

Local Plan Modification

July 1, 2009 – June 30, 2010

**Division of Employment and
Workforce Solutions**

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General Instructions for Modifying the Existing Local Plan

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

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

Plan Modification Guidelines

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

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

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

Publication

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

Submission

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

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

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

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

Time Table

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

Required Attachments

The required Attachments include:

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

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

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


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

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

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

Instructions for Filling out the Plan Modification Document

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

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

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

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

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

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

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

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

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

- Green and Renewable Resources

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

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

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

- **Advanced Manufacturing**

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

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

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

Section I: Strategies and Policy Updates

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

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

Section II: WIA Compliance

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

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

Section I. Strategies and Policy Updates

1. Priority of Service

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

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

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

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

a. Public Assistance and Low-Income Populations:

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

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

Based on this historical guidance, it is possible that a Local Board has never declared priority of service to recipients of public assistance and other low-income individuals. The Recovery Act now requires every Local Board to declare priority of service to recipients of public assistance and other

low-income individuals. Only WIA Adult funds are covered under this provision of the Recovery Act, as priority of service to recipients of public assistance and other low-income individuals does not apply to youth, dislocated worker, Wagner-Peyser, and Reemployment Services grant funds.

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

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

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

Priority of service will be given to recipients of public assistance and low-income individuals in the Finger Lakes Workforce Investment area under the Recovery Act WIA Adult funding stream. The One Stop Operator Consortium that oversees the operations at the Finger Lakes Works One Stop Centers has strong connections with the welfare to work agencies in each county and at varying degrees provides services in the one stop centers for this target population. In fact, each County Director of Workforce Development is a Consortium member and provides direct services to the welfare and low income populations through contracts or is a department within the local Dept of Social Services.

Each County Director of Workforce Development will reach out to the local DSS Commissioners to recruit public assistance and low income individuals that may need intensive and training services that the Recovery Act WIA Adult funds may provide in order for those customers to obtain training in demand occupations and ultimately steady employment.

As customers are referred from the local DSS it will be requested that the DSS staff making the referral provide documentation such as WMS or Welfare to Work Caseload Management System (WTWCMS) records that document the person is a member of this target population.

If in the event it is not a direct referral from the local DSS, during comprehensive assessment at the intensive and training level services, staff in

the one stop centers will collect a self attestation form that will be completed by all customers to determine if they meet the public assistance and low income target populations. Low income will be determined by a person whose earned income is at the poverty level or in receipt of cash welfare and/or food stamps. If necessary, further documentation may also be obtained through the connections with the local DSS office with sufficient permission from the customer.

It is estimated that approximately 20% of the customers served by Recovery Act WIA Adult funds will be in receipt of public assistance or meet the low income definition.

The Finger Lakes Workforce Investment Area will implement a Priority of Service for non Recovery Act WIA Adult funds should they become low. This Priority of Service policy will contain similar criteria such as a resident of the local area, be low income and meet additional target populations.

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

It is believed that there will be sufficient Recovery Act and non Recovery Act WIA Adult funds to serve all adults. However, should funds become low for non Recovery Act WIA Adult funds, the priority of service policy will be enacted.

Currently the Finger Lakes Workforce Investment Area differentiates between Recovery WIA Adult and non Recovery WIA Adult customers by determining if the customer is employed or unemployed.

We believe the intent of the Recovery Act legislation was to serve unemployed customers. Therefore we use Recovery Act WIA Adult funds for those customers that are unemployed, do not meet Dislocated Worker eligibility and are in need of intensive and training services.

The non Recovery Act WIA Adult funds, also known as WIA Adult Formula funds, are to be used for unemployed and employed individuals that will receive additional training from their employer through On the Job Training or Customized Training programs

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

The Finger Lakes Workforce Investment Board Program Coordinator conducts at least annual monitoring of customers in receipt of training services. In addition, there are periodic checks of OSOS records to determine if records are

appropriately documented. **Monitoring will include review of documentation used to determine individual's eligibility for services under "Priority of Service" system.** The Local WIA Management Reports and local customer training reports assist in identifying participant records, completion of training and placement in employment. If participant records are not properly documented, the One Stop Manager is immediately notified to take corrective action to resolve the issue. If identified that similar problems exist in the Finger Lakes Workforce Area, then formal staff training will occur to address the deficiency

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

As described above, there is a strong connection with Local DSS employment programs in each One Stop. The public assistance and low income individuals that will meet this target population are currently being served in the One Stop Centers. However that does not mean that further outreach and recruitment won't be completed with the Local DSS Commissioner to place more emphasis on the target population and placement into additional intensive and training services. There will be very few modifications to the current customer flow, except the addition of a form to collect the documentation of public assistance and/or low income.

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

Training and communication to staff is and will be conducted through regular staff meetings, our annual staff development activities, electronically and one on one review of policy. Priority of service will be specifically addressed during staff meetings to assure it is being utilized and keep staff abreast of the need for priority of service for customers.

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

b. Veterans & Eligible Spouses of Veterans:

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

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

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

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

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

Priority of service is provided to veterans and eligible spouses of veterans in the Finger Lakes Workforce Investment Area. The Geneva full service One Stop Center has dedicated Veterans staff that provide services to each

population. In the event VET staff are not available, other One Stop staff has the ability to serve the veteran and or eligible spouse. New York State Dept of Labor signage has been prominently displayed at the entrance of the centers to inform these individuals that they should self disclose that they are indeed a veteran or eligible spouse in order to take advantage of the priority of service. Staff have also been instructed to ask customers if they meet the target population. In addition the www.fingerlakesworks.com website has similar notifications to veterans and eligible spouses that they should take advantage of the priority of service on the Job Seeker page.

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

The www.fingerlakesworks.com website Job Seeker page has prominently displayed the veteran's priority of service language. In addition it includes a separate page for veterans and eligible spouses. Included on that page will be the services available through the dedicated veteran's staff at the One Stops, links to New York State Dept of Labor Veteran's page, other links to assist in job search, career exploration and access to training services

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

All contracts include priority of service language.

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

Veteran's staff is integrated into the One Stop customer flow and serves only veterans and eligible spouses of veterans. If the staff person is not available to serve a target customer, then all One Stop staff is equipped to provide the necessary service without delay. The only change that has occurred is that front counter staff will ask customers if they are a veteran or eligible spouse

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

One Stop staff have been made aware of TA 09-14. Staff training sessions occurred to review the policy and definitions more closely. As stated earlier, training and communication to staff is and will be conducted through regular staff meetings, our annual staff development activities, electronically and one on one review of policy.

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

Additional outreach will be conducted with local county Veterans Service Agencies, the Canandaigua Veterans Administration Medical Center and the local Dept. of Social Services to inform their staff of the priority of service policy. In addition, the Business Services Coordinator facilitates monthly business seminars on various topics. The priority of service for veterans and eligible spouses will be incorporated into those presentations. The Wayne County Dept of Workforce Development has been awarded a Veterans grant and coordination with that program will occur

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

The Finger Lakes Workforce Investment Board Program Coordinator conducts at least annual monitoring of customers eligibility. In addition, there are periodic checks of OSOS records to determine if records are appropriately documented. The Local WIA Management Reports assist in identifying participant records. If participant records are not properly documented the One Stop Manager is immediately notified to take corrective action to resolve the issue. If identified that similar problems exist in the Finger Lakes Workforce Area, then formal staff training will occur to address the deficiency

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

The Board’s Veteran’s Representative is actively involved in assisting in outreach, recruitment and development of programs for veterans and eligible spouses of veterans.

2. Supportive Services and Needs Related Payments

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

As USDOL – ETA has acknowledged, differentiating between individuals served with Recovery Act and non-Recovery Act funds is challenging, since eligibility requirements are the same, and the

funds must be spent concurrently. Accordingly, it is expected that local areas will make supportive services and needs related payments available to participants served by both Recovery Act and non-Recovery Act funds.

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

Definitions and Descriptions of Local Policy:

a. Supportive Services:

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

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

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

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

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

The Finger Lakes Workforce Investment Board provides for participant support payments for mileage, physicals, uniforms, etc. Support payments are issued only if no other source is available and is contingent on funding available

Transportation expense payments for training will be authorized:

- **At the approved Finger Lakes Workforce Investment Board mileage rate of \$.24 per mile. Computation of mileage is to be based upon the most direct route from residence to training and does not include side trips;**
- **At the actual cost of the most economical form of public transportation not to exceed \$25.00 per day.**

- Participants enrolled in programs who utilize their vehicle as a "car pool" for other participants are entitled to reimbursement for the additional mileage traveled.
- Reimbursement of bus tokens or taxi will require a receipt.
- The maximum daily reimbursement will be \$25.00 per day.
- Checks will be issued bi-weekly and checks will not be issued until the minimum reimbursement is \$25.00

2. **PHYSICALS**

Those participants enrolled in WIA services who require physicals, which may not be obtained by other sources (i.e., employer) may be reimbursed for actual expenditures, excluding any sales tax. Unless specifically required by the program operator, reimbursement shall be limited to a "general employment" physical. Staff must obtain prior approval from the Finger Lakes Workforce Investment Board fiscal staff to assure funds are available.

3. **UNIFORMS**

Participants enrolled in WIA services that require uniforms to begin employment or training, which may not be obtained by other sources, (i.e., employer or training facility) may be reimbursed for actual expenditures, excluding sales tax. It shall be the responsibility of the One Stop Manager and staff to assure that costs are reasonable. Reimbursement will be made only upon documentation of receipts. Staff must obtain prior approval from the Finger Lakes Workforce Investment Board fiscal staff to assure funds are available.

4. **OTHER**

From time-to-time, additional support services are necessary to ensure successful participation. The need must be documented, reviewed, and recommended by the One Stop Manager and submitted to the Finger Lakes Workforce Investment Board's Executive Director for final approval. There is a limit of **\$500.00** per participant unless approved by the Finger Lakes Workforce Investment Board Executive Director.

In a review of the employment plan to identify supportive services needed, if Housing assistance and Child care are need, referrals will be made to the local County Departments of Social Services, CAP agencies, Section 8 programs and other agencies. The One Stops and WIB have developed partnerships with these agencies as even though supportive services are available through the

ARRA funds, other resources will be used first. If it is an emergency, the Executive Director has the authority to review and approve if all other sources have been exhausted.

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

- **Participants enrolled in full time training activities. Participants who become gainfully employed as a result of participation in FL Works WIA programs until they receive their first paycheck. Participants who have one time needs to achieve gainful employment. (ex. Work Shoes, uniforms, etc.)**

3. Describe the following:

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

Participants enrolled WIA TRAINING services will be reimbursed by the Finger Lakes Workforce Investment Board, Inc. (FLWIB) on a bi weekly basis. WIA 217.1 form (Customer Support Services Authorization) must be completed and a copy sent to FLWIB for processing. For mileage reimbursement, WIA 217.1 must also be completed and copy sent to FLWIB as well as WIA form 253.4 (Intensive Services/Training Program Attendance and Mileage Record). Supportive services will be available for the duration of training.

Priority of funding will follow the priority of service policy when funds are low.

Case managers will monitor progress and attendance and if unsatisfactory, adjustments may be made to supportive services.

For one-time payment types, form 217.1 must be completed accompanied with the mileage form detailing justification for payment.

Referrals will be made to local community organizations that provide funding such as foundations, Salvation Army, DSS, the Athena scholarship as well as others.

Payments will be monitored by case manager to assure there is no duplication

of funds provided.

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

The FLWIB Administrative Assistant has developed an excel spreadsheet for all participants receiving Supportive Services and by funding source.

When appropriate documentation is received, the staff reviews the Participant Support spreadsheet to verify, and also to assure that payments have not already been made. Once a complete review is made and ready for approval, the Executive Director reviews and initials for payment. Checks are entered into the system by the Bookkeeper who does a final review. Checks are signed by the Executive Director. The internal controls for these payments have been approved by the FLWIB Finance and Audit Committee.

b. Needs-Related Payments (NRP):

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

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

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

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

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

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

1. Regarding the eligibility of participants:

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

Participants must be enrolled full time, 12 credits or full time as defined by training provider. Participants must submit attendance forms bi-weekly to receive NRPs. On these forms, the Instructor indicates progress. If unsatisfactory, the case manager will consult with Instructor and student as soon as possible. If the participant does not improve, NRPs will cease. The FLWIB's policy is \$50 per week while in school and no payments will be made during breaks. If a one day holiday falls within that week, the participant is paid for the week.

Since payments are made on a weekly basis, if a student is ill for a full week, with doctor's verification, they will be paid. One missed day during a week will not affect the weekly payment. The same is true for missed classes. It is understood that emergencies arise, so one missed day will not impact weekly payment. A full missed week will require documentations and an executive decision will be made. It is not fair to make payments unless the absence is justified.

For extended UI benefits, NRPs will cease until the benefits are exhausted. The staff in the Finger Lakes Worlds offices are functionally aligned so monitoring this information will be critical.

For periods of earned income, NRPs will cease if the income is greater than the payment. This will have to be verified with wage stubs. If the earned income is less than the NRP, the participant has the option of being paid the difference provided the wage documentation is available.

If the participant is receiving supportive services from another agency, joint case management will occur to assure there is no supplanting of funds. Often, these partner agency supportive services provide for more than WIA so a

review will be conducted. If the situation arises, NRPs will cease.

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

The FLWIB voted for a \$50/week NRP per individual. There is no maximum but the NRPs are only provided while in training and the FLWB has a two year training limit. The majority of the programs are one year or less.

The FLWIB staff manages all the supportive services and needs related payments and a database has been developed to monitor all payments. Should one occur, the participant will be notified of the overpayment and a payment schedule or payment will be made.

All payments are entered into our MIP Accounting system and into our ACCESS Database tracking system for ITA ~~participants~~ participants. If this is kept up to date, overpayments will not occur. If they do occur, then the participant will be asked to return the ~~finds~~ funds.

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NRPs are issued bi-weekly provided the appropriate documentation is received. A schedule will be provided to the participants.

Payments will be made by check issued by the FLWIB, Inc. and sent via U.S.mail. Participants will not be allowed to pick up their checks at the FLWIB office unless there are extenuating circumstances and approved by the Executive Director.

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

The case manager authorizes the participant to receive NRP after having reviewed the Training Support Analysis form with the participant. The Customer Support Service Authorization form is submitted to the FLWIB office to alert the Administrative Assitant that the participant will be claiming NRPs. This staff enters the information into the spreadsheet and documents when

payments are made.

The NRP program is managed by the Fiscal Coordinator who oversees the duties of the Administrative Assistant for these supportive services and NRPs.

Both the Fiscal Coordinator and the Executive Director will respond to questions and complaints. Participants will be advised to present their concerns to their respective case manager who in turn will contact the FLWIB office.

The Finger Lakes Works staff have all been provided the Need Related Payment System and necessary forms and it is on the employee section of the website. Payment Accounting and processing will be handled by the Administrative Assistant to the Executive Director to the Bookkeeper. The Fiscal Coordinator will monitor the funds and progress.

The requirements for payment are documented in the Internal procedures and payments of NRPs are documented into our financial management system(MIP) and on the excel spreadsheet. Case managers must document in OSOS that the participants are receiving these services.

3. Youth Activities and Summer Youth Employment Programs

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

ETA strongly encourages local areas to:

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

With that in mind, please answer the following questions:

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

An RFP was issued and the four county workforce development offices were awarded contracts for the ARRA summer program. Each county developed specific projects and many individual sites. The program design by age group is as follow.

- i. **14-15: the FLWIB followed the year round guidelines and did not serve this age group with ARRA funds. These youth were served in each county by Summer TANF funds.**

ii. **16-18: age appropriate worksites were chosen that adhere to the laws governing the employment of minors.**

iii. **18-21: youth in this age group were assigned to worksites that needed tasks completed that could not be performed by 16 and 17 year olds. (i.e. many of the carpentry jobs that required the use of ladders or power tools)**

iv: **22-24: many of the placements for the participants in this age group are at worksites where there is the potential for continued employment at the sites. Emphasis is on private sector placements.**

v: **18-24: 10/1/09-3/31/09: currently the FLWIB does not plan to serve youth beyond the contract date of 11/30/09 unless county contracts are not fully expended.**

There are many opportunities for the youth enrolled n ARRA to experience “green” work experience or training. Many of the youth have participated in the BRIDGE green jobs training held at the FLCC Mueller Field House. Examples of “green” projects include the Habitat for Humanity Project, the School House Restoration project, the Keuka Housing Council housing survey project, project and field work at the Montezuma National Wildlife Refuge, work on the newly expanded Seneca Cayuga Trail and placements at the State Parks throughout the 4 county region. In addition the 2 weeks of carpentry and weatherization training at WFL BOCES has prepared many students for placements in that industry.

Through the One-Stop system and the DOL youth have been given information about the apprenticeship program and referrals have been made for appropriate youth.

A recruitment meeting was held with Farm Bureau to describe the program and how it might benefit the migrant population. There was outreach done through the Farm Bureau newsletter. All four counties recruit heavily through their respective Departments of Social Services to market the program to recipients of Food Stamps and Cash Assistance. There is a strong link with the agencies that serve Foster Care youth and youth on Probation. Strategies include mailings, individual meetings, press releases and posting of information on the WIB websites and links to the counties websites.

2. Provide the following:

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

Contracts with the summer providers are for June 1 to November 30, 2009. It is anticipated that 85% of the funds will be expended by Septmeber 30th, 2009

and 15% remaining will be spent only on the older youth participating in work experience only. If funds are not fully expended by November 30th, consideration will be given to extending contracts to assure full expenditures by December 31, 2009. It is the intention that these older youth would find unsubsidized employment or participate in a WIA Adult Training program.

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

The FLWIB issued an RFP and there were five respondents. The Youth Council Performance and Evaluation Committee and FLWIB staff reviewed the proposals and the funds were awarded to the four county Workforce Development offices.

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

a. Worksite recruitment and selection began in May 2009. The contractors used a variety of methods to recruit sites. The contractors mailed letters to sites that have been utilized in the past including government agencies, non-profit agencies as well as private for-profit companies. Worksites were asked to complete a worksite application and sites were then selected based on the ability of the site to provide a meaningful work experience, provide supervision and not experiencing a layoff. All of the contractors recognized the need to have more youth placed and developed many project based learning experiences and hired additional staff to be team leaders and working supervisors.

b. Examples of the types of sites include: State and Local parks, County and Local Government agencies, Non-Profit and private day care centers, Local hospitals, VA Hospital and other Health Care facilities, School districts, Finger Lakes Community College, many private sector placements in the tourism and retail industry.

c. All worksites and worksite supervisors attend a mandatory orientation

and are given copies of the Child Labor Law Handbook as well as the Local Worksite Supervisor Handbook. The Worksite agreement that is signed by both the worksite and the county outlines the program in detail as well. The WIB policy that was adopted on June 1, 2009 required that all contractors follow the minimum wage requirement. Monitoring performed by both the fiscal department of DOL and the Youth Systems Coordinator reviews timesheets and payroll to verify that minimum wage is being paid. In addition all youth ages 16-17 must have a valid, up to date New York State Education Work Permit and the original permit must be maintained at the worksite.

- d. All worksite agreements have an addendum signed to verify that there are no layoffs in existing job titles and that there is Union Concurrence that no one is being displaced as a result of the Summer ARRA placements.
- e. All youth complete an interest survey as part of the application process. Youth are given the opportunity to interview for jobs in their area of interest and are placed accordingly. An ISS is completed on all youth which further clarifies their interests.
- f. Project based learning is outlined in detail in Question 5 b.

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

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

a. The FLWIB contractors offered a variety of classroom training with the Work Experience component. All youth enrolled in ARRA are required to attend at least one session of a classroom or learning experience. Educational activities included:

1. Structured classroom training at WFL BOCES in the field of carpentry and weatherization.
2. Structured classroom training in the area of Customer Service Skills training and Serv-Safe food handling offered by FLCC.
3. OSHA 10 training offered by NYSDOL.
4. GED classes offered by WFL BOCES and FLCC
5. Leadership training at FLCC.
6. Green jobs career exploration and training at FLCC
7. Leadership training at Keuka College. Basic Computer skills training at FLCC Career readiness workshops in the areas of interviewing skills,

resume preparation, problem solving and other relevant topics. (these are offered through contracts with the FLCC Bridge program or staff)

b: Many of the projects that were developed provided a direct link from the work activity to academic learning. Projects are listed by County.

1. Seneca County--The Habitat for Humanity House restoration project incorporated classroom learning at the worksite in the area of math and reading. An on-site instructor was available to continue the learning from the classroom to the worksite.
2. Ontario County--The School House Restoration project continued the learning of specific weatherization and carpentry skills on the site. Youth were supervised by a teacher who reinforced the educational activities on site and back in the classroom where appropriate.
3. Wayne County--The Public Relations/Journalism and Newsletter project incorporated computer skills, photography, interviewing, layout, working with businesses and research skills during the project. The end result/product of this learning and work activity will be a newsletter that will highlight and outline ARRA work activities in one county. The youth were supervised by a College journalism major who actually taught the youth the computer and writing skills on the job.
4. Yates County--The Keuka Housing Council/Village of Dundee Housing survey project incorporated interviewing skills, photography skills, computer skills and teamwork skills.

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

The FLWIB contracted with the counties until 11/30/09 in anticipation that all of the Youth Summer ARRA money would be spent in that timeframe. There has been no provision made for extended work experience for older youth unless all funds are not expended. Rather the intention is to refer eligible and appropriate youth from the Summer Work Experience to Adult WIA funding.

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

The contractors are the same for both the WIA formula funds and the Summer ARRA funds. The contractors will be identifying youth from the Summer ARRA program to refer to the WIA year round program. This will include youth who are out of school and will benefit from the continued

services of the year round program. In addition the ARRA contracts and the WIA youth contracts outline the WIB policy for spending. The Youth Coordinator is given a monthly report from the Fiscal Coordinator that outlines the level of spending.

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

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

**a. The WIB Local policy for Supportive and NBP includes youth
b. The contractors have a strong working relationship with the Training Team staff at the One Stops. Older youth and youth on UI will be encouraged to attend an Interested in Training Workshop. Older youth have been encouraged to attend the Training Provider Showcase to learn more about upcoming trainings.
c. The contractors have been given information on the WOTC (Worker Opportunity Tax Credit) and there is printed material available at the One Stops. The Business Services team provides information to employers about the benefit of WOTC.**

4. Reemployment Services under the Wagner-Peyser Act

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

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

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

The LWIA will provide a full array of reemployment services to Unemployment Insurance claimants at the Career Center One Stops.

The full array of services includes labor market information, in-person staff assisted services, initial and comprehensive assessment, career guidance, group and individual counseling, development of individual employment plans and/or training plans, identification of skills gaps and transferable skills, as well as job search assistance and referral to jobs. Budgeting workshops and other supportive service information is also available at the Career Centers.

Labor Market Information is available on the website of www.labor.state.ny.us. The staff providing in-person staff assisted

services include staff in functionally aligned teams of counselors from various funding sources. Staff is cross trained and use the same material for handouts to customers. All staff providing career services are trained on individual employment plans, local training enrollment policies, methods of job search assistance and referrals to jobs.

Customers are scheduled according to the guidance in TA #08-4 for Initial Assessments and grouped by Profile Scores. Customers with a Profile Score of 1-30 are invited to use the services of the One Stop but are not required to report for services. Customers with a Profile Score of 31-69 are scheduled for an Initial Assessment. At the time of the Initial Assessment they are also given an overview of the services available in the Center through self service or staff assisted service. They are also provided information on Training services and options.

Through the Initial Assessment process customers are identified as ready for Job Search Services or for Career Development Services. They are scheduled for the appropriate next step through the REOS system. Job Search Services include an array of workshops. Both One Stop Centers publish a monthly calendar of workshops that includes Basic Job Search, Resume 101, Start Your New Career, Job Search Over 50, a Veterans Job Search Workshop, and a workshop on What Job Seekers with Disabilities Need to Know. Curriculum for the workshops is reviewed and approved by the One Stop Operator.

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

Training is promoted to UI customers by giving an overview of training at the time of the Initial Assessment. A brief power point was developed for this and staff who present it are promoting the benefits of trainings. By covering this material at the initial meeting it eliminates the need to have a customer referred to the Interested in Training workshop and saves time for the customer to be enrolled in training. Section 599 paperwork is available and offered to customers at the time of the Initial Assessment meeting.

Informational links and brochures are available in the Resource Room and staff are available to assist customers with identifying demand occupations, appropriate occupational goals, assessment tools, or information on supportive services so customers can make good decisions and have the tools they need to be successful in their training.

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

Specialized services or training opportunities developed to meeting needs of UI customers includes Rapid Response services such as informational sessions, counseling, resume assistance, onsite resource rooms, and coordination with outplacement services so we can offer value-added services. Also, based on the needs of customers we will develop classroom training opportunities specifically designed for them.

During August and September our full-service One Stop Centers have initiated programs together with the Geneva Library and the Newark Public Library. In Geneva we are offering workshops one night per week for 4 weeks for job seekers and those interested in training. In Newark we will have a staff member available one evening per week for 4 weeks to answer customer questions on effective job searching and for orientation to websites.

Specialized services also include OJT, business seminars conducted by the WIB office on specialized topics for businesses, a Training Provider Showcase on an annual basis, and the purchase of class size training when sufficient need is identified.

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

The increased numbers of UI customers has increased our functional alignment in order to have proper staff coverage of all functions. Staff from all funding sources provides services to the UI customers through one-on-one appointments and through group workshop presentations. One-on-one appointments include initial and comprehensive assessment, information on overcoming barriers, Individual Employment Plans, and career guidance. Job search assistance and job referrals are also provided to customers in staff assisted interviews. Group presentations include Metrix orientation or Is E-learning For You? Workshop in addition to the workshops listed above.

All professional staff are trained to promote training services and enroll UI customers into training. Although all Teams were organized to be integrated within the Career Center, we have taken integration to another step by sharing staff across more than one center based on need.

If the need exists, permissions in OSOS and REOS will be expanded to include all professional staff. OSOS access for DOL staff in services and REOS access for partner staff to make entries or do inquiries will be considered.

[REDACTED]

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

The strategies for keeping UI customers engaged for an increased length of time changes based on the economy and UI extensions. UI customers are scheduled for an initial assessment at the beginning of their claim and scheduled for their next service within 2-4 weeks. Their next service is based on the Initial Assessment and the customer chooses their next step with the assistance of a staff member. The next step is required and scheduled through REOS. Eight weeks later the UI customer is scheduled for a Work Search review so we identify those who need assistance and offer job search assistance to those who need it. Customers on the potential exiter lists are regularly reminded of the services available at the Career Center. These mailings mail include information on new workshops or current onsite recruitments or other specialized services currently offered

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

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

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

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

ATTACHED

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

The training Cap was recently increased from \$3,000 to 4,000.00 for ITAs and OJTs in all areas except Nursing. Additionally ITAs for LPNs and RNs increased from \$5,000.00 to \$8,000.00. Allowing for these increases will assist those who previously could not afford the difference between WIA funding and the actual cost of training to successfully participate. The Executive Director has been granted the authority to approve above the cap with reasonable, written documentation provided. This applies to both OJTs and ITAs.

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

Discussion have begun with local training providers but no specific programs have been identified at this point for a contract. If a local need is identified by area employers and training providers, we are prepared to contract with eligible providers to facilitate the training of multiple individuals in high-demand occupations.

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

Staff determines individual is in need of Career Development Services after the Initial Assessment based on interpretation of résumé, job application and/or barrier type information (e.g., customer identification, employment objective, employment skills and abilities, education and employment history).

After the interview, evaluation, assessment and case management has been initiated, One Stop staff determine if a participant is in need of training services to remediate a skills gap identified through a comprehensive assessment. Staff also must determine if the participant has the skills and qualifications to successfully participate.

The development of the Employment Plans is part of the CDS and if training is identified it is included in the plan.

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

The local staff does not determine Pell eligibility. As part of the ITA process, the participant is advised that s/he must apply for TAP and PELL at the approved training facility(if applicable). Documentation of this information is provided by the training provided and if participant is TAP/PELL eligible, this is deducted from their approved WIA amount.

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

PY 2008 Estimated Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	648	215		
Total # - ITA	171	114	0	0
Total # - OJT	41	11	0	0
Total # - Skill Upgrading	436	90	0	0
Total # -Customized	1	0	0	0
Total # - Rec'd NRPs	0	0		
Total # - Rec'd Supp. Services	479	66		
Total Training Expenditures (ITA, OJT and Customized)	\$202,731.00	\$151,579.00		
PY 2009 Planned Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	764	345		
Total # - ITA	200	200		3
Total # - OJT	50	20		
Total # - Skill Upgrading	515	144		
Total # -Customized	18	0		
Total # - Rec'd NRPs	150	100		
Total # - Rec'd Supp. Services	565	150		
Total Training Expenditures (ITA, OJT and Customized)	\$318,392.00	\$604,494.00		

6. Service Delivery to Targeted Populations

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

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

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

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

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

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

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

Finger Lakes Works provides assistance to dislocated workers, including the category of displaced homemakers by helping to insure these individuals are able to obtain the necessary skills to reconnect with the workplace. Our one-stop services are all available to displaced individuals including core activities such as assessment, counseling, and job search assistance. We also provide intensive

services including pre-vocational skills and training. Finger Lakes Works also customizes opportunities in training and skill development to utilize our local demand occupation list and the Eligible Training Providers for our area. There are currently no Displaced Homemakers Centers in our LWIA and our local offices reach this population through partnerships with area agencies, including Lifespan.

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

Pathstone Inc. is a provider of migrant and seasonal farm worker programs and has an office in Wayne County. Finger Lakes Works coordinates referrals with Pathstone and the One Stop Manager at Finger Lakes Works Lyons conducts at least annual meetings with the Coordinator. Pathstone and Finger Lakes Works staff is aware of the services that each provide and make referrals as appropriate. In addition, Pathstone Inc. is represented on the Finger Lakes Workforce Investment Board

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

To insure that women have access to labor market information, skills development and the supportive services to enable them to acquire and retain high-wage jobs and maintain self sufficiency the Finger Lakes Works one-stops offer core and intensive activities to women who are interested in our services. We rely on labor market information from the Department of Labor and other local sources to determine demand occupations, and use assessments to determine interest and ability in a number of different fields. Our supportive services policies, as well as our relationships with local partner agencies help to eliminate barriers to employment

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

Our relationships with partner agencies allow for referrals to our services including both core and intensive services for minority individuals. Our local demand occupations list and strong industry clusters assist us in forecasting available growth occupations and opportunities for clients. Our supportive services policy assists clients in overcoming many of the traditional barriers

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

UI claimants and all walk-in clients at one-stop centers are given an initial assessment where clients are determined to be Job Search Ready or in need of Career Development Services. Customers are then provided with information on WIA programs including pre-vocational skill training, occupational training, and information on the local labor market and demand occupations. This facilitates interest in non-traditional employment for our clients.

Finger Lakes Works with their Hands is career exploration opportunity for youth participants to research occupations in the skilled trades and advanced manufacturing. The FLWWTH event allows participants to try hands on activities in the skilled trades' field, including but not limited to; heavy equipment operation, HVAC, carpentry, machining and masonry. We encourage the participation from students at this event to look at non traditional employment opportunities.

Our Technology Food and Agricultural career day also is a similar opportunity for youth to see hands on careers in the agricultural field and the connections with technology, food and the sciences. Again we encourage the participation from students at this event to research non traditional careers.

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

One Stop services are accessible to older individuals; in particular all locations participate in the Experience Works (Title V) program. This program provides subsidized, part-time, community service work based training for low-income persons age 55 or older who have poor employment prospects. Through this program, older individuals are trained and moved to unsubsidized employment to obtain self-sufficiency.

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

For our population of clients with a disability, the Disability Program Navigator is at all sites. The navigator provides assistance and education to both staff and clients with disabilities. Additionally, all offices have adaptive equipment including TTY lines and accessible computers. Services to individuals with limited English proficiency are provided by the local Community College. The community college is an important partner in our LWIA, including referrals to these services.

Section II WIA Compliance

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

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

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

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2009?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
1. Selecting and Certifying One Stop Operators	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Contracting for Service Providers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Priority of Service	Updated Policy attachment required	X Yes
4. Self-Sufficiency	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Supportive Services and Needs-Related Payments	Updated Policy attachment required	X Yes
6. Grievances and Complaints	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>	Michael Woloson, Coordinator flwibmw@rohcester.rr.com 41 Lewis St. Suite 104 Geneva, NY 14456 315 789-3131	
7. Youth Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Design Framework</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Youth Council</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Recovery Act Provisions</i>	Policy attachment required	<input type="checkbox"/> Yes
8. Adult, Dislocated Worker and Wagner-Peyser Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Rapid Response</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Business Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Required Signatures

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

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

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

ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

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

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

By virtue of my signature, I:

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

Date:		Signature of Local Board Chair:
Mr. ___		Typed Name of Local Board Chair: Richard Bonneville
Ms. ___		
Other ___		
Name of Board:	Finger Lakes Workforce Investment Board	
Address 1:	41 Lewis Street, Suite 104	
Address 2:		
City:	Geneva	
State:	NY	Zip: 14456
Phone:	(315) 789-3131	E-mail: flwibks@rochester.rr.com

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

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

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

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

By virtue of my signature, I:

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

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

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. ___		Typed Name of Local CEO:	
Ms. ___			
Other ___			
Title of Local CEO:			
Address 1:			
Address 2:			
City:			
State:		Zip:	
Phone:		E-mail:	

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

ATTACHMENT C: SIGNATURE OF WIB DIRECTOR

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

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

By virtue of my signature, I:

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

Date:		Signature of Local WIB Director:
Mr. <input type="checkbox"/>		Typed Name of Local WIB Director: Karen A. Springmeier
Ms. <input checked="" type="checkbox"/>		
Other <input type="checkbox"/>		
Name of Board:	Finger Lakes	

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

ATTACHMENT D: UNITS OF LOCAL GOVERNMENT

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

Unit of Local Government	Grant Recipient	
	Yes	No
Ontario	X	<input type="checkbox"/>
Seneca	<input type="checkbox"/>	X
Yates	<input type="checkbox"/>	X
Wayne	<input type="checkbox"/>	X
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

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

Entity	Fiscal Agent	
	Yes	No
Finger Lakes Workforce Investment Board, Inc.	X	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
Finger Lakes Workforce Investment Board, Inc.	X	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

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

OPERATOR:	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input checked="" type="checkbox"/> System <input type="checkbox"/> Center(s)
Operator Address:	Brian Young, Chair c/o Ontario County Workforce Development 3010 County Complex Drive Canandaigua, NY 14424
Operator Phone: 585-396-4024	
E-Mail: Brian.Young@dfa.state.ny.us	

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

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

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

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

Have renewed certification annually through plan revisions; Agreement attached

ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

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

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

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

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

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

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

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

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

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

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

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

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

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

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

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

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

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

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

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

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

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

STATE CERTIFICATIONS

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

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

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

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

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

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

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

1. Has business operations in Northern Ireland:

Yes No

If Yes:

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

Yes No

G. NON-COLLUSIVE BIDDING CERTIFICATION

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

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

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

Signature of Authorized Representative:
Title: Executive Director
Date:

ATTACHMENT H: TRAINING SUPPORT ANALYSIS FORM:

NEEDS-RELATED PAYMENTS

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

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

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

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

If yes, explain:

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

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

Participant Signature: _____

Date: _____

ATTACHMENT I: PRIORITY OF SERVICE SAMPLE POLICIES

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

TO: All One-Stop Career Center Staff and Providers

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

ISSUANCE DATE: XXXXXX

EFFECTIVE DATE: XXXXXX

EXPIRATION DATE: XXXXXX

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

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

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

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

Inquiries: Please direct any questions to XXXXXXXX.

Chair LWIB or Chief Elected Official

Date

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

TO: All One-Stop Career Center Staff and Providers

SUBJECT: Veterans Priority of Service

ISSUANCE DATE: XXXXXX

EFFECTIVE DATE: XXXXXX

EXPIRATION DATE: XXXXXX

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

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

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

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

Inquiries: Please direct any questions to XXXXXXXX.

Chair LWIB or Chief Elected Official

Date

ATTACHMENT J: PY 2008 PARTICIPANT TRAINING DATA

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

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

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

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

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

Priority System for Title I Adults (Individual Training Accounts)

When funding for adult training and intensive services (pre-vocational classroom training) is limited, priority should be given to: (#1 and #2 OR #1 and #3)

1. Individuals who are residents of the Finger Lakes Workforce Investment Area; **and**
2. Are considered Low Income as defined by the Federal Poverty Guidelines OR 70% of the lower living standard income level based on the number of family members(whichever is higher). See Chart Below

HIGHEST OF 70% OF THE LOWER LIVING STANDARD
INCOME LEVEL
OR POVERTY INCOME GUIDELINES, 2009

FAMILY SIZE	Metropolitan Areas \2
1	\$10,830
2	15,578
3	21,379
4	26,392
5	31,148
6	36,424
7	41,700
8	46,976
9	52,252
10	57,528
11	62,804
12	68,080
13	73,356
14	78,632
15	83,908
16	89,184
17	94,460
18	99,736
19	105,012
20	110,288

- OR** 3. Is an individual who is one or more of the following:
- a. older worker
 - b. veteran
 - c. basic skills deficient (less than 8.9 grade point level)
 - d. school drop-out
 - e. offender
 - f. individuals with a disability causing a major barrier to employment
 - g. recovering substance abuser
 - h. limited English speaking ability

Priority System for Title I Dislocated Workers(Individual Training Accounts)

When funding for **dislocated workers** training and intensive services (pre-vocational classroom training) is limited, priority should be given to:

1. Low income individuals As defined in Adult; **or**
 2. An individual with one or more of the following,
 - a. veteran
 - b. basic skills deficient
 - c. school drop-out
 - d. offender
 - e. displaced homemaker
 - f. single parents; **or**
 3. Individuals unable to obtain or retain employment at a wage of 85% of their previous wage.
- NOTE: RESIDENCY** requirements for training apply only to the Title I Adult Program, and not the Dislocated Worker Program.

ADDITIONAL DEFINITIONS (Sufficient Documentation should be collected and noted in OSOS)

1. **ADULT** – An individual who is 18 years of age or older.
2. **DISPLACED HOMEMAKER** – The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who:
 - a) Has been dependent on the income of another family member, but is no longer supported by the income; and
 - b) Is unemployed or underemployed, and is experiencing difficulty in obtaining or upgrading employment
3. **HOMELESS INDIVIDUAL** – Any adult or youth who lacks a fixed, regular and adequate night time residence; and an adult or youth who has a primary night time residence that is:
 - a) A supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);
 - b) An institution, excluding jail/prisons, providing temporary residence for individuals intended to be institutionalized; or
 - c) A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

4. **OLDER WORKER** – Is an individual aged 55 or older.
5. **INDIVIDUAL WITH A DISABILITY** – An individual with a disability is one who has a physical or mental disability which, for such individual, constitutes or results in a substantial handicap to employment.
6. **BASIC SKILLS DEFICIENT** – Is an individual who has English, Reading or Computing Skills at or below 8th (8.9) Grade level on a generally accepted standardized test or a comparable score of a criterion referenced test.
7. **VETERAN** – An individual who served in the active military, naval, or air service and who was discharged or released from such service under conditions other than dishonorable.
8. **RECENTLY SEPARATED VETERAN** – Any veteran who applies for participation under the Workforce Investment Act (WIA) Title I Program within 48 months after the discharge or release from active military, naval or air service.
9. **OFFENDER** – Any adult or juvenile who is, or who has been subject to any stage of the criminal justice process for whom service under this Act may be beneficial or who requires assistance in overcoming artificial barriers to employment result from a record of arrest or conviction(s).
10. **SUBSTANCE ABUSER** – An individual dependent upon the use of alcohol or addicted to the taking of drugs, which, for such individual constitutes or results in a barrier to employment.
11. **SCHOOL DROP-OUT** – Is an individual who is no longer attending any school and who has not received a secondary school diploma or a certificate from a program of equivalency for such a diploma.
12. **OUT-OF-SCHOOL YOUTH** – The term “out-of-school” means:
 - a) An eligible youth who is a school drop-out; or
 - b) An eligible youth who has received a secondary school diploma or its equivalent, but is basic skills deficient, unemployed or underemployed.
13. **PLANT CLOSING** – Permanent or temporary shutdown of a single site of employment, or one or more facilities operating within a single site of employment, which results in a loss of employment during any thirty (30) day period for twenty-five (25) or more employees excluding part-time employees regularly working less than twenty (20) hours per week. Should the closure directly cause an employment loss at any additional site, all such employees at the additional site or sites shall be counted toward the twenty-five (25) required to meeting this definition.

14. **SELF EMPLOYED** – For the Dislocated Worker Program, this is documented by having at least one of the following:
 - a) A written declaration that s/he does not intend to continue the business and that his or her debt-to-asset ratio is at least 40%;
 - b) Proof of foreclosure or bankruptcy proceedings;
 - c) Proof of inability to secure capital necessary to continue the business operation (i.e.: a letter from a lending institution refusing operating credit).

15. **SUBSTANTIAL LAYOFF** – Any reduction in force which is not the result of a plant closing which results in an employment loss at a single site of employment during any thirty (30) day period for:
 - a) At least thirty-three (33%) percent of the employees, excluding any part-time employees regularly working less than twenty (20) hours per week, and consisting of at least fifty (50) employees; or
 - b) At least five hundred (500) employees, excluding any part-time employees regularly working less than twenty (20) hours per week.

16. **SIGNIFICANT LAYOFF** – Any reduction in force which is not the result of a plant closing, and which results in an employment loss at a single site of employment of at least thirty-three (33%) percent of the employees (excluding employees regularly working less than twenty (20) hours per week).

17. **LIMITED ENGLISH SPEAKING ABILITY** – An individual whose native language is not English, and the inability to communicate in English is a barrier to employment.

18. **SELF SUFFICIENCY** - Self-Sufficiency means employment that pays an individual at least \$25.00 per hour (other family member income not included), and not dependent on a government subsidy for themselves or families, i.e.: food stamps, daycare, etc. For Dislocated Workers Programs, self-sufficiency means employment that pays at least the self-sufficiency wage or 85% of the layoff wage.

Finger Lakes Workforce Investment Board
Policy on Self-Sufficiency Standard

In accordance with Title I of the Workforce Investment Act (WIA) of 1998
(Pub. L. 105–220);

WIA requires Local Boards to set criteria for determining whether employment leads to self-sufficiency (“Self-Sufficiency Standard”):

The Finger Lakes Workforce Investment Board has established such criteria that “self-sufficiency” means employment that pays at least \$25.00 per hour.

This standard is to be used when determining eligibility for adult funded programs including Individual Training Accounts and On the Job Training programs.