by the Illinois Department of Employment Security, a community audit and focus groups participating in programs such as the critical skill shortages initiative.

By maintaining close contact with the business community through professional relationships (i.e. LWIB Business Representatives, Chamber of Commerce, Regional Planning Commissions and local economic development groups) the immediate and future needs of area businesses can be ascertained. We have 22 Business Representative members of the LWIB who speak for most all of the major industries in the local area, along with members of all of the aforementioned groups whom we feel sure can give us an honest opinion of the true employer needs in our area and help to open and maintain lines of communication to other local area employers and their needs and concerns.

2. Job Seeker Needs

Many of the local adult job seekers in this WIA have never been in the workforce, or their experience is based upon part-time or seasonal work. A low level and at best, medium level of skills is found among this population. These skills consist of limited use of vocabulary and math, as a result manual skills and minimal interaction with coworkers or advanced equipment. The majority of the population possess skills acquired as hired laborers, light manufacturing, and service positions. These skills or lack of skills have either prevented the adult job seeker from obtaining or maintaining employment or often allowed them to maintain employment below a level to afford them financial independence. Thus the needs of the adult job seekers in this area include intake and assessment of the individual and often counseling to address the barriers that have kept them from obtaining their goals.

The needs of the Dislocated worker in our area differ greatly. This population has worked in trade specific construction fields, various mining or farming occupations and heavy manufacturing assembly. They possess a higher level of hand eye coordination, quality control, workplace safety standards and larger equipment operation. The dislocated worker has demonstrated responsibility and maturity by continued employment and therefore possess a higher degree of skill specialties. The psychological impact of losing a job that pays \$8.00 to \$20.00 per hour should not be overlooked. A sudden change in life style occurs and these changes can be dramatic. People are forced to give up things they have had all their lives and this puts a tremendous amount of pressure on an individual and his/her family. Intake and assessment as well as counseling are also needs of the dislocated worker in WIA #26. The job skills of this population are often job specific skills, therefore, lack of training is usually not the problem here. The problem lies in lack of training in a field that will allow them to maintain their home, family and independent lifestyle they were leading before they lost their jobs.

WIA #26 is expecting only a minimal increase in the Construction and Mining industries and data shows a decrease in the Agriculture industry which have always been the mainstays for the local economy. The increases in the Trade and Service industries are expected to offset the number of jobs lost but will require a completely different set of skills than most of the population now possess. While the aforementioned industries provide the best opportunities for employment due to the imbalance of supply and demand other local opportunities are present. The specialized trades such as Electricians, Carpenters, Painters, and Truck Driving show signs of gains in employment of the upcoming years. There will be a need for on the job training as well as educational and specific vocational training to match the demands of the projected job market.

3. Other Customer Needs

a. Worker Needs

The rapid development of computer technology and the transformation of many industries to a computer based environment has created strong demand for workers skilled in the use of technology, nation wide as well as in our local WIA . The demand for workers who can create, apply, and use computer technology now cuts across manufacturing, services, transportation and health care industries. As a result employees are in need of more technological skills and training in almost all aspects of the workforce in order to keep up with these rapid changes. Employers are having to constantly update equipment as well as training for themselves and their employees. This technology can only be expected to advance in the next five years and beyond. Employees and employers must be willing to keep up with this rapid pace in order to continue serving their customers.

b. Youth Needs

Needs of local youth, including low-income youth and those youth determined to be deficient in basic literacy skills, school dropouts, homeless or foster, pregnant or parenting and offenders are a combination of those elements identified and required by WIA regulations. These youth will continue to require additional supportive services including but not limited to: child care, health care, transportation and programmatically required specialty items such as uniforms and/or tools. These youth rarely achieve the skills necessary to become gainfully employed and self sufficient for a variety of reasons. School dropouts often are stuck in a go nowhere job and rarely do they achieve the skills necessary to advance in the labor market. Those deficient in basic literacy skills are not prepared for the projected job openings that are going to exist in the local area. Those characterized as homeless, runaway, or foster children, offenders, and pregnant or parenting teens, have a lack of a stable environment and parenting responsibilities overshadowing the importance of an education which in most cases develops into serious problems relating to ones work ethic. Individual needs within this grouping will be determined through a comprehensive assessment and evaluation of each youth registrant.

B. Identification of Key Customer Segments

1. Employer Segments

WIA #26 will provide services to all employers in the area. Although the Board intends to serve all employers in the area without distinction, the goal is to provide employment to the unemployed and under employed to allow self sufficiency and reduce dependency on public assistance, therefore obviously the key employment segments will be those growth occupations discussed earlier in this plan (i.e., health, trade, and other service related occupations.)

2. Population Segments

Funds for this WIA will be targeted toward the low income in order to help them move out of the support system and into financial independence. Additionally, the LWIB will provide help for any eligible individual who wishes to attain a higher goal in the workforce. Self accessed services will be made universally available through the resource rooms of the one-stop system.

C. Policy and Programmatic implications of the Local Needs Analysis

1. Resource Implications

A rural area such as the 14 counties which comprise WIA #26 place increased demands on the funds available for supportive services. This increased demand is especially noticeable in the area of transportation. This category is expected to use a disproportionately large share of the supportive funds as compared to areas providing services in an urban environment. A determination of the sufficiency of WIA funds to meet the needs of customers can only be made after completion of an assessment and Individual Service Strategy on each client. Services will be provided as appropriate until funding has been expended.

2. Workforce Education and Training Implications

Implications for the workforce education and training community must focus on the necessity of providing a holistic approach to the customer needs which will require close coordination of a variety of services provided in a timely and appropriate manner. Numerous agencies who will provide the services appropriate to the needs of the customers as identified through the assessment procedures are local 1-stop partners. Private business who is expected to provide employment opportunities comprise the majority of the LWIB. Interaction and cooperation between these groups and individuals will assure that workforce education and training opportunities will be available in the area to meet the identified needs of the customers.

II. Local Strategic Vision and Goals:

A. Local Vision

The local vision and goal for WIA #26 and its governing board is to address the needs of the economically disadvantaged population and the employment sector. Compliance with the Workforce Investment Act will ensure job training programs and services are provided equitably to the substantial segments of the eligible population, at risk individuals receiving priority. Increasing the self sufficiency of those individuals being served will reduce their dependency on public assistance.

1. Development of Workforce Development System

Currently this area has in place a One-Stop delivery system that includes three state certified One-Stops. These sights simplify and expand access to services for job seekers and employers by coordination between employment programs with other area agencies. The LWIB is committed to the improvement of the one-stop delivery system within WIA #26. To achieve this improvement the LWIB will:

- 1.) Utilize the Marketing committee of the board to promote client and employer awareness of the services offered and increase the usage of the system by 2 % each year of the life of this plan.
- 2.) Act as an advocate for the unification and simplification of eligibility requirements and procedures used by the various local partners.
- 3.) Require regular meetings of the local partners to address new program requirements and training issues.
- 4.) Implement additional measures to improve the one-stop delivery system as needs are recognized through monitoring, and returned customer satisfaction surveys.

2. Primary Goals

It is our goal to increase the job seekers chance for successful program completion and job placement and make it easier for employers to seek and find qualified employees by making resources available to the public through the One-Stop delivery system.

a. Improvement for Local Interagency Coordination

Improvement of interagency collaboration and coordination began upon the organization of the One-Stop delivery system in this area and Coordinating Committee meetings for these sights.

The Local Workforce Investment Board will continue to improve and expand communications between agencies and employers through regular meetings. The board for this area consists of 22 business representatives speaking on behalf of the local employment industries, 8 members of the public sectors of Education, Labor, Community-based Organizations and Economic Development, 1 member representing Temporary Assistance for Needy Families (TANF), and 9 members representing the required One-Stop partners that are available in this area. Forty members in all with optimum policy making authority that will provide extensive expertise, commitment, and resources to bear to serve our local area workforce.

b. Improvement of the Local Service Provider System

The goal for the improvement of the local service provider system will be to achieve the performance standards previously negotiated with the state and illustrated in 'Attachment C' and to continuously improve those measures through ongoing evaluation of the service providers.

c. Local Goals for Customer Choice

WIA #26 will include the use of Individual Training Accounts to maximize customer choice in the selection of eligible training providers. Local IETC staff will employ a variety of other strategies to maximize customer choice in the selection of training programs. Examples of such additional strategies might include: (1) providing customers with a self-assessment tool to help them identify appropriate training activities for themselves; (2) Using various assessment tools to determine the ability of applicants to meet training program prerequisites; and (3) using satellite offices to provide a convenient choice of locations to access services.

d. Local Goals for Technological Infrastructure

Presently at WIA #26 we have three state certified Illinois Employment and Training Centers or IETCs). Each of these locations has internet access through 1/4 T-1 lines. Offices located in each of the counties that comprise WIA #26 have access to one of the three main locations. A variety of PC software application programs have been procured and are available at all IETC resource rooms to help customer needs. High technology will continue to play a key role in the area for universal access to services.

e. Local Goals for Leveraging of Funds From Other Sources

In order to meet the demand for job services, WIA #26 will attempt to leverage funding and services from WIA's mandatory program partners to provide the full range of employment, training and supportive services needed by local job seekers and employers. The area will continue to participate in collaborative efforts such as the Critical Skill Shortage Initiative, and apply for target specific grants.

3. State or Federal Policy or Regulation Impediments

To successfully implement the goals of the Workforce Development System and maintain funding eligibility it will be necessary to coordinate the services of many agencies. Only those programs under WIA Title I have performance standards attached to the delivery of services. It is a continuing concern that the LWIB will be held accountable and have funding eligibility determined by the performance of agencies over which they have no direct authority. A related concern is the current lack of consensus on the specifics of partner roles and a methodology for the allocation of costs for one-stop centers and systems costs.

III. Local System Infrastructure and Services:

A. Description of the Local One-Stop System

1. Identification of the Fiscal Agent

As is mandated in Section 117 (c)(1)(B) of the Workforce Investment Act, the CEOs of WIA #26, being an area with multiple units of general local government, entered into a CEO Agreement, see 'Attachment D'. In that agreement, on page 3 "Designation of Grant Recipient/Fiscal Agent:" it was agreed that the Local Workforce Investment Board shall perform the functions of grant recipient and fiscal agent, with the liability for all grant funds remaining with the CLEOs.

2. Establishment of One-Stop System

WIA #26 has obtained certification for three IETC locations. These locations are at Cairo, Enfield and Harrisburg. Service Providers at these locations include Community Action programs such as Weatherization, Energy Assistance, Head Start, Community Care and Senior Nutrition. Additionally, Title 5 Older Workers, Chambers of Commerce and community colleges provide representatives on a part-time basis at one or more of the locations. The full range of employment programs are available during normal business days. Persons seeking any of the employment services provided by the WIA Title I may receive those services at one of the full-service locations or at the county level offices. Persons seeking IDES services or services provided by the local partners will be referred by the county offices to the nearest full-service center. Fully equipped Resource Rooms are maintained at the full-service sites.

To designate one stop operator(s) the LWIB used the process of a negotiated agreement between the board and a consortium that consists of a minimum of 3 or more of the required one-stop partners, for each of the 3 one-stop locations, as allowed under section 121 (d) (2)(A) (ii) of the ACT. Agencies designated as a one-stop operator For WIA Title 1 funds shall be a local partner with a full time presence at that location. Duties of the one-stop operator shall be those associated with location (office) management.

It is the intent of the LWIB to continually monitor the operation of the system and address observed problem areas and areas of under performance. The LWIB will use the performance levels as negotiated with the state funding source and advocate that the one-stop partners take advantage of opportunities to increase cross training of staff, continually update and simplify the referral process and maximize those functions which promote client satisfaction. Client services will continue to be provided at the county level to reduce the travel distance required of clients in this rural area to access services. Hours of operation of county offices will be dependent on fund availability.

3. Roles of Required and Optional Partners

The roles of the partners in each of the three 1-Stop locations are contained in the umbrella and site-specific memorandums of understanding. These documents will be negotiated on a yearly basis and submitted to DCEO for approval.

4. Separation of Board and Service Providers:

a. Number of staff to the local Board.

There are presently four (4) staff providing support to the local Board.

b. Title and Description of job functions of each local Board staff.

The four staff positions are: Executive Coordinator, Fiscal Officer, Planner/Monitor and Secretary. (See 'Attachment G' for a description of the functions of these positions.)

5. Employer of Record.

The employer of record is the Southern14 Workforce Investment Board, Inc.

6. Description of separation of Board staff and One-Stop delivery system.

The staff to the local Board are hired by the local Board. The Executive Coordinator reports directly to the local Board and the Fiscal Officer, Planner/Monitor and secretary report to the Executive Coordinator. The Board as fiscal agent and Grant sub-recipient will receive funding from the state and contract it out to the agency(s) selected to act as One-Stop operators and service providers for WIA Title 1 Core and Intensive services. Board staff functions will be restricted to assisting the local Board in Board related functions such as: fiscal accountability, planning and new program design, provision of funding to service providers and monitoring of program goals and objectives. (See 'Attachment F', 'Organizational Chart'.)

7. Date of full compliance.
August 1, 2000.
8. Identification of One-Stop Operator(s) and provider(s) of core and intensive services.
One-Stop locations are: Cairo Harrisburg Enfield

The LWIB has negotiated an agreement with a consortium of Local Partners (minimum of three or more) for each of the 3 locations who act as One-stop operators. Partner responsibilities are designated in site / partner specific memorandums of understanding.

Core and intensive service providers are: Wabash Area Development, Inc. for the counties of Edwards, Wabash, Wayne, and White; Mid - 5 Employment and Training, Inc. for the counties of Gallatin, Hamilton, Hardin, Pope and Saline and Shawnee Development Council, Inc. for the counties of Alexander, Johnson, Massac, Pulaski and Union.

B. Provider Certification and Customer Choice

1. Provider Certification System
 - a. Local Procedures for Initial Service Provider Applications

Applications for determination of eligibility of Training Service providers will be made available over the internet through the state WIA Certification System. These applications will be reviewed by the LWIB for correctness and completion of required responses before submitting them to the state's approved list of Training Service Providers. For applicants who do not meet the state criteria for automatic initial designation, the LWIB may consider feasibility studies, labor market information, letters of support from employers, cost, history of meeting performance goals or other evidence that demonstrates the benefit of certifying the applicants program.

- b. Local Procedures for Subsequent Service Provider Applications

Applications for determination of subsequent eligibility of Training Service providers will be made available over the internet through the state WIA Certification System. These applications will be reviewed by the LWIB for correctness, completion of required responses and compliance with the eligibility requirements established by the governor. A review of cost information, achievement of performance goals set for the program and degree of client satisfaction will be performed by the LWIB and satisfactorily completed before an applicant will be deemed eligible as a subsequent Training Service Provider.

2. Individual Training Accounts

a. Local Procedures for Customer Access to Provider List

Applications for providers of training services are available on the internet. The internet address of the approved list of training providers will be posted in the resource rooms of the one-stops. Clients will be made aware of this list and will be provided instructions on how to access it. A hard copy of the list of approved training providers will be posted in the one-stop(s) for those clients who would prefer to view the list in that format. Cost information and performance goal achievement will be made available in a fashion similar to the list of providers.

b. Referral arrangements between one-stop system and providers of training services

Clients evaluated as eligible and in need of training services will be provided a form certifying their eligibility and showing the limits of the dollar amount of the ITA as well as all information required to be provided by the training provider. This information will include verification of enrollment and attendance, evidence of adequacy of grades as well as any additional billing information required by the ACT and / or the state.

b.1. Payment arrangements for ITA's

The Agency(s) selected as one-stop partner(s) for the provision of core and intensive services under Title I of WIA (case management) will receive WIA funds through a contractual arrangement with the LWIB. A portion of the funds provided will be used to pay the ITA's issued by that agency. Training services providers will be instructed to consider WIA / ITA's as funding of last resort. Invoices will be submitted for the amount of the training costs to be paid by the ITA, after subtracting training costs to be paid by other sources. Upon verification of the allowability of the bill, the WIA Title 1 service provider shall issue payment, by check, to the training provider.

c. Limitations on use of ITA's

In WIA #26 LTA's will be used to assist in financing the cost of the following types of training: short and long term vocational, associate degree, job readiness, entrepreneurial training, workforce education when combined with co-operative education, skill upgrading and retraining, and adult education and literacy services combined with any of the above services. It is the intent of the LWIB to set caps on the dollar amount of individual ITA's by the type of services listed above. These caps are based on actual costs of various training programs available through the Community College system. For short term vocational training the cap will be \$3,500, for long term training the cap will be set at: \$5,000, for associate degree directed training the cap will be set at: \$6,000 for bachelor degree directed training the cap will be set at \$10,000. These amounts may be reviewed and amended by the LWIB. ITA's will not be used for OJT or customized training.

d. Portion of adult funds budgeted for ITA's

See response No. VII. 'Budgets and Registrants', Attachments A and B.

d.1. Portion of dislocated funds budgeted for ITA's

See response No. VII. 'Budgets and Registrants', Attachments A and B.

C. Procurement Procedures

1. Procurement of providers of on-the-job training or customized training.

On-the-Job training and Customized training will be provided through a contractual arrangement between the agency(s) designated to be the Local Partner for WIA Title 113 and the business, organization selected to provide this type of training. A determination of a business / organization's eligibility to receive WIA funding for these types of training will be made by the agency(s) designated to be the Local Partner for WIA Title 111, using criteria contained in section 122 (h) (1) and (2) of the ACT.

2. Competitive procurement of providers of youth activities

Providers of youth activities shall be conducted on a competitive basis in accordance with Office of Management and Budget circulars and Illinois Revised Statutes. Requests for proposals to provide youth activities, along with any restrictive policy instructions shall be forwarded to all entities requesting the solicitation for proposal. The youth council shall review returned proposals and make recommendations for approval to the full LWIB.

3. Procurement of providers of intensive services

In designating the Local Partners for Core and Intensive services for WIA Title 1 B it is the intent of the LWIB to utilize the familiarity of staff with state reporting and tracking systems and to take advantage of a history of successfully meeting performance goals with clients having similar needs. The LWIB shall designate agencies to provide the case management function under WIA. These agencies are: Wabash Area Development, Inc. Shawnee Development Council, Inc. and Mid 5 Employment and Training, Inc. Fiscal year contracts will be negotiated between the LWIB and each of the agencies named above based on operating budgets which the LWIB will request from each agency. Should it not be possible to successfully negotiate a contract with one or more of the agencies named, the LWIB will competitively bid the services for the counties affected.

4. Procurement of providers of training services

Applications for determination of eligibility of Training Service providers will be made available over the internet through the state WIA Certification System. These applications will be reviewed by the LWIB for correctness and completion of required responses before submitting them to the state's approved list of Training Service Providers. For applicants who do not meet the state criteria for automatic initial designation, the LWIB may consider feasibility studies, labor market information, letters of support from employers cost, history of meeting performance goals or other evidence that demonstrates the benefit of certifying the applicants program.

Applications for determination of subsequent eligibility of Training Service providers will be made available over the internet through the state WIA Certification System. These applications will be reviewed by the LWIB for correctness, completion of required responses and compliance with the eligibility requirements established by the governor. A review of cost information, achievement of performance goals set for the program and degree of client satisfaction will be performed by the LWIB and satisfactorily completed before an applicant will be deemed eligible as a subsequent Training Service Provider.

5. Procurement of providers of training service programs to special populations

Applications for determination of eligibility of Training Service providers will be made available over the internet through the state WIA Certification System. These applications will be reviewed by the LWIB for correctness and completion of required responses before submitting them to the state's approved list of Training Service Providers. For applicants who do not meet the state criteria for automatic initial designation, the LWIB may consider feasibility studies, labor market information, letters of support from employers cost, history of meeting performance goals or other evidence that demonstrates the benefit of certifying the applicants program.

D. Services to Special Populations

1. Available Services

In addition to the Key customer segments identified in Section 1.B.2, special populations may include: displaced workers, displaced homemakers, migrant and seasonal workers, public assistance recipients, women, minorities, individuals training for nontraditional employment, veterans and individuals with multiple barriers to employment. Services to these population segments include those that are self accessed through the resource rooms in the one-stop system, those listed as 'Core Services' and 'Intensive Services' in Section 134(d)(2)(3) of the Act and 'Training Services' listed in Section 134(d)(4) which have been identified as appropriate through a comprehensive assessment and evaluation process.

2. TANF / Low Income Priority

It is the intent of WIA #26 to serve all eligible individuals in need of and requesting services. Based on past history of the numbers served within the SDA , it is felt that the WIA will have no trouble in serving 51% of registrants who meet the definition of low-income or TANF eligible. To insure that 51% or more of the recipients are low-income or TANF eligible, the WIA will review the ratio of low- income / TANF eligible registrants to those who are not low-income, on a monthly basis. Should the WIA fall below the required percentage, outreach efforts will be increased to recruit a higher number of low income registrants.

E. Adult Employment and Training Activities

WIA #26 will offer a wide variety of employment and training activities to the eligible adult population within the area. These activities shall include: self accessed informational services available as hard copy materials, video presentations and on-line computer resources in the IETC Resource rooms, adult literacy and basic skills training, academic and vocational programs, on-the-job training as well as customized training programs designed to meet the needs of specific employers.

1. Self Accessed Core Services

Self accessed core services are those services, universally accessible, and available through the IETC which do not require enrollment into a program. They include: area newspapers, various service agency brochures and pamphlets, hard copy reference materials, video presentations and on-line computer programs such as Illinois Skills Match and Internet access.

2. Staff Assisted Core Services

Staff assisted Core Services will include a determination of eligibility, an initial assessment of skill levels, aptitudes, abilities and supportive service needs, job search and placement assistance. An individual will receive one or more of these services before receiving any intensive services.

3. Intensive Services

Intensive services shall include one or more of the following, as appropriate: a comprehensive and specialized assessment of skill levels and service needs, diagnostic testing, in-depth interviewing to identify employment barriers and employment goals, group and individual counseling, development of an individual employment plan and case management.

4. Training Services

Training services will be offered in the following areas: Occupational skills training (including nontraditional employment), on the job training, combined workplace training and related instruction, skill upgrading, entrepreneurial training, job readiness training, programs operated by private sector, adult education and literacy as a part of other training services and customized training, if appropriate.

5. Planned levels of Service

WIA #26 proposes to serve registrants at the following levels:

Core Services - 2850 Intensive Services - 300 Training Services - 271

F. Dislocated Worker Employment and Training Activities

WIA #26 will offer a wide variety of employment and training activities to the dislocated workers within the area. These activities shall include: self accessed informational services available as hard copy materials, video presentations and on-line computer resources in the IETC Resource rooms, adult literacy and basic skills training, academic and vocational programs, on-the-job training as well as customized training programs designed to meet the needs of specific employers.

1. Self Accessed Core Services

Self accessed core services are those services, universally accessible, and available through the IETC which do not require enrollment into a program. They include: area newspapers, various service agency brochures and pamphlets, hard copy reference materials, video presentations and on-line computer programs such as Illinois Skills Match and Internet access.

2. Staff Assisted Core Services

Staff assisted Core Services will include a determination of eligibility, an initial assessment of skill levels, aptitudes, abilities and supportive service needs, job search and placement assistance. An individual will receive one or more of these services before receiving any intensive services.

3. Intensive Services

Intensive services shall include one or more of the following, as appropriate: a comprehensive and specialized assessment of skill levels and service needs, diagnostic testing, in-depth interviewing to identify employment barriers and employment goals, group and individual counseling, development of an individual employment plan and case management.

4. Training Services

Training services will be offered in the following areas: Occupational skills training (including nontraditional employment), on the job training, combined workplace training and related instruction, skill upgrading, entrepreneurial training, job readiness training, programs operated by private sector, adult education and literacy as a part of other training services and customized training, if appropriate.

5. Planned levels of Service

WIA #26 proposes to serve registrants at the following levels:

Core Services - 618 Intensive Services - 170 Training Services - 148

G. Youth Activities

1. Design Components

The purpose of the youth activities and policies shall be directed toward one or more of the following goals with the intent to: use the funds provided through WIA Title I and to coordinate them with local resources directed toward working with and assisting youth to provide the necessary support mechanism which will allow in-school and out of school youth to acquire the necessary skills and work experience to successfully transition into adult careers and thereby provide for long term self-sufficiency".

1. To provide effective and comprehensive activities which shall include options for improving educational and occupational competencies plus providing effective connections to employers.
2. To ensure ongoing mentoring activities with adults.
3. To provide opportunities for training.
4. To provide continued supportive services for youth.
5. To provide incentives for recognition and achievement.
6. To provide opportunities for youth in activities related to leadership development, decision making, citizenship and community service.

These goals shall be accomplished through the completion of an objective assessment of each youth registrant and development of an individual service strategy. Activities shall be designed around the preparation for post secondary educational opportunities, linkages between academic and occupational learning, preparation for employment and effective connections to intermediary organizations that provide strong links to the job market and employers.

2. Program Elements

All of the program elements required by Section 664.410 of the interim final regulations will be available to youth registrants in WIA #26. Various combinations of these elements will be provided, as appropriate, on a case by case basis as determined by an objective assessment of needs.

3. Identification of Youth Service providers

Procurement of providers of youth services shall be conducted on a competitive basis in accordance with Office of Management and Budget circulars and Illinois Revised Statutes. Requests for proposals to provide youth activity services, along with any restrictive policy instructions shall be forwarded to all entities requesting the solicitation for proposal. The youth council shall review returned proposals and make recommendations for approval to the full LWIB. Identification and selection of providers of youth services shall be based on the demonstrated effectiveness of the agency to provide the requested services. Considerations shall include; ability to meet performance goals established by the Act, cost, quality of service and identified need.

4. Coordination with other Youth Service Organizations

Coordination will be achieved by the inclusive representation of the youth council which will include representatives from foster care programs, education, public assistance programs and other youth programs. In addition to representation on the council, other youth service agencies will be kept informed of the actions of the council through meeting notices, agendas and minutes. Youth activities shall be coordinated through the Illinois Employment and Training Centers (IETC's) and their satellites located within WIA area #26. Participant referrals shall be made between programs as appropriate and staffing shall be held to assure progress and the involvement of agencies working with the many facets of the ISS.

5. Planned levels of Service

WIA #26 proposes to serve registrants at the following levels:

Year Round Youth – 235

IV. Performance Management:

- A. Negotiated Performance Goals
See 'Attachment C' Performance Goals
- B. Other Performance Measures
N/A

C. Continuous Improvement Program

1. Description of Local Continuous Improvement Program

Workforce Investment Area #26 will ensure continuous improvement by closely monitoring the performance measures previously negotiated with the state to see that these percentages are reached. The percentages shown in our "Worksheet for Planning WIA Title I Performance Goals" indicate yearly incremental improvements. All effort will be made to surpass these goals and shape a successful workforce system. We will continually strive to improve.

Evaluation of the performance of eligible providers of services will assure that these providers are meeting the employment needs of local employers and participants, providing optimal return on the investment of funds. Tools for evaluation as discussed before in this plan will conform to the eligibility determination procedures established by the Governor in the "State of Illinois, Training Provider Certification Policy for Initial Eligibility" dated January 18, 2000, including all specified performance and cost information.

Key local area processes, including local strategies for staff development and cross-program training will be determined by the local board after evaluation of the needs for our local area are assessed.

2. Needs for State Funded Assistance

a. Technology Infrastructure Needs

WIA #26 is a large rural area which encompasses 14 counties. Gasoline prices are currently in excess of \$2.00 per gallon and service agencies, including WIA, are suffering funding shortages and staff reductions. It is imperative that the reduction of human resources be augmented through the use of technological means and that the technology be kept as up-to-date as possible. Those persons whom the Act was designed to serve are the least able to drive long distances to receive services. It is the feeling of the Southern 14 Board that services should continue to be provided at the county level to reduce travel costs. The area should apply for funding as appropriate to assure client access to services through the use of technology.

b. Technical Assistance and Training Needs

The need for technical assistance and training will always be an issue. The workforce development program in our area, as well as in any area, is only as good as the people who provide the services to the customers (both employers and job seekers). Financial resources will definitely be needed to provide consistent training and cross training for the staff of the local one-stop centers. The skills of the staff need to be updated with the advances in technology in order to serve the customers to the best of their abilities.

c. Organizational Development Needs of the WIB and Youth Council

Many decisions have been left to the local board and youth council that are paramount to a successful workforce development system. Although many of the people who currently are serving on that board do have knowledge of the Workforce Investment Act, there is always a need for more information and this need will continue to define itself. Current organizational development needs of the WIB and Youth Council include training and education of the people who are serving in order to enhance their abilities to make informed decisions on their responsibilities as defined by the Workforce Investment Act.

V. Assurances:

- A. The local board assures that it will coordinate workforce investment activities carried out in WIA Area #26 with statewide rapid response activities.
- B. The local board assures that no funds received under the Workforce Investment Act will be used to assist, promote or deter union organizing.
- C. The local board assures that it will comply with the nondiscrimination provisions of Section 188 of the Act.

VI. Plan Development Process:

A. Development of the Local Workforce Investment Plan

The Adult and Dislocated portion of the local workforce development plan was drafted by the staff of the local workforce investment board using the guidelines provided by the Department of Commerce and Economic Opportunity in WIA Technical Assistance and Information Letters and the Illinois Department of Employment Security, Economic Information & Analysis Division's Area Profile for Workforce Investment Area #26.

The Youth portion of the local workforce investment plan was drafted by an ad hoc committee comprised of various education representatives, Community-based Organizations, Job Service Agencies and the staff of the local workforce investment board using the Local Planning Guidelines for Youth Programs provided by the Illinois Human Resource Investment Council/Elinois Workforce Investment Board.

B. Mechanisms Used to Make Copies of the Plan Available to the Public

The proposed Adult and Dislocated Plan was released for public comment on April 15, 2005. Press releases were published in multiple local general circulation newspapers stating that the plan will be available for public comment and providing information on where it is available. Full copies of the plan were available upon request at the office of the Southern 14 Workforce Investment Board, Inc. (See attachment E, certificate of publication.)

C. Measures Taken to Allow Formal Comment

To ensure that the public has an opportunity to provide input before the plan's submission to the state, a 30 day comment period began on April 15, 2005 with press releases published in multiple local general circulation newspapers announcing the release of the plan available for public review and comment. This release provided information on where to acquire a copy of the plan and where to submit public comment.

D. Comments that Represent a Disagreement with the Plan

There were no comments to the plan.

VII. Budgets and Registrants:

A. WIA Programs and Administration Budgeted Costs

See 'Attachment A'

B. WIA Programs Cumulative Registrants

See 'Attachment B'

VIII. Other Attachments:

'Attachment C'	Performance Goals
'Attachment D'	CEO Agreement
'Attachment E'	Certificate of Publication
'Attachment F'	Organizational Chart
'Attachment G'	LWIB Staff Duties
'Attachment H'	Memorandum of Understanding
'Attachment I'	Agreement to Designate One-Stop Operators
'Attachment J'	Area #26 Local Policies
'Attachment K'	CEO Acknowledgement and Designation Form

Lora,

The attached page is the only change made to the Local Youth Plan presently in your possession. Per our phone conversation of May 25, 2005 this page is the only part of the Youth Plan which WIA 26 is submitting as a modification to the Five Year Local Job Training Plan. Please insert it as the last page of the Youth Plan, replacing the current last page. My apologies that the original Youth Plan was not paginated. If you have questions call me at: 618-382-5024.

J.D. Murphy

The youth portion of the local workforce investment plan has been developed by the staff of the Workforce Investment Board for WIA #26 in cooperation with representatives from various educational entities, community action agencies and local partners. The plan has been made available for comment at the offices of the Southern 14 Workforce Investment Board, Inc. Notices of availability have been placed in area newspapers of general circulation announcing the plan.

Mechanisms Used to Make Plan Available for Comment

See response VI.(A) above, also see attached public notice placed in area newspapers.
(Attachment 'E')

Formal Measures to Allow Comments

See response VI.(A) above, also see attached public notice placed in area newspapers.
(Attachment 'E')

Received Comments

None.

I. Budgets and Registrants:

See Attachment 'A', 'B', and 'C'

WIA PROGRAM FUNDING

Workforce Investment Area #: <u>26</u>	Grant Number: <u>05-68126</u>	PY: <u>05</u>
Grant Receptient: <u>Southern 14 LWIB</u>	Plan Mod. No:	
Contract Person: <u>J.D. Murphy</u>	Date Submitted:	

	Adult	Dislocated Worker	Youth	Total
Original Allocations	771,761	615,873	814,994	
Supplemental Allocations	0	0	0	
Reallocated Funds	0	0	0	
Rescissions	0	0	0	
De-Obligation	0	0	0	
Total Allocations	771,761	615,873	814,994	
Administration	77,176	61,587	81,499	220,262
Programs	694,585	554,286	733,495	
Programs Funds Transfer	0	0		
Programs (including any transfer)	694,585	554,286	733,495	1,982,366

Total Funds Available	2,202,628
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WIA ADMINISTRATION BUDGETED COSTS

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
BUDGETED ADMINISTRATION COSTS		77,092		220,262

WIA PROGRAMS BUDGETED COSTS

ADULT PROGRAM BUDGETED COSTS	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
		226,432		694,585
1. Program Services				411,073
2. Support Services				283,512

DISLOCATED WORKER PROGRAM BUDGETED COSTS	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
		220,136		554,286
1. Program Services				370,312
2. Support Services				183,974

YOUTH PROGRAM BUDGETED COSTS	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
		292,327		733,495
1. Program Services				733,495
2. In-School Youth Costs (70%)				484,107
3. Out-of-School Youth Costs (30%) *				249,388

*must be minimum of 30%, rounded up, for each program year's youth program funds

WIA PROGRAM CUMULATIVE REGISTRANTS

Workforce Investment Area #: 26 Grant Number: 05-68126 Original Plan
 Grant Recipient: Southern 14 LWIB Date Submitted: Plan Mod. No.
 PY: 05

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
ADULT REGISTRANTS		256		285
1. PRIOR YEAR (S) REGISTRANTS				222
2. REGISTERED CORE SERVICES				64
3. INTENSIVE SERVICES				77
4. TRAINING SERVICES				285
A. INDIVIDUAL TRAINING ACCOUNTS				277
5. SUPPORTIVE SERVICES				285

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
DISLOCATED WORKER REGISTRANTS		119		154
1. PRIOR YEAR (S) REGISTRANTS				84
2. REGISTERED CORE SERVICES				70
3. INTENSIVE SERVICES				71
4. TRAINING SERVICES				107
A. INDIVIDUAL TRAINING ACCOUNTS				102
5. SUPPORTIVE SERVICES				154

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
YOUTH REGISTRANTS		206		235
1. PRIOR YEAR (S) REGISTRANTS				173
2. PROGRAM SERVICES				235

NEGOTIATED GOALS

LWA: 26 SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

Negotiated Goals were taken from the IWDS system

PERFORMANCE MEASUREMENT	2002	2003	2004
1Y Diplomas and Equivalent Rate (YDER):	60.2%	64.5%	66.4%
1Y Placement and Retention Rate (YPRR)	63.6%	66.0%	68.1%
1Y Skill Attainment Rate (YSAR)	61.1%	73.0%	75.0%
1Y Entered Employment Rate (YEER)	55.0%	63.0%	64.0%
1Y Employment Retention Rate (YRR)	70.8%	78.0%	78.0%
1Y Earnings Change (YEC)	\$1,876.00	\$2,800.00	\$2,900.00
1A Entered Employment Rate (AEER)	64.9%	71.0%	72.0%
1 A Employment Retention Rate (ARR)	74.6%	78.0%	79.2%
1A Earnings Change (AEC)	\$3,834.00	\$3,907.00	\$4,040.00
1A Credential Attainment Rate (ACAR)	67.7%	69.6%	71.6%
1DW Entered Employment Rate (DEER)	75.7%	78.0%	79.0%
1DW Employment Retention Rate (DRR)	79.8%	86.0%	86.0%
1DW Earnings Retention Rate (DERR)	87.4%	89.4%	90.7%
1DW Credential Attainment Rate (DCAR)	63.5%	65.8%	66.7%
Title 1 Client Customer Satisfaction Rate (CCSR)	78.0%	79.0%	80.0%
Title 1 Employer Customer Satisfaction Rate (ECSR)	65.0%	66.0%	67.0%

CEO AGREEMENT

WORKFORCE INVESTMENT BOARD AREA #26

7/1/2005
THRU
6/30/2010

**AGREEMENT TO ESTABLISH ROLES, RESPONSIBILITIES AND PROCEDURES
FOR THE IMPLEMENTATION OF WIA
WITHIN LOCAL WORKFORCE AREA # 26
BETWEEN
THE CHIEF ELECTED EXECUTIVE OFFICERS OF
WORKFORCE INVESTMENT AREA # 26**

This agreement is made and entered into by and between the Chief Local Elected Official, hereinafter referred to as CLEO in each of the counties of Wayne, White, Wabash, Edwards, Hamilton, Saline, Gallatin, Pope, Hardin, Johnson, Union, Massac, Pulaski and Alexander in the State of Illinois, and states

Whereas: The Workforce Investment Act, hereinafter referred to as WIA defines a number of activities and roles for the Chief Elected Official, hereinafter referred to as the CEO within each workforce investment area; and

Whereas: Section 101 (6) of the WIA defines the term "chief elected official" as "In a case in which a local area includes more than one unit of general local government; the individuals designated under the agreement described in section 117 (c)(1)(B) of The WIA" (i. e., the CEO agreement), and

Whereas: The WIA definition of chief elected official does not draw any priori distinction among the Chief Local Elected Officials in these multiunit local areas. Each has all of the roles and responsibilities given to the CEO by the WIA, and

Whereas: Section 117 (c)(1)(B) of the WIA allows for the development of an agreement among the Chief Local Elected Officials in local areas with more than one unit of general local government.

Now: Therefore be it resolved that this agreement pursuant to the WIA be made and entered into for the purpose of ensuring that each of the CEO roles and responsibilities defined in the WIA are undertaken on a mutually acceptable basis, and to establish appropriate procedures to meet each CEO responsibility under the act.

GENERAL PROVISIONS:

- 1.) It is agreed that this document represents the unanimous agreement of all 14 county CLEO's holding office at the time of signing.
- 2.) It is agreed that CLEO decisions affecting subsequent implementation and structure of the WIA within the 14 county area shall be made in a democratic manner and that each county shall have an equal vote in all deliberations. A simple majority vote shall be considered sufficient to approve or deny any course of action taken in fulfillment of the responsibilities of this agreement.
- 3.) It is agreed that the use of official designees will be allowed for the purpose of fulfilling the mandates of this agreement. Written evidence of such designation(s) and changes shall be placed on file at the office of the Grant Recipient for use in identifying correct signatures on materials received from the counties.
- 4.) This agreement may be amended or modified at any time by the unanimous consent of the 14 county CLEO's holding office at the time of modification.

DESIGNATION OF CEO:

- 1.) It is agreed that the 14 county CLEO's, or their respective designees', collectively, shall serve as the CEO for the roles and responsibilities assigned to the CEO by the Workforce Investment Act. It is further agreed that they shall select from among their number and in the manner described under General Provisions # 2 above, an individual to serve in the capacity of Chairman of the CEO and that the individual selected shall have signatory authority (using the procedure specified under 'Local Plan Development and Submission') for CEO signoff of WIA Grant documents, LWIB Member appointment request letters and other transmittal letters. At the same meeting two additional CEO's or CEO designees shall be selected in a like manner to act with signatory authority in the event of the incapacitation or unavailability of the chairman.

LOCAL WIB APPOINTMENTS:

- (A) It is agreed that all individuals appointed to fill positions on the Local WIB will be made using the criteria for appointment as developed by the Governor in partnership with the Illinois Workforce Investment Board.
- (B) It is agreed that each county may appoint two (2) individuals from the business / industry community within the WIA (twenty eight individuals total) to fill the requirement for majority business participation. It is further agreed that individual counties will exercise autonomy within the criteria listed in 1.) (A) above in their selection of these individuals.

Development Agencies and the One-Stop Partners will be approved by the Board of the CEO's using the following procedure.

- 1.) Staff of the Southern 14 Workforce investment Board shall convene a meeting of all interested agencies and organizations eligible to nominate individuals to fill the positions listed in (C) above.
- 2.) Letters will be sent to known eligible agencies and organizations requesting their participation. In addition, announcements shall be placed in area newspapers announcing the location, date and purpose of the meeting. All letters and announcements will emphasize that attendee's should be those persons with optimal decision making ability or those appointed by their agency to perform this function.
- 3.) It is agreed that non attendance by an agency or organization will be considered sufficient reason to exclude them from deliberations for the nomination of an individual to represent their area of service.
- 4.) An agenda will be prepared and distributed providing for a general overview, breakout sessions by areas of service eligibility and a closing session to receive nominations.
- 5.) It is agreed to accept one (1) nomination for appointment to the LWIB from each required public service area and one-stop partner listed in 1.) (C) above.
- 6.) It is agreed to accept the nomination of one (1) person to represent multiple public service areas and/or one-stop partners should this be the decision of all participating agencies and/or organizations seeking representation under the service area for which the nomination is received.
- 7.) It is agreed that this meeting will continue to conclusion and result in the receipt of nominations from all participating areas of service. No allowance will be made for repeated meetings.

It is understood that appointments of the public sector and One-Stop Partners will neither add nor subtract from the number of county appointments described in (A) above.

DESIGNATION OF GRANT RECIPIENT / FISCAL AGENT:

- 1.) It is agreed that the Local Workforce Investment Board (LWIB) shall perform the functions of grant recipient and fiscal agent. It is understood that the liability for all grant funds remains with the CLEO's (by law) and that all grant provisions are jointly and severally binding on all CLEO's. It is further understood and agreed that the CEO is a partner with the LWIB in the oversight of local programs and the One-Stop system.

LOCAL PLAN DEVELOPMENT AND SUBMISSION:

- 1.) It is agreed that the Local WIA Plan shall be developed under the direction of the LWIB. It is further agreed that a draft copy of the completed plan shall be provided to each of the 14 CLEO's for their comments. Likewise it is agreed that all comments and/or agreements with the contents of the plan shall be returned to the LWIB and at such time as a majority of the CLEO's have submitted their approval of the plan, the Chairman of the CLEO's shall be notified by the LWIB and he/she shall sign off for submittal of the plan to the state.

APPROVAL OF LWIB BUDGET AND MEMORANDUMS OF UNDERSTANDING:

- 1.) It is agreed that the same procedure used for approval of the local WIA Plan shall be used for approval of the LWIB Budget and the Memorandums of Understanding.

APPROVAL OF ADDITIONAL ONE-STOP PARTNERS:

- 1.) It is agreed that the CLEO's will review any requests for participation by additional (not required) prospective One-Stop Partners originating with the LWIB and approve / disapprove such requests. At such time as a majority of the CLEO's have submitted their approval, the Chairman of the CLEO's shall be notified by the LWIB and he/she shall sign approval of the additional partner(s). Likewise it is agreed that such requests originating with the CLEO's will be forwarded to the LWIB for their approval / disapproval. Upon CEO / LWIB approval the procedures set forth under Local WIB Appointments (B) shall be used to seat the appropriate member(s) on the LWIB.

SELECTION OF ONE-STOP OPERATORS AND TERMINATION FOR CAUSE:

- 1.) It is agreed that recommendations for One-Stop operators shall be submitted to the CLEO's by the LWIB for their comments and approval. It is further agreed that all comments and/or agreements with the recommendations shall be returned to the LWIB. At such time as a majority of the CLEO's have submitted their approval, the Chairman of the CLEO's shall be notified by the LWIB and he/she shall sign approval of the selected operator. The same procedure shall be used for any termination for cause of a selected One-Stop operator.

NEGOTIATION OF LOCAL PERFORMANCE MEASURES.

- 1.) It is agreed that the CEO will work with the LWIB in negotiating local performance measures with the Governor.

REORGANIZATION PLAN FOLLOWING ANY LWIB DECERTIFICATION

- 1.) It is agreed that the CEO will work with the Governor in the development of a reorganization plan for the WIA in the event of a decertification of the LWIB.

PROVISION OF CORE AND / OR INTENSIVE SERVICES BY THE LWIB

- 1.) It is agreed that upon receipt of a request from the LWIB to be designated as a One-Stop operator and / or to provide core and intensive services directly, the CEO shall review the request and if approved shall assist in such a designation by the Governor.

APPOINTMENT OF A YOUTH COUNCIL

- 1.) It is agreed that the CEO shall cooperate with the LWIB in the establishment and appointment of a youth council as a subgroup within the LWIB.

CERTIFICATION OF AN ESTABLISHED ONE-STOP ENTITY AS ONE-STOP OPERATOR:

- 1.) It is agreed that the CEO shall work with the LWIB and the Governors office to obtain certification of an entity already carrying out activities through the system as a One-Stop operator should this be determined, in consultation with the LWIB, as the appropriate course of action.

FISCAL AND MANAGEMENT ACCOUNTABILITY INFORMATION SYSTEM

- 1.) It is agreed that the CLEO's will work in coordination with the LWIB and the Governor in the establishment and operation of a fiscal and management accountability information system. The bylaws of the Local Workforce Investment Board wil include detailed procedures to establish a statement of fiscal & management accountability. The Local Workforce Investment Board will provide an audit summary yearly to the CEO Board and one copy to each county clerk for file.

RAPID RESPONSE AND FEDERAL OR STATE FUNDED ACTIVITIES

- 1.) It is agreed that the CLEO's will coordinate and consult with the LWIB and the Governor for any activity to be funded by the state in the local area, and for any event which precipitates a large increase in unemployment in the area.

TERMS OF THE AGREEMENT:

1. The terms of this agreement shall commence on the 1st day of July 2005 and shall terminate on the 30th day of June 2010.
2. This agreement shall be reviewed no later than sixty (60) days prior to its' stated date of termination.
3. It is understood that the entire Agreement between all parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between parties relating to the subject matter hereof.

Lewis F. McRoy, Jr. Alexander County Chair

Tom Hortin, Edwards County Chair

Danny L. Case, Gallatin County Chair

James Deen, Hamilton County Chair

Wendell Brownfield, Hardin County Chair

Rick Nannie, Johnson County Chair

Dale Obermark, Massac County Chair

Larry Richards, Pope County Chair

Jerry Thurston, Pulaski County Chair

Charles Simpson, Saline County Chair

Bill Jackson, Union County Chair

Bob Effland, Wabash County Chair

Darrell Stephenson, Wayne County Chair

Ron Wooten, White County Chair

ORIGINAL SIGNATURES ARE ON FILE AT THE SOUTHERN 14 LWIB OFFICE

CERTIFICATE OF PUBLICATION

LWIA 26

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

RECEIVED APR 22 2005

COPY OF ADVERTISEMENT

PUBLIC NOTICE

To all interested parties: It is the intent of the Southern 14 Workforce Investment Board, Inc. to modify its Local Five Year Plan for provision of services under Title I of the Workforce Investment Act. This modification is necessary to incorporate funds for use in the WIA Title I Dislocated Worker and Youth Programs for the contract dates of July 01, 2005 through June 30, 2007. Copies of the proposed modification will be available for comment until May 17, 2005 at the office of the Southern 14 Workforce Investment Board, Inc., 216 Industrial Drive, Suite C, Carmi, IL.

"Equal Opportunity Employer/Program, Auxiliary Aids and Services are available upon request to individuals with disabilities" 20115662; Apr. 19

Certificate of Publication

State of Illinois ss. Jackson County

The SOUTHERN ILLINOISAN is a secular newspaper of general circulation in the Counties of Jackson, Franklin, Johnson, Perry, Randolph, Saline, Union and Williamson, State of Illinois, published daily in the City of Carbondale, county of Jackson, and State of Illinois, and that said newspaper is a newspaper as defined in "an Act to revise the law in relation to notices," approved February 13, 1974, as amended, that the advertisement or notice hereto annexed and made a part of this certificate has been published in said newspaper at least once each week.

for ONE (1) time(s); that the first of such publications was in the newspaper published on THES the 19th day of APRIL, 20 05, and such publication was continued at least once each week in said newspaper until the ___ day of ___ 20___, which was the last day of publication of said notice.

Dated this 19th day of APRIL 20 05.

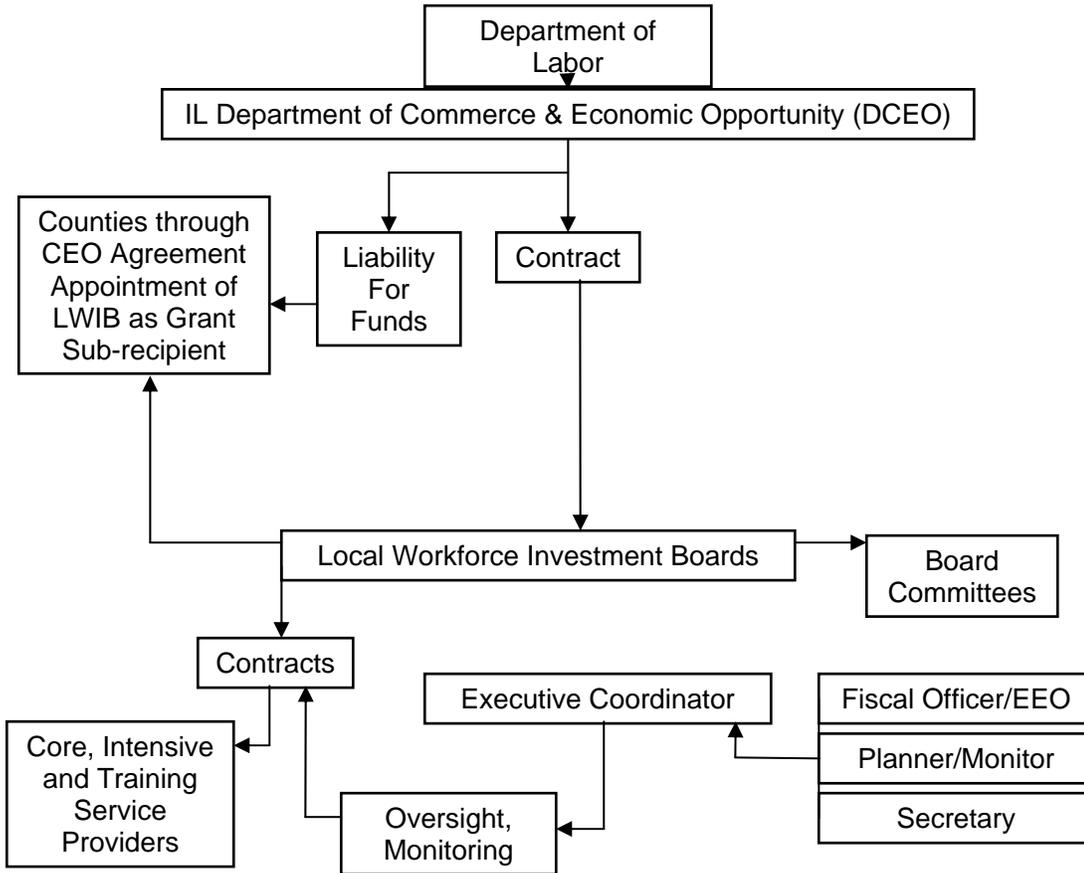
Fee\$ _____

Received\$ _____

By _____, 20 SOUTHERN ILLINOISAN By [Signature]

Southern 14 Workforce Investment Board, Inc.

Organizational Chart



Executive Coordinator Duties :

Daily:

- 1.) Will implement policies as established by the Southern 14 Workforce Investment Board, Inc.
- 2.) Assure that correspondance and funding reports are submitted in a timely and accurate way.
- 3.) Provide overall personnel and agency management.
- 4.) Duties as required or assigned.

Weekly:

- 1.) Review and approve staff schedule of activities.
- 2.) Sign checks for allowable purchases.

Monthly:

- 1.) Prepare agenda for WIB meetings.
- 2.) Compile and prepare Administrative Entity reports for the WIB.
- 3.) Attend WIB meetings and inform board of program status and new developments.

Necessary and On-Going:

- 1.) Review audit and monitoring reports from funding source(s) and respond to any potential findings.
- 2.) Review and implement Policy Letters, Memo's and Technical Assistance letters received from the funding source(s).
- 3.) Notify Chief Elected Officials when appointments are needed to keep the WIB certified. Assist in preparation of membership packages for submittal to the state.
- 4.) Plan, supervise and assist in the submission of grant applications for new funding and modifications to existing grants.
- 5.) Negotiate grant funding (where required) and performance measures with funding source(s).
- 6.) Attend Employment and Training and other meetings as necessary to stay cognizant of program requirements and new service possibilities.
- 7.) Conduct meetings with administrative entities (service providers) as needed.
- 8.) Review all contracts and modifications. (signature of approval required)

Fiscal Officer Duties:Daily:

- 1) Duties as required or assigned.

Weekly:

- 1) Review payables and process payments for service provider vouchers and office expense. Data processing required for entry of payments into the accounting system.
- 2) Compile service provider cash requests and process request via state grantee reporting system (GRS)(twice a week, usually Wed & Fri.)
- 3) Consult with Executive Coordinator to coordinator required activities, deadlines and schedules.

Monthly:

- 1) Review and compile service provider financial reports for each grant fund. Post each report on grant recipient accounting system. Report the total cost for each fund on the GRS system as required by funding source at the end of the following month.
- 2) Compile material for board mail-outs.
- 3) Prepare office financial report and bank reconciliation's for board approval 4) Review office budget.

Yearly:

- 1) Audit preparation and liaison with auditors.
- 2) Preparation and maintenance of liaison with state funding source fiscal monitors.
- 3) Conduct fiscal monitoring for each grant fund at service provider locations.
- 4) Plan and compile office budget.
- 5) Maintain year round liaison with funding source.
- 6) Prepare close outs for grant programs.

Necessary and ongoing tasks:

- 1) Assist Executive Coordinator on an as needed basis.
- 2) Hardware and software technical support for work stations and the network.
- 3) Act as liaison and staff support for the board and board committees.
- 4) Informational & technical liaison between service providers, board and funding source via telephone and e-mail.
- 5) Compile and report EEO activities on a quarterly basis.
- 6) Attend all state and local meetings, seminars and training conferences which are applicable to my position.
- 7) Review and act on policy letters, memorandums and technical support letters.
- 8) Review funding source inventory records for WIA #26. Request disposition of inventory and report any new equipment as required.
- 9) Network and System Administration duties as described in attached JTPA Policy Letter #99-448.

Planner/Monitor Duties:

Daily:

- 1) Duties as required or assigned.

Weekly:

- 1) Consult with Executive Coordinator to coordinate required activities, deadlines and schedules.

Monthly:

- 1) Compile Welfare to Work reports and send to Springfield.
- 2) Compile material for Board mail outs.
- 3) Attend WIB meetings.

Yearly:

- 1) Plan and compile yearly program plans including narrative, budget and participant forms, and data entry.
- 2) Conduct programmatic monitoring for each program and report to the board and findings.
- 3) Act as liaison with state monitors.
- 4) Prepare Annual report for board.

Necessary and On Going Tasks:

- 1) Preparation and review of local contracts with service providers.
- 2) Review funding source contracts. (signature required as reviewed)
- 3) Modifications to program plans. (signature required as reviewed)
- 4) Assist Executive Coordinator on an as needed basis.
- 5) Attend state and local meetings, seminars and training conferences which are applicable to my position.
- 6) Review and act on policy letters, memorandums and technical support letters from the funding source.
- 7) Assist in internal fiscal control.
- 8) Informational and technical liaison for service providers, board and funding source via telephone and e-mail.
- 9) Act as liaison and staff support for board and board committees.
- 10) Hardware and software technical support for network & workstations, including upgrades and new installs.
- 11) Network and System Administration duties as described in attached JTPA Policy Letter No. 99-448.

Job Description - Secretary

- Read, process and distribute incoming mail to appropriate staff. Copy, collate and mail correspondence as directed.
- File correspondence and other records.
- Copy, Route to appropriate staff, file and maintain indexes for all Policy Letters, Technical Assistance Letters and Notices from funding sources.
- Process and file paid bills.
- Maintain check log prepared by fiscal department.
- Process registrations for meetings, seminars, etc. and make travel arrangements.
- Answer telephone and give information to callers, route call to appropriate staff or take messages.
- Maintain a current WIB member list, WIB committee list, county clerk list, and CEO list, including meeting dates and contact information, once information is available.
- Maintain inventory of office supplies and reorder as necessary.
- Replenish paper, toner, etc. in copy machine and fax machine.
- Maintain working area and assist in general housekeeping duties.
- Follow established office routines and procedures.
- Maintain an updated inventory of office equipment.
- Other duties as assigned.

LWIA #26

Current Memorandum of Understanding

Agreement to designate One-Stop Operator(s)

This agreement is entered into between the Southern 14 Workforce Investment Board, Inc. and those agencies submitting requests (attached to and made a part of this agreement) to be designated as consortiums of One-Stop operators for the Enfield, Harrisburg and Cairo One-Stop locations. It is agreed that the parties so designated will assume the duties and responsibilities of One-Stop operators as may be negotiated and spelled out in Memorandums of Understanding for those locations.

Original signatures are on file at Southern 14 LWIB Office

Chairman,
Southern 14 Workforce Investment Board, Inc.

Local Partners
(for signatures, see attached requests for
designation as One-Stop operators)



Illinois Employment & Training Center

July 17, 2000

Mike Egbert, Chairman
Southern 14 Workforce Investment Board
P. O. Box 186
Carmi, IL 62821

Dear Mr. Egbert:

Please be advised that we, as local partners in the Harrisburg IETC, hereby request to be named a consortium of partners for the purpose of continuing the services that were agreed upon in our governance agreement that was signed on June 25, 1997 and as amended on October 28, 1998.

Thank you for your consideration of this request.

Sincerely,

Mid-5 Employment & Training, Inc.

Il Dept of Employment Security

Southeastern Illinois College

Green Thumb

Original signatures are on file at Southern 14 LWIB Office



July 11, 2000

Mike Egbert, Chairman
Southern 14 Workforce Investment Board
P.O. Box 183
Carmi, IL 62821

Dear Mr. Egbert:

Please be advised that we, as local partners in the Cairo IETC, hereby request to be named a consortium of partners for the purpose of continuing the services that were agreed upon in our governance agreement that was signed on February 8, 1998.

Thank you for your consideration of this request.

Respectfully,

Cheryl Vanderford,
Shawnee Development, Inc.

Richard Morris
Il Dept of Employment Security

Doris Martin, WIA
Shawnee Development, Inc.

Tim Bellamey
Shawnee Community College

Shirley Meyer
Title V Older Americans Act

Original signatures are on file at Southern 14 LWIB Office



Enfield IETC
110 Latham St.
Enfield, IL 62835
618-963-6187

July 11, 2000

Mike Egbert, Chairman
Southern 14 Workforce Investment Board
P.O. Box 183
Carmi, IL 62821

Dear Mr. Egbert:

Please be advised that we, as required partners in the Enfield IETC, hereby request to be named a consortium of partners for the purpose of negotiating the Memorandum of Understanding (MOU) for One Stop Operators with the Southern 14 WIB.

Thank you for your consideration of this request.

Respectfully,

Ken Pettijohn
Wabash Area Development, Inc.

Gordon Windings
Il Dept of Employment Security

Sandra Goldman
Wabash Area Development, Inc./WIA

Crystal Lukens
Green Thumb

Ruth Kurtz
Wabash Area Development, Inc./CSBG

Original signatures are on file at Southern 14 LWIB Office

LWIA #26

LOCAL POLICIES

UPDATED AS OF 3/13/2007

Procedures to be used to obtain Affiliate Status as an Organization under a Comprehensive One-Stop Center Within WIA # 26

Southern 14 Workforce Investment Board, Inc.

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

Appeals Procedure:

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

1. At the time the Local Partners render a determination of ineligibility, they shall send a notice of denial to the Affiliate applicant, by certified mail and an explanation of the process by which the determination may be appealed.
2. At the same time that the notice of denial is sent to the Affiliate applicant a copy of the notice shall be sent to the Southern 14 LWIB office by fax and regular mail.
3. The Affiliate applicant who wishes to contest the Local Partners determination of ineligibility shall within 30 calendar days from the receipt of the notice send a formal request for reconsideration to the Southern 14 LWIB office, by certified mail.
4. Upon receipt of the formal request for reconsideration of eligibility, the LWIB shall instruct the LWIB staff to verify that the facts the Local Partners based their determination upon were the same as the Affiliate applicant submitted during the application process.
5. Within 7 calendar days from receipt of the formal request for reconsideration to become an Affiliate, the LWIB shall notify the Affiliate applicant that they have 5 calendar days to submit any new information which refutes the information upon which the Local Partners made their initial denial of Affiliate status.
6. Within 30 calendar days from receipt of the formal request for reconsideration to become an Affiliate, the LWIB shall review pertinent information and respond to the Affiliate applicant and Local Partners by:
 - a. Reversing the decision of the Local Partners and sending a notice of acceptance as an Affiliate to the Local Partners and Affiliate applicant, by fax and regular mail; or,
 - b. Reconfirming the decision of the Local Partners to deny Affiliate status and sending a notice of denial to the Affiliate applicant and the Local Partners, by certified mail.

COMPREHENSIVE ONE-STOP CENTER AFFILIATE AGREEMENT

Southern 14 Workforce Investment Board, Inc.

Purpose:

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

Vision:

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

Identification of Comprehensive One-Stop Center(s):

Name: _____

Address: _____

Telephone: _____

Fax: _____

e-mail Contact: _____

Identification of Affiliate:

Name: _____

Address: _____

Telephone: _____

Fax: _____

e-mail Contact: _____

Identification of Affiliate's Geographical Service Area:

Access to Internet:

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

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

Access to Comprehensive One-Stop Applications:

The affiliate agrees to provide the following services on site:

- A) Horizons Career Information System
- B) Guides to Career Choices (hard copy)
- C) Programmatic and customer reports as required pursuant to written directions issued by the Consortium of One-Stop Operators.

Systems Support:

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

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

Other Affiliate Services:

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

Staff Assistance to Customers at Affiliate Location:

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

Changes to Agreement:

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

Attachments:

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

Term:

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

Termination:

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

Affiliate

Local Partners

By: _____

By: _____

Title: _____

Title: _____

By: _____

Local Partners

Title: _____

By: _____

By: _____

Title: _____

Title: _____

WIA YOUTH BACHELORS DEGREE POLICY

Southern 14 Workforce Investment Board, Inc.

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

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

YOUTH ACTIVITIES PROCUREMENT POLICY Amendment I, Procurement Policies

Southern 14 Workforce Investment Board, Inc.

Southern 14 Workforce Investment Board will solicit proposals from interested organizations to operate a year-round youth program under the Workforce Investment Act (WIA). The youth program will provide comprehensive education and employment opportunities to eligible youth age 14 through 21.

All entities responding to the local board for the youth program will explain in their proposal, which of the ten required activities defined in WIA Section 129, (2) A through are to be directly delivered through their agency or organization.

The entity or entities responding to the Boards Request for Proposals will then publicly solicit, a minimum of two times, for activities providers for the activities not directly delivered by their agency or organization.

All activities not responded to or for which the response was rejected by either the entity or Southern 14 Workforce Investment Board after the Request for Proposal process has been completed, may be hired on an as need basis at the discretion of the successful respondent to the Boards Request for Proposal.

All Providers of Activities shall be held under the same laws, policies, and guidelines as Southern 14 Workforce Investment Board and their sub-contractors.

ELIGIBILITY POLICIES

Southern 14 Workforce Investment Board, Inc.

1. **SUFFICIENT DURATION OF EMPLOYMENT**

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

2. **GENERAL ANNOUNCEMENT OF A CLOSING**

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

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

3. **LOOK-BACK PERIOD**

The Southern 14 Workforce Investment Board for the purposes of dislocated worker eligibility defines the term "Look-back period" as two (2) years.

4. **SELF SUFFICIENCY**

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

LOCAL DISLOCATED WORKER NEEDS RELATED PAYMENTS POLICY

Southern 14 Workforce Investment Board, Inc.

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

- (1) An eligible dislocated worker must be unemployed and have ceased to qualify for unemployment compensation and must have been enrolled in a WIA training or education program by the end of the thirteenth week of the worker's initial unemployment compensation benefit period, or if later, by the end of the eighth week after an employee is informed that a short-term layoff will in fact exceed 6 months. The term enrolled in a training or education program means that the worker's application for training has been approved and the training institution has furnished written notice that the worker has been accepted in the approved training program beginning within 30 calendar days. Needs-related benefits will continue as long as they meet the following criteria, not to exceed two years.
- (2) An eligible worker must make satisfactory progress in their training program. The term satisfactory progress is as defined by the educational training institution in which the participant is enrolled.
- (3) An eligible worker must be in attendance at an accredited educational institution full time (as defined by the institution).
- (4) The participants total family income cannot exceed 100% of the Lower Living Standard Income Level, adjusted for the number of persons in the participants family.
- (5) Needs-related payments shall not be provided to any participant for the period that such individual is enrolled in, or receiving on-the-job training or out of area job search, nor to any participant receiving trade readjustment allowances, on-the-job-training allowances, out of area job search allowances, or relocation allowances.

The weekly level of needs-related payments to an eligible dislocated worker in programs under this part shall be the higher of, either calculating the participants total Unemployment Compensation benefits divided by the total number of weeks they have received Unemployment Compensation benefits or guidance figures provided by the state. This figure may be calculated using a detailed U/I benefits report from IDES or by U/I benefit check stubs provided by the eligible worker if all check stubs are provided.

Needs-related payments can be withheld at the discretion of the service provider if it is determined that fraudulent wage information has been supplied until such time as the correct information is received and the correct benefit amount is determined. Benefit payments can be stopped until any overpayment of benefits have been credited to the service provider.

LOCAL ADULT NEEDS RELATED PAYMENTS POLICY

Southern 14 Workforce Investment Board, Inc.

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

- (1) Be unemployed, not qualify for, or have ceased qualifying for, unemployment compensation; and be enrolled in a program or training services under WIA section 134(d)(4).
- (2) An eligible customer must make satisfactory progress in their training program. The term satisfactory progress is as defined by the educational training facility in which the participant is enrolled.
- (2) An eligible customer must be in attendance in a locally approved training program full time (as defined by the facility) or completing an unpaid internship or clinical setting required for program completion.
- (3) The participants total family income cannot exceed 70% of the Lower Living Standard Income Level, adjusted for the number of persons in the participants family at the time of program registration.
- (4) Needs-related payments shall not be provided to any participant for the period that such individual is enrolled in, or receiving on-the-job training or out of area job search, on-the-job-training allowances, out of area job search allowances, or relocation allowances.

The weekly level of needs-related payments to an eligible customer in programs under this part shall be comparable to the current minimum wage per required contact hour.

Needs-related payments can be withheld at the discretion of the service provider if it is determined that fraudulent wage information has been supplied until such time as the correct information is received and the correct benefit amount is determined. Benefit payments can be stopped until any overpayment of benefits have been credited to the service provider.

LOCAL YOUTH FUND ELIGIBILITY POLICIES

Southern 14 Workforce Investment Board, Inc.

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

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

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

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

POLICY FOR RECONSIDERATION OF REQUEST TO BE ELIGIBLE TRAINING SERVICES PROVIDER

Southern 14 Workforce Investment Board, Inc.

Initial Eligibility Determination:

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

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

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

Subsequent Eligibility Determination:

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

Reasons for Denial of Eligibility of Training Provider Program:

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

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

Procedure for Denial of a Training Service Provider Program:

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

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

- 6) Within 21 calendar days from receipt of the formal request for reconsideration of eligibility, the LWIB shall review pertinent information and respond to the applicant provider by:
 - a. Reversing its decision and sending a notice of redetermination of eligibility to the applicant provider and the Illinois Department of Employment Security, by fax and regular mail; or
 - b. Reconfirming its decision to deny eligibility and sending a notice of denial of reconsideration to the applicant provider and the Illinois Department of Employment Security, by certified mail.

7. Should the LWIB reconfirm its decision to deny eligibility, materials providing information to the applicant provider on the process whereby the applicant provider may appeal the decision of the LWIB to the Illinois Department of Employment Security shall be sent to the applicant provider as a part of the notice of denial of reconsideration.

LOCAL POLICY FOR ON THE JOB TRAINING CREDENTIALING

Southern 14 Workforce Investment Board, Inc.

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

LOCAL ITA POLICIES

Southern 14 Workforce Investment Board, Inc.

Payment arrangements for ITA's

The Agency(s) selected as one-stop partner(s) for the services under Title I of WIA (case management) will receive WIA funds through a contractual arrangement with the LWIB. A portion of the funds provided will be used to pay the ITA's issued by that agency. Training services providers will be instructed to consider WIA / ITA's as funding of last resort. Invoices will be submitted for the amount of the training costs to be paid by the ITA, after subtracting training costs to be paid by other sources. Upon verification of the allow ability of the bill, the WIA Title I service providers shall issue payment, by check, to the training provider.

Limitations on use of ITA's

In WIA #26 ITA's will be used to assist in financing the cost of the following types of training: short and long term vocational, associate degree, job readiness, entrepreneurial training, workforce education when combined with co-operative education, skill upgrading and retraining, and adult education and literacy services combined with any of the above services. It is the intent of the LWIB to set caps on the dollar amount of individual ITA's by the type of services listed above. These caps are based on historical records pertaining to similar training under JTPA and actual costs of various training programs available through the Community College system. For short term vocational training the cap will be \$3,500. For long term training the cap will be set at: \$5,000, and for associate degree directed training the cap will be set at: \$6,000. These amounts will be reviewed and possibly amended by the LWIB after sufficient program operation time has passed under WIA guidelines for the accumulation of applicable records. ITA's will not be used for OJT or customized training.

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

For bachelor degree directed training the cap will be set at: \$10,000. WIA Title ID and IA funding can only be used toward a bachelor degree training if that degree can be obtained with ninety-five (95) credit hours or less.

LOCAL ITA POLICIES

Southern 14 Workforce Investment Board, Inc.

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

Limitations on use of ITA's

In WIA #26 ITA's will be used to assist in financing the cost of the following types of training: short and long term vocational, associate degree, job readiness, entrepreneurial training, workforce education when combined with co-operative education, skill upgrading and retraining, and adult education and literacy services combined with any of the above services. It is the intent of the LWIB to set caps on the dollar amount of individual ITA's by the type of services listed above. These caps are based on historical records pertaining to similar training under JTPA and actual costs of various training programs available through the Community College system. For short term vocational training the cap will be \$3,500. For long term training the cap will be set at: \$6,000, and for associate degree directed training the cap will be set at: \$8,000. These amounts will be reviewed and possibly amended by the LWIB after sufficient program operation time has passed under WIA guidelines for the accumulation of applicable records. ITA's will not be used for OJT or customized training.

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

For bachelor degree directed training the cap will be set at: \$12,500. WIA Title ID and IA funding can only be used toward a bachelor degree training if that degree can be obtained with ninety-five (95) credit hours or less.

ITA CALCULATIONS WORKSHEET

ITA amounts changed as listed below

SECTION I

Enter Allowable Training Amount:

- \$3,500 Short Term (20 credit hours or less)
- \$6,000 Long Term (21 credit hours or more)
- \$8,000 Associate Degree (Associate Degree)
- \$12,500 Bachelor Degree (completed within 95 credit hours)

Re-Enrollment

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

Individual Training Account

Southern 14 Workforce Investment Board, Inc.

W.I.A. Entity

_____ New _____ Modified Effective Date _____ Adult _____ Dislocated Worker

PARTICIPANT NAME	TRAINING FACILITY
STREET ADDRESS	MAILING ADDRESS
CITY STATE ZIP CODE	CITY STATE ZIP CODE
SOCIAL SECURITY NUMBER	AREA-CODE PHONE NUMBER
CIP / OES CODES	COURSE OF STUDY

Start Date: _____ Projected End Date: _____ Actual End Date: _____
 ___Length of training is Short term (20 cr/hr or less) ___Length of training is Long term (21 cr/hr or more) ___Length of training is an Associate Degree

APPROVED ITA AMOUNT	YEAR ONE	YEAR TWO
Tuition \$	Tuition \$	Tuition \$
Required Books \$	Required Books \$	Required Books \$
Required Fees \$	Required Fees \$	Required Fees \$
Required Supplies \$	Required Supplies \$	Required Supplies \$
TOTAL ITA AMOUNT \$	Total Year One \$	Total Year Two \$

FUNDS OBLIGATED FOR YEAR TWO ARE SUBJECT TO CHANGE DUE TO FINANCIAL AID AWARDS AND OTHER TRAINING UNCERTAINTIES

APPROVED SUPPORT SERVICE ASSISTANCE	Total Supportive Service Assistance \$ _____
Commuting Expense \$ _____	Out of Area Job Search \$ _____
Child Care \$ _____	Tutoring \$ _____
Dependant \$ _____	Temporary Shelter \$ _____

Program Coordinator Approval _____ Date _____

Phone Number _____ Copy to Participants File

Fax Number _____ Original to Program Coordinator

**FIGURES REFLECTED ON THIS AGREEMENT ARE NOT TO BE CONSIDERED AN ENTITLEMENT
AND ARE SUBJECT TO CHANGE BASED ON AGENCY FUNDING LEVELS**

Page 3 of 10

TRAINING ATTENDANCE/TRAVEL STATEMENT

<p>THIS MILEAGE SHEET IS DUE EVERY TWO WEEKS. IF IT IS NOT RECEIVED WITHIN 14 DAYS PAST THAT DATE, THE MILEAGE MAY BE SUBJECT TO NON-REIMBURSEMENT AND IF YOU ARE RECEIVING DAYCARE, THE CHARGES FOR THAT TWO WEEK PERIOD COULD POTENTIALLY BE YOUR RESPONSIBILITY.</p>	<p><u>STAMP DATE RECEIVED</u> <u>IN OFFICE</u></p>
---	--

Student Name (Print)

From _____ To _____
Training Period Covered by This Sheet

Social Security # _____

Training Provider _____

Have you moved?
YES _____ NO _____

Training Program _____

If Yes, Date Moved _____

New Address and Phone Number _____

FILL IN ALL BLANKS - DO NOT USE DITTO'S(" ") - IF ABSENT(WRITE ABSENT) IF HOLIDAY (WRITE HOLIDAY)							
DAY OF WEEK	DATE	TIME		TOTAL HOURS	TOTAL MILES	TRAVEL DESCRIPTION	INSTRUCTORS INITIALS
		IN	OUT				
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
				TOTAL HOURS	TOTAL MILES	X PER MILE \$ _____ TOTAL PAYMENT	

I CERTIFY THAT I HAVE COMPLETED ALL THE ABOVE HONESTLY & TO THE BEST OF MY KNOWLEDGE IT IS CORRECT.

THE ABOVE INFORMATION HAS BEEN REVIEWED AND IS CORRECT. INFORMATION VERIFIED BY: _____

Participant Signature

Agency Verification Signature

ITA CALCULATIONS WORKSHEET

Name _____

Start Date of Training _____

Training Provider _____

SECTION I

Enter Allowable Training Amount:

- \$3,500 Short Term (20 credit hours or less) \$ _____
- \$6,000 Long Term (21 cr./hr up to, but not including, an associate degree
- \$8,000 Associate Degree (Associate Degree)
- \$12,500 Bachelor Degree (completed within 95 credit hours)

Total projected cost of training \$ _____

Total training dollars remaining \$ _____

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

SECTION II

REMAINING TRAINING DOLLARS NEEDED

Total Training Dollars Remaining (from above) \$ _____

Total Financial Assistance \$ _____

Remaining Need \$ _____

Clients Out of Pocket Expense \$ _____

SECTION III

CALCULATING PROJECTED NEED FOR WIA SUPPORTIVE SERVICE DOLLARS

Projected need for commuting:

_____ miles/day X _____ days/wk X _____ weeks E _____ = \$ _____

Projected need for Child Care:

\$ _____ /day X _____ days/wk X _____ weeks = \$ _____

Projected need for Out of Area Job Search \$ _____

Projected need for Tutoring \$ _____

Projected need for Healthcare Services

\$ _____ /day X _____ days/wk X _____ weeks = \$ _____

Projected need for Temporary Shelter & Lodging

\$ _____ /day X _____ days/wk X _____ weeks = \$ _____

Projected need for Relocation Assistance \$ _____

Projected need for (OTHER) \$ _____

PROJECTED COSTS OF SUPPORTIVE SERVICE \$ _____

**ITA ENROLLMENT AGREEMENT
(AGENCY NAME)**

Southern 14 Workforce Investment Board, Inc.

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

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

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

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

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

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

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

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

WABASH AREA DEVELOPMENT, INC.

ITA ENROLLMENT AGREEMENT

Southern 14 Workforce Investment Board, Inc.

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

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

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

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

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

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

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

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

SHAWNEE DEVELOPMENT COUNCIL, INC.

ITA ENROLLMENT AGREEMENT

Southern 14 Workforce Investment Board, Inc.

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

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

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

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

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

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

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

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

MID - 5 EMPLOYMENT & TRAINING, INC.

ITA ENROLLMENT AGREEMENT

Southern 14 Workforce Investment Board, Inc.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Customer's Signature

Case Manager's Signature

Date

Date

PARTICIPANT GUIDELINES:

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

PARTICIPANT STATEMENT OF UNDERSTANDING

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

Participant Social Security Number _____

Participant Signature _____

Date _____

STUDENT FINANCIAL AID INQUIRY

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

SECTION A (To be completed by Agency)

TO: STUDENT FINANCIAL AID OFFICE FROM: _____

Names of Training Provider _____

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

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

Agency Signature Date

SECTION B (To be completed by Customer)

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

Customer Signature Date

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

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

ESTIMATED FINANCIAL ASSISTANCE FOR CURRENT ACADEMIC YEAR

	TERM	TERM
Amount Applied For:		
PELL	\$ _____	\$ _____
ISAC	\$ _____	\$ _____
SEOG-MAP	\$ _____	\$ _____
OTHER	\$ _____	\$ _____

Amount actually applied toward tuition:

	TERM	TERM
PELL	\$ _____	\$ _____
ISAC	\$ _____	\$ _____
SEOG-MAP	\$ _____	\$ _____
OTHER	\$ _____	\$ _____

Signature of Financial Aid Officer Date

WtW TERMINATION POLICY

Southern 14 Workforce Investment Board, Inc.

A WtW participant is considered an active participant being service (participant served status) as long as the participant is receiving one or more of the following allowable WtW services: job readiness; vocational educational training or job training; community service; work experience; job creation through public or private sector employment wage subsidies, on-the-job training; job placement; post-employment services; job retention or support services; or individual development accounts.

Participant served status also exists when a participant receives the services of in-depth assessment (i.e., assessment beyond that which is required for intake and eligibility determination purposes), development of an individualized services strategy, and case management services. Intake, initial assessment, and eligibility determination do not constitute participant served status.

There are a number of reasons a participant may cease to receive services which constitute participant served status. For example, an individual may voluntarily leave the program and not remain in touch with the program, in spite of the program's repeated efforts to contact and retain the participant, or an individual may successfully complete their program of services and graduate from the WtW program. Also, an individual may be asked to leave the WtW program due to disciplinary issues or other severe problems.

In any of the above cases, if the participant is no longer actively engaged in one or more of the allowable WtW activities, or is no longer receiving in-depth assessment, development of an individualized service strategy, or case management services, the participant is not in participant served status. A participant who has not received these services, referral for services, or responded to follow-up attempts for a period of ninety days should no longer be reported as a participant served and should be counted on the appropriate quarterly report as a termination.

TANF status for a WtW participant is only relevant for purposes of initial eligibility. Separation from TANF for any cause does not constitute a reason for termination from the WtW program. As long as a participant requires any assistance, whether that be an employment activity, post-employment, job retention or a supportive service, the participant should be considered enrolled in the program. A WtW participant terminates then the WtW program ceases to expend any funds on him or her. However, the expectation is that WtW participants will require an extensive array of services for an extended period of time.

Military Selective Service Compliance

Southern 14 Workforce Investment Board, Inc.

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

Intensive Services

Southern 14 Workforce Investment Board, Inc.

Southern 14 Workforce Investment Board, Inc. recognizes prerequisite courses, job readiness, adult education and literacy, high school courses and GED programs as short-term pre-vocational training. As such, those activities may be considered as a component of WIA intensive services.

Local Area #26 Incentive Allocation Policy

Southern 14 Workforce Investment Board, Inc.

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

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

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

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

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

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

LOCAL POLICY ON FUND TRANSFER REQUESTS

Southern 14 Workforce Investment Board, Inc.

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

LOCAL POLICY ON REALLOCATION DUE TO FUND TRANSFERS

Southern 14 Workforce Investment Board, Inc.

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

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

LOCAL POLICY ON DE-OBLIGATION

Southern 14 Workforce Investment Board, Inc.

De-obligation of Funds

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

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

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

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

LOCAL POLICY ON FOLLOW UP SERVICES

Southern 14 Workforce Investment Board, Inc.

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

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

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

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

LOCAL POLICY ON PROVISIONS OF THE JOBS FOR VETERANS ACT

Southern 14 Workforce Investment Board, Inc.

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

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

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

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

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

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

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

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

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

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

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

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

LOCAL ON-THE-JOB TRAINING POLICY

Southern 14 Workforce Investment Board, Inc.

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

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

6) An individual who participates in On-the-Job training (OJT) must be hired as a regular employee by the OJT employer when training begins.

7) An OJT contract may be used to train a WIA registrant who, prior to the start of OJT, is already working for the OJT employer (i. e., an "employed worker" who is earning less than a self-sufficient wage). In this situation, OJT provided to a previously employed worker must relate to either:

- a. The introduction by the employer of new technologies;
- b. The introduction to new production or service procedures;
- c. Upgrading to new jobs that require additional skills; workplace literacy; or,
- d. Other appropriate purposes identified by the Local Board (20CFR 663705).

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

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

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

8) OJT may also be provided to a worker employed by another (non-OJT) firm if the worker chooses to leave his/her current employment to accept a job with the OJT employer to participate in On-the-Job training. Such an employed worker must have been earning less than a self-sufficient wage at his/her prior job.

9) In most cases, OJT is not an appropriate work experience activity for youth registrants under 18 years of age. However, Service Providers may choose to use OJT contracts for eligible youth when it is appropriate, based on the needs identified by the objective assessment for the individual youth participant.

2004
Income Guidelines For Determination off Low Income
The Workforce Investment Act Guideline For #LWIA 26
Effective Date June 25, 2004

Family Unit Size	Annual Figure (6 months X 2)	6 Month Figure
1	9,310	4,655
2	12,490	6,245
3	16,090	8,045
4	19,860	9,930
5	23,440	11,720
6	27,410	13,705
7	31,290	15,645
8	35,170	17,585
9	39,050	19,525
10	42,930	21,465
11	46,810	23,405
12	50,690	25,345

For Family Units with more than twelve members, add \$3,880 for each Additional Member.

CEO Acknowledgment and Designation Form

Workforce Investment Area # 26

SECTION ONE – Designation of Grant Subrecipient

Single CEO Workforce Investment Area

_____ The Chief Elected Official will serve as grant recipient.

_____ The Chief Elected Official designates the following entity as grant subrecipient:

Multiple CEOs Workforce Investment Area

_____ The Chief Elected Officials, through a CEO Agreement, have formed a consortium which will serve as the grant recipient. The name and mailing address of the consortium is as follows:

_____ One Chief Elected Official, designated through a CEO Agreement, will serve as the grant recipient. The designated CEO and his/her mailing address is listed below:

X The Chief Elected Officials, through a CEO Agreement, designate the following entity as grant subrecipient:

Southern 14 Workforce Investment Board, Inc.

SECTION TWO – Designation of Signature Authority

Signature Authority

Under the Workforce Investment Act of 1998, the Chief Elected Official(s) in a local workforce area, and their designees, are the only individuals permitted to sign contract/grant documents. In the space below, please list the individual(s), other than the Chief Elected Official(s), who is (are) designated to have signature authority on behalf of the Chief Elected Official(s). (This may be indicated by name or by position. e.g., John Smith, Director of XYZ, Inc. or Director of XYZ, Inc.) **(NOTE: The CEO may elect not to designate anyone else to have signature authority.)**

SECTION THREE– Designation of Financial Responsibility

By law, the Chief Elected Official in a local workforce area is financially responsible for the use of WIA funds. In a multiple CEO area where one CEO serves as the grant recipient, the other CEOs are not absolved from the misuse of WIA funds. Likewise, in areas where the CEO (in a single CEO area) or the CEOs (in a multiple CEO area) designate a grant subrecipient, the CEO/CEOs* remain financial liable for any misuse of WIA funds. All CEOs will be held jointly and severally responsible for the repayment of any misspent funds.

** This refers to the CEO's political unit, not the CEO personally*

SECTION FOUR– Signatures

Each Chief Elected Official in the local workforce investment area must sign below to indicate his/her acknowledgment and understanding of the designations and responsibilities contained in this document.

CEO Signatures are on file at the Southern 14 LWIB office

Chief Elected Official

Title

Date

Local Workforce Investment Area # 26
WIA Title I-B Local Plan Grant Modification
PY'05 Grant Modification Review Checklist

Please complete and sign this review checklist

Modifications submitted in accordance with WIA Policy Letter No. 04-03 and WIA Notice 04--02. This modification is due by close of business no earlier than thirty (30) days after receipt of the WIA Allocations Notice to allow for public comment requirements and no later than June 1, 2005.

The purpose of this modification is to establish grants for PY'05. At this time, a local area may transfer funds between adult and dislocated workers funding streams, with a maximum transfer amount of 30%. Grantees who during PY'04 transferred Dislocated Worker formula funds (1D) to the Adult Program (1 A) will not be eligible to submit funding requests for PY'05 Dislocated Worker State Reserve funding (IS). Furthermore, those who make such a transfer during PY' 05 will not be eligible to receive 1 S funds or an increase in funding of a current PY'05 grant. Any appeal to this policy must be submitted in writing to the Director of Program Development, Bureau of Workforce Development, Julio Rodriguez and must include the extenuating circumstances that necessitate the exception request.

Hard copies of the following two items are required: 1) cover letter indicating approval of the modification, signed by the LWIB Chair and the CEO(s) or designated signatory; and 2) documentation of plan review process/ submittal of certificates of publication as evidence of publicizing action.

Also the following form must be submitted, and may be submitted via the IWDS system: the WIA Program Funding Form and the Cumulative Registrants Form. In addition, LWIAs may use this opportunity to submit other modifications to the local plan (i.e., the narrative portion of the local plan).

Within this review, an emphasis is being placed on the planned number of registrants. Some LWIAs have traditionally served a far fewer number of registrants than planned. As part of this review, you must review the planned number of registrants for PY'05 and compare it to the actual registrants for the preceding two program years and make a determination whether or not the planned registrants for PY'05 is in line with past performance.

ITEMS REQUIRED FOR MODIFICATION SUBMITTAL

I. LWIB/CEO approval.

Does the modification include a transmittal letter indicating approval that is signed by:

- The Local Workforce Investment Board Chair
 The Local Chief Elected Official(s) (or designated signatory)

II. Plan Modification Local Review Process

Does the modification describe the mechanisms that were used to make copies of the proposed plan modification available to the public for comment prior to submission? Are certificates of publication, as applicable, submitted as evidence of publicizing action?

If applicable, does the modification include any comments that represent a disagreement with the plan?

III. Budgets

WIA Program Funding

Was the WIA Program Funding form (revised 07/04) included in the submission or submitted via the IWDS system?

Is the WIA Program Funding form (revised 07/04) completed?

Are the correct Allocations shown (please refer to WIA Notice No. 04-02).

Do the totals of the funds shown for Administration and Programs equal the amount of the LWIA's allocation for each funding stream?

For each of the funding streams, the amount of Administration funds shown does not exceed the maximum allowable amount. It does not exceed 10% of the Allocation, rounded down separately to the nearest whole dollar amount.

Do funding stream transfer amounts balance to "0"?

WIA Administration Budgeted Costs

Do Budgeted Administration Costs shown in the 4th Quarter equal the amount of administration funds shown in the WIA Program Funding form?

Are the Budgeted Administration Costs shown cumulatively in the 2nd and the 4th Quarters?

Do the amounts shown for the administrative budget categories sum to the amount of Budgeted Administration Costs shown in the 4th Quarter?

WIA Program Budgeted Costs

- X Has the WIA Programs Budgeted Costs section of the WIA Programs Budgeted Costs chart been completed?
- X Do Program Budgeted Costs shown in the 4th Quarter equal the amount of program funds shown in the WIA Program Funding form?
- X Are the Program Budgeted Costs shown cumulatively in the 2nd and the 4th Quarters?
- X Do the amounts shown for the program budget categories (lines 1 and 2) sum to the amount of Program Budgeted Costs shown in the 4th Quarter?
- X Does the amount shown for "Out-of-School Youth Costs" represent at least 30%, rounded up to the next whole dollar, of the youth programs budget?

IV. WIA Program Cumulative Registrants

- Both Was the WIA Program Cumulative Registrants form (revised 07/04) included in the submission or submitted via the IWDS system?
- X Is the WIA Program Cumulative Registrants form (revised 07/04) completed?
- X Are the Registrants shown cumulatively in the 2nd and the 4th Quarters?
- X Are the number of registrants shown for each of the registrant categories equal to or less than the number of Registrants shown in the 4th Quarter?
- X Are the lapped registrants for each funding stream in line with the two previous years actual registrants? Please complete section below for comparison purposes.

PY 2003 Actual

Adult Actual Registrants: 449
DW Actual Registrants: 146
Youth Actual Registrants: 318

PY 2004 Actual

Adult Actual Registrants: 354
DW Actual Registrants: 171
Youth Actual Registrants: 262

PY 2005 (Planned)

Adult Planned Registrants: 285
DW Planned Registrants: 154
Youth Planned Registrants: 235

PY 2005 (Allocation increase % vs. PY'04)

Adult stream (19.5%)
DW stream (10.0%)
Youth stream: (10.4%)

- V. Does the WIA Title I-B Local Plan Modification for this Local Workforce Investment Area, as initially submitted, comply with Title I of WIA and the WIA regulations (i.e., does it comply with each of the requirements of the Local Planning Guidelines and/or PY'04 WIA Policy Letter No. 04-03)?

Yes
 No

If no, has Local Workforce Investment Board staff been contacted regarding the additions/corrections that are necessary to bring the plan modification into compliance? Please attach a copy of the correction letter.

Yes
 No

If corrections were necessary, and a response to the correction letter has been received, does this WIA Title I-B Local Plan Modification for this Local Workforce Investment Area now comply with Title I of WIA and the WIA regulations (i.e., does it comply with each of the requirements of the Local Planning Guidelines and/or PY'04 Policy Letter No. 04-03)?

Yes
 No

DCEO Reviewer

Date