



425 Old Kersey Road  
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Office: 814-245-1835  
WorkforceSolutionsPA.com

## Agenda

### **North Central Workforce Development Board Meeting Workforce Solutions for North Central PA Zoom Meeting - Wednesday, June 22, 2022 @9:30 am**

<https://us02web.zoom.us/j/89497429567?pwd=bXNFaThVU2lEbUtGaXFHOEhDdE1hUT09>

or

+1 929 205 6099 US (New York) Meeting ID: 894 9742 9567 Passcode: 781230

- A. Call to Order and Welcome
- B. Pledge of Allegiance
- C. Quorum – Roll Call
- D. Correspondence – PY 2020 Corrective Action Plan (CAP) Resolved – attachment
- E. Consent Agenda
  - 1. Meeting Minutes
    - April 6, 2022 Full Board Meeting
    - May 19, 2022 Executive Committee Meeting
  - 2. Youth Committee Report
  - 3. Finance Committee Report
  - 4. Policy and Performance Committee Report
  - 5. Labor Management Committee Update
  - 6. Equus Subcontractor Report
- F. Action Items – Action Needed on each - Handout included in board packet - Each will be discussed
  - 1. Executive Committee Recommendations - Salary Adjustments, New Position Profile, PTO Schedule
  - 2. Finance Committee – PY21 Revised WIOA Budgets, PY22 Workforce Solutions Budget, PY22 Allocations for EQUUS, PY22 PA CareerLink Operating Budgets, Workforce Solutions revised Financial Management Policies.
  - 4. Board Member Resignations, Appointments and Reappointments
- G. One Stop Operator Consortium Report – Presented by Operator Consortium Member Jenna Witherite
- H. Regional PA CareerLink® Report – Presented by Operator Consortium Member
- I. Workforce Solutions Staff Activities Update for April through June 2022
- J. Equal Opportunity Resources Overview – Linda Franco
- K. Old Business
- L. Public Comment Period
- M. Next Meetings for 2022 – October
- N. Executive Session – if needed.
- O. Adjourn

May 11, 2022

Pamela A. Streich, Executive Director  
Workforce Solutions for North Central PA  
425 Old Kersey Road  
Kersey, PA, 15846

Dear Ms. Streich:

The Bureau of Workforce Development Administration (BWDA) has received the corrective action plan (CAP) dated May 2, 2022. The CAP was received in response to the one remaining finding identified during the Program Year (PY) 2020 monitoring of the local workforce development area's fiscal and procurement systems and the local workforce development board's (LWDB) compliance and oversight functions. Monitoring was conducted in accordance with the Workforce Innovation and Opportunity Act (WIOA) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, 2 Code of Federal Regulations (CFR) Chapter I, Chapter II, Part 200, et al.

BWDA has reviewed the LWDB's response. The corrective action resolves the remaining findings.

Please convey BWDA's appreciation to all staff members involved for the assistance they provided. If you have any questions, please don't hesitate to contact me by phone at 717.787.6352 or by email at [ghart@pa.gov](mailto:ghart@pa.gov).

Sincerely,



Gregory P. Hart, Jr.  
Oversight Services Supervisor

cc: Ms. Corine Christoff, Chair, North Central Local Workforce Development Board



**North Central Workforce Development Board  
Workforce Solutions for North Central Pennsylvania, Inc.  
Meeting Minutes  
Held Via Zoom Meeting/Call  
Wednesday, April 6, 2022 at 9:30 a.m.**

**Board Members Present – on Zoom Video/Call:** Chris Adamson, Kate Brock, Corine Christoff, Tonya Coursey, Kelly Davis, Buddy Franklin, Sarah Hayden, Michael Hoskavich, Bruce Jones, Dave Miller, Leslie Neal, Christina Palmer, George Salter

**Board Members Absent:** Catherine Bartruff, Bunny Comilla, Lisa Kweder, Brad Lashinsky, Jeff Miller, David Steele, John Sutika, Kimberlea Whiting and Ping Werner

**WDB Staff Present on Zoom Video/Call:**

Pam Streich, Linda Franco, Vanessa Hasselman, Sherri Cunningham, Ron Hammersley, Terry Hinton and Donna Hottel

**CEO Members Present on Zoom Video/Call:** Herb Bullers and Joe Daghir

**Guests – Present on Zoom Video/Call:** Blythe Brunner, Jill Martin-Rend, Melanie Erb, Michaelene Shirey, Bridget Wolf

**Call to Order and Welcome:**

Chair Corine Christoff called the meeting to order at 9:36 a.m. and welcomed everyone in attendance.

**Pledge:** The Pledge of Allegiance was recited

**Quorum:** A quorum was established

**Correspondence:**

**PA Rural Recruiting Summit** – Pam stated the PA Rural Recruiting Summit will be held on April 20<sup>th</sup> at the Penn Stater Hotel & Conference Center in State College will bring together healthcare, workforce and economic leaders to focus on recruiting and retaining high quality health care professionals in the rural areas of Pennsylvania. Attendance is limited to 100 people, so please limit registrations if you are a larger organization. We also urge you to reach out to other concerned groups and individuals in your community and invite them to join you. The summit is hosted by the Federal Reserve Bank of Philadelphia, the Pennsylvania Academy of Family Physicians, the Pennsylvania Area Health Education

Center, the Pennsylvania Association of Community Health Centers, and the Pennsylvania Office of Rural Health.

**WSCM Video Award Contest** – An award celebration was held on March 22nd at the St. Marys Area High School to recognize the students, teachers/coaches, and employers that participated in this year's video contest. Mike Catanzarito, Student Advisor from BC3 Brockway and professional entertainer/speaker lead the event as Emcee and a local Dream Team comprised of Seth Weible, Process Engineer for Alpha Precision Group and Alex Bon Engineering Intern for Contact Technologies presented on their experiences in manufacturing.

The Viewer's Choice Award is one of 6 awards being made at the ceremony. The other categories include Outstanding Overall Program, Outstanding Educational Value, Outstanding Videography, Outstanding Outreach Plan and Outstanding Career Pathway. The Outstanding Overall and Video Choice Award winners will be invited to the statewide contest that will be held in May at the Whitaker Center in Harrisburg.

Sponsors for this year's event included Miller Fabrication Solutions, Zippo Manufacturing Penn Pallet, Domtar-Johnsonburg Mill, Horizon Technology, Inc., and American Refining Group.

The winners of this year's awards are:

Outstanding Educational Value Award: St. Leo's featuring FormFast PMT & Advantage Metal Powders

Outstanding Videography Award: This was a tie between Oswayo Valley featuring Zippo Manufacturing and Floyd C. Fritz middle school (Bradford) featuring Control Chief Wireless Solutions

Outstanding Outreach Plan: St. Leo's featuring FormFast PMT & Advantage Metal Powders

Outstanding Career Pathway: Smethport featuring Georgia-Pacific Panel Products, LLC.

Overall Program: Oswayo Valley featuring Zippo Manufacturing

Viewer's Choice: Floyd C. Fritz middle school (Bradford) featuring Control Chief Wireless Solutions

All videos can be viewed at the following link: <https://www.whatssocool.org/contests/north-central-pa/>

Pam also noted that next year's award ceremony will be held at Maker's Warehouse in St Marys on March 28, 2023

**WIOA Funding** – Pam notified the board that just last week we received our estimated WIOA 2022 Allocations and at this point the total amount of WIOA funds is nearly \$400,000 less than last year. We are currently looking at our budgets to see where we can cut back and have had beginning discussions with our Title I provider to inform them of this. There is a chance that the final numbers could come in higher, but we will be prepared and feel that we can ensure the impact to our job seekers and employers will not be impacted too severely. Pam also noted that in addition, we have always been good about applying for additional grant funding and will continue to do this. For example, we have the ARC grant that helps to fund our Business Engagement and Project Coordinator position, we were awarded Industry Partnership Grant funds and we are currently waiting to hear if our Registered



Apprenticeship grant will be awarded which will provide funding for staff (both board and PA CL (Title I) to participate in training programs to learn more about Registered Apprenticeships, how to successfully utilize WIOA funds to support RAs, etc.

**Consent Agenda:**

Corine asked the board if there were comments or questions on the consent agenda. The following items are included on the consent agenda.

1. Meeting Minutes – December 22, 2021 Full Board Meeting, January 28, 2000 Executive Committee Meeting, March 10, 2022 Executive Committee Meeting
2. Youth Committee Report
3. Finance Committee Report
4. Equus Subcontractor Report

There were no questions or comments on the consent agenda. George Salter made a motion to accept the consent agenda; Chris Adamson seconded; there were no abstentions; all were in favor; none opposed; the motion carried.

**PA CareerLink® Tours:**

Pam stated the schedule of the PA CareerLink® tours was included in the board mailing. Two tours have already taken place in both McKean and Potter County. The tours went well with a few board members and several commissioners attending. The tours are to inform our board and Chief Elected Officials on what happens in the CareerLinks, leading to more productive conversations in future meetings.

**Policy and Performance Committee Report:**

Corine reported this is our newest board committee and that the committee met for the first time on March 10<sup>th</sup>. The committee will work with board staff to make sure our policies are in place and up to date. The agenda of the first meeting included setting committee measures and goals, a conversation setting the tone of the committee, policies vs guidelines, and revisions to the monitoring policy.

**One Stop Operator Consortium Report:**

Blythe Brunner gave a report on the activities of the One Stop Operator Consortium for the first quarter which included meeting with Site Administrators and Board Staff, Site Administrator needs, customer and employer surveys, covid mask policy updates, support systems, changes to meet the budgets, and space available in the CareerLink Centers for possible partners and who would benefit. Pam encouraged the board to ask questions and stated she is very excited to have a consortium made up of people with WIOA knowledge.

**Regional PA CareerLink® Report:**

Blythe noted that the Regional PA CareerLink® Report was reported out by each county's CareerLink and highlighted a few areas of the report. She noted that although some programs took a hit from Covid, more people are now coming through the CareerLink doors. Virtual services are still being offered and the hybrid system seems to be working well. Blythe also stated they are using Social Media to get word out on programs and are now working more with Employers due to this. Blythe asked the board what

information they would like to see on future reports and what they were interested in discussing on the upcoming tours. Corine asked if they were tracking the success of people from first walking through the CareerLink doors through a successful hire? Discussion ensued on this topic and the best ways to track this information.

### **Action Items:**

#### **1. Finance Committee Action Items:**

- a. **Quarter 2 Revised PY21 WIOA Budgets (October-December 2021 FSRs):** Vanessa stated the Adult budget was revised to reflect an increase in training dollars for Supportive Services, ITAs, and OJT, offset with decreases in Program Salaries and Fringe Benefits. The Youth budget was revised to move funding from the In-School Youth categories to WIOA Out-of-School Work Experience – Participant Costs, Incentives and Other Training Expenses. With no questions, Chris Palmer made a motion to approve the Quarter 2 Revised PY21 WIOA Budget; Bruce Jones seconded; no abstentions; all in favor; none opposed; and the motion carried.

- b. **WFS PY21 Budget Revisions:**

**Staff Salaries & Fringe Benefits:** Vanessa noted all line items were reduced to reflect the staffing changes in the organization except for Health Insurance, which was increased due to annual renewal premium increases.

**Operating Expenses:** Increased Travel Expenses – for staff to attend the PWDA Workforce Conference, NAWB Conference, and Labor Market Training Forum; Increased Copying – to adjust for the cost of the new lease for the Xerox copier machine; Increased Telephone Expenses – to include the purchase of a new cell phone for staff; Increased IT Support – to reflect the balance remaining in the IT contract and the increased cost of the Gmail application/email hosting; Decreased Operator Expenses – to reflect the reduced Operator costs associated with the change to a new Operator effective January 1, 2022 Increased Insurance – includes the increased cost of Commercial Business and Liability Insurance for 2022; Increased Miscellaneous Operating Expenses – includes the amount of unbudgeted administrative dollars available for the program year.

**Equus Subcontractor Expenses:** Increased to reflect an additional \$20,000 award in EARN Performance funds to serve additional customers.

With no questions on Workforce Solutions PY21 budget revisions, Kate Brock made a motion to approve the revisions; Mike Hoskavich seconded; no abstentions; all in favor; none opposed; the motion carried.

#### **2. Other Action Items:**

**Information Technology Agreement Extension** – Pam stated we would like to extend the ACS agreement another year from July 1, 2022 thru June 30, 2023. There is no increase in the monthly contract which is \$1,750.00 per month and this includes the maintenance of all existing equipment. Anything beyond this scope will be billed at \$85.00/hour plus travel time to locations beyond Elk County at the Federal Mileage Rate which is currently \$.585 per mile. On-site and remote services are provided to Workforce Solutions, 6 comprehensive PA CareerLink center and 1 affiliate center. A brief conversation occurred on how responsive ACS is and that they do a great job. Bruce Jones made a motion to extend ACS's

agreement thru June 30, 2023; Chris Palmer seconded; there were no abstentions; all were in favor; none opposed; the motion carried.

- 3. Clearfield County PA CareerLink® Lease Renewal** – Pam stated that Workforce Solutions staff recommend approval to sign a 5-year extension on the current lease at the Clearfield County PA CareerLink® which is set to expire on June 30, 2022. The new lease would run from July 1, 2022 – June 30, 2027. Pam noted that in discussion with the landlord, CSN Holding, LLC, the monthly rent will not increase despite the landlords' expenses increasing over the past 10 years, the rent will remain the same. Bruce Jones asked if there was an "out" clause in case of a decrease in future funding. Pam stated, yes there is an "out" clause in the contract. With no further questions, Bruce Jones made a motion to approve the Clearfield County PA CareerLink® lease renewal; Kelly Davis seconded; no abstentions; all in favor; none opposed; the motion passed.
- 4. Local Workforce Development Plan Modification** – Pam noted the local workforce plan has been modified to reflect the following changes: staffing changes, removal of Future's Committee, addition of Policy and Performance Committee, changes to the One Stop Operator sections including consortium membership, youth contact person changes as well as changes to the Organizational Chart to reflect staffing changes. We are asking for approval to post the plan modification for the required 30-day Public Comment Period beginning April 11<sup>th</sup> through May 11, 2022 at which time the modification would be submitted to Labor and Industry for final approval. George Salter made a motion to post the plan modification and submit to Labor and Industry for final approval; Mike Hoskavich seconded; no abstentions; all were in favor; none opposed; the motion carried.
- 5. Local Monitoring and Oversight Policy and Procedures** – Pam stated that the revised Monitoring and Oversight Policy and Procedures has been updated to align with the Pennsylvania Department of Labor and Industry's Workforce policy, No. 183-01 (C1) – Oversight and Monitoring Policy. Pam said as a recipient of funds under WIOA, we must conduct regular oversight and monitoring of our WIOA contractors as required under WIOA. Tonya Coursey made a motion to approve the revised Local Monitoring and Oversight Policy and Procedures; Chris Adamson seconded; no abstentions; all were in favor; none opposed; the motion carried.
- 6. Award to Equus – Title 1 Provider – Training and Supportive Services related to ARC Inspire Grant** – The PA CareerLink® is one of the main partners in the Appalachian Regional Commission (ARC) Inspire grant that we recently received. Supportive Service and Training funding is available to participants serviced through this funding. Pam noted that we are recommending a total of \$42,000 be awarded to EQUUS Workforce Solutions, our Title I provider for the provision of Supportive Service and Training Awards to eligible participants. This includes \$20,000 for Supportive Services and \$20,000 for Training as well as 5% in administrative funding. Corine asked for a motion to Award Equus \$42,000 for the provision of Support Service and Training Awards to eligible participants. George Salter made this motion; Chris Palmer seconded; there were no abstentions; all approved; none opposed; the motion carried.

**Workforce Solutions Staff Activities Update for January through March 2022:**

Pam took this time to introduce Donna Hotel, Strategic Planning and Project Manager to the board. We are excited to have her on our team. She has been very busy updating policies. Updates were also provided by Terry on the ARC Inspire Grant, Linda gave an update on Metrix Learning and Sherri provided an update on the DCED Manufacturing Training to Careers Internship Program. A list of additional staff activities had been provided to the board prior to the meeting.

**Labor Market Information:**

Donna provided the board with updated information on wages and unemployment. She reviewed the average annual wages, unemployment rates and occupation information for the North Central Workforce Development Area.

**Old Business:**

Pam provided an update on a question that was asked at the previous board meeting about the analytics of the PA Six Website. In the past quarter the site had 640 viewers, 44 new viewers in the past week. We will begin a Social Media campaign in the next few weeks to bring more attention to the PA Six Website.

Workforce Solutions website is also coming along. We are very excited for the new, updated look. The website will be complete by June 30<sup>th</sup>.

**Public Comment Period:**

Melanie Erb shared that PWDA is providing training to better assist customers in FAFSA. The training will be virtual and she Melanie would share the link to the training in the chat.

**Next Meetings for 2022:**

Pam reminded the board our next meetings will be held June 22nd, October 5<sup>th</sup> and December 21<sup>st</sup>.

**Executive Session:**

There will be no Executive Session held today.

At this time Corine asked for a motion to adjourn. Kelly Davis made a motion to adjourn the meeting; George Salter seconded; all were in favor and the meeting adjourned at 11:00 a.m.

**North Central Workforce Development Board  
Executive Committee Meeting Minutes  
May 19, 2022  
Meeting held via Zoom**

**Members Present:** Corine Christoff, Kelly Davis, Jeff Miller and Lisa Kweder

**Staff Present:** Pam Streich

**Agenda Items Included:** Career Counselor Position Profile, Local Workforce Plan Modification, Revised Paid Time Off (PTO) schedule, Performance Evaluation, Performance Increases.

1. The meeting was called to order at 3:01 PM by Chair Corine Christoff.
2. Public Comment Period – no public in attendance.
3. **March 10, 2022 Meeting Minutes** – Jeff Miller made a motion to approve the meeting minutes as recorded, seconded by Lisa Kweder, all in favor, no abstentions were made, motion carried.
4. **Career Counselor Position Profile** – Pam reviewed the current position profile for the Career Counselor position recommending a title change to Project Coordinator. Pam explained that the roles and responsibilities for this position have changed since the position was created and align more with the duties of a Project Coordinator. Kelly Davis made a motion to approve this change, seconded by Lisa Kweder, all in favor, no abstentions were made, motion carried.
5. **Local Workforce Plan Modification** – The Local Workforce Plan Modification was approved for 30-day public comment period by the full board at our April 6<sup>th</sup> Meeting. The 30-day public comment period ended on May 11, 2022. No comments were received. Pam requested final approval for the submission of the Modified Local Plan to Labor and Industry. A letter has been created that will be signed by our Board Chair and our Chief Elected Official. Jeff Miller made a motion to approve the submission of the local plan modification, seconded by Kelly Davis, all in favor, no abstentions were made, motion carried.
6. **Paid Time Off (PTO) Schedule for Workforce Solutions staff** – After discussion at the last Executive Committee Meeting held on March 10, 2022, Pam contacted several regional non-profit agencies including other Workforce Development Boards across the state to develop a revised PTO Schedule for Workforce Solutions employees. PTO includes all Vacation, Personal and Sick time – it is not broken into separate pots. The new schedule was reviewed by the members. Jeff Miller made a motion to approve the revised PTO schedule effective July 1, 2022, second by Lisa Kweder, all in favor, no abstentions were made, motion carried.
7. **Evaluation Program Policy and Procedures** – Pam reviewed the evaluation program policy and procedures with the committee stating that few changes were made to the existing document. Pam recommended we continue to use the same policy and procedures. No motion necessary.
8. **Performance Increases** – Based on discussion at previous Executive Committee meetings and the completion of the salary scale analysis completed by JL Nick and Associates, Inc. a salary adjustments were approved as necessitated by the analysis, an up to 4% increase based on performance was recommended with the exception of employees with less than 1 year in a new position – for these employees the 4% increase is recommended to be pro-rated based on number of months in the new position. Discussion ensued. Lisa Kweder made a motion to approve the salary adjustments and performance increases, seconded by Kelly Davis, all approved, no abstentions, motion carried.
9. **Adjourn** – Jeff Miller made a motion to adjourn the meeting at 4:00 pm, second by Kelly Davis, all approved, no abstentions, motion carried.



425 Old Kersey Road • Kersey PA 15846

## Youth Committee

Monday, June 13, 2022 9:30 am – 10:30 am

**Members Present:** none

**Non-board members:** Tonya Mauk, PA CareerLink/Equus; Amy Goode/Program Manager, Community Education Center of Elk/Cameron; Bob Wicker, Potter Community Education Center

**Staff Present:** Donna Hottel

**Topics Discussed** - Review of Purpose/Welcome, WIOA/TANF YD Report, PY 22 TANF Youth Allocation and Submission; TANF Youth Screening Tool; WIOA Eligibility and TANF Youth Policy; Updates on Business Education Partnership; Outreach Efforts/Referrals, Monitoring of 14 Youth Elements and System of Record; Upcoming Meetings.

**Committee Purpose** – to provide information and to assist with planning, the operational oversight, *ensuring intentional collaboration with all things youth* and other issues relating to the provision of services to youth.

**Welcome** – Donna Hottel provided the welcome/review of purpose as Chris Palmer was unable to attend.

**PA CareerLink – Title I and TANF Youth Development Report and Discussion** – Tonya Mauk / Equus provided the report on behalf of Blythe Brunner, Project Director for the PA CareerLink Equus Title I subcontractor. Tonya provided an overview of the expenditures and enrollment as well as touched on a few of the success stories. Tonya also stated the TANF program is still going strong mid-June and have planned enrollments going through June.

**PY 22 TANF Youth Allocation and Package Submission** – Donna reviewed the PY 22 TANF Youth Allocation in the amount of \$200,900. The package was due to the state office on Friday, June 10, 2022 and was submitted. Equus was able to work around a significant budget cut and provide a very similar program offering for PY 22 to the current year. We appreciate their hard work.

**TANF Youth Screening Tool** – a pilot project involving CWDS to confirm the eligibility of TANF Youth is now on hold. This project would have allowed for the immediate confirmation of TANF eligibility for youth. For now, the TANF eligibility process will remain the same with Equus submitting an excel document to Workforce Solutions and Workforce Solutions submitting to DHS for confirmation of eligibility.

**WIOA Eligibility and Self-Certification and Telephone / Document Inspection Verification Policy (draft)** - Because a good portion of this policy focuses on Youth eligibility, we wanted to bring a Draft here to the Youth Committee for discussion prior to being taken to the Policy and Performance Committee of the Board. The policy was updated to include language from the TEGL 21-16. A correction was addressed during the meeting regarding the eligibility of individuals 22 years of age and older and attending postsecondary education to read not eligible for the WIOA Youth program because they are in school and over the age of 21. The draft will be recommended to the policy and performance committee to be taken to the Board for approval as of July 1, 2022.

**TANF Youth Development Program Guidance (Policy Draft)** – this draft is being recommended to move from guidance to policy focusing specifically on TANF Youth Eligibility. Updates were made to align this draft with program guidance from the State. The priority to tie the work experience to the youth career goal will be added to this draft prior to being taken to policy and performance committee.

**Updates on Business Education Partnership** – Youth activity updates were provided by Bob and Amy. Amy also inquired about being able to access funding from the BEP grant. Donna acknowledged her request and stated she would take back to Pam to be addressed. Colleen's report was forwarded to those in attendance.

**Outreach Efforts & Referrals** – outreach efforts and staff referrals are on-going priority. Tonya was asked for an updated list of Equus Youth staff to share with the group.

**Other/New Business** – Donna noted she completed required monitoring of the Youth Program Elements and System of Record in March. The monitoring tool was completed and forwarded to the state.

Next meeting - Monday at 9:30 am on September 12 and December 12, 2022.

**Action items for the board:** The Youth Committee recommends the WIOA Eligibility/Self-Certification/Telephone - Document Inspection Verification Policy (applicable youth section) and TANF Youth Development Program Policy both be submitted to the Policy and Performance Committee for approval and be submitted to the Board effective July 1, 2022.

# WIOA, TANF YOUTH REPORT

July 1, 2021 to June 3, 2022

## WIOA Out of School Youth Enrollments

	WIOA CO	WIOA NEW 9/9/21	WIOA NEW 12/3/21	WIOA NEW 2/28/22	WIOA NEW 6/3/22
CAMERON	3	1	3	3	5
CLEARFIELD	4	2	14	22	27
ELK	4	2	5	9	9
DUBOIS	12	3	4	12	14
JEFFERSON	9	2	6	7	12
MCKEAN	6	1	5	10	15
POTTER	12	9	14	16	23
TOTALS	50	20	51	79	105

WIOA Out of School Youth Barriers	
Low Income/Basic Skills Deficient	98
Disability	54
Pregnant or Parenting Youth	33
High School Dropout	41
Offender	26
Homeless	6

## 17 WIOA Out of School Youth On-the-Job Training Opportunities

Average OJT is \$11.74

- ✓ Advanced Powder Product Inc., Bell Resources, Buchanan Brothers Pharmacy, Coal Mountain Development, Dixon Precast Inc., Kessel Construction Inc., Kightlinger Motors Inc. (3 placements), ML Screenprinting, Pennsylvania Sintered Metals Inc., Proshort Stamping Services, Tangled Salon, The UPS Store, Ultimate Power, Walker Lumber and West PA Systems
- 11 successfully completed the OJT/exited to entered employment
- 1 did not successfully complete, working with BSC job development
- 5 still on the OJT

## 17 WIOA Out of School Youth Post-Secondary Opportunities

- ✓ Barber Trucking Inc. and Jeff Tech CDL Training, 1 in CDL A Training
- ✓ Clearfield County Career & Technology Center, 1 in CDL Class A Basic, 2 in Practical Nursing
- ✓ Indiana County Technology Center, 1 in Commercial Driver Training (CDL - Class A)
- ✓ Jeff Tech, 2 in Automotive Technology, 2 in Diesel Mechanic & Heavy Equipment Technology, 1 in Heating, Ventilation, Air Conditioning & Refrigeration, 3 in Practical Nursing
- ✓ Jeff Tech/Barber Trucking Inc. and Jeff Tech, 3 in Diesel Mechanic and Heavy Equipment Technology/CDL A Training
- ✓ Northern Pennsylvania Regional College, 1 in Associate of Applied Science in Early Childhood Education

## WIOA Out of School Youth Financial

	Budget	Planned	Expenditures	Obligations	Balance
OJT 892	\$ 26,545.82	\$ 28,275.75	\$ 23,595.75	\$4,680.00	\$ (1,729.93)
ITA 892	\$ 52,195.00	\$ 55,855.00	\$ 51,855.00	\$ 4,000.00	\$ (3,660.00)
SS 892	\$ 12,353.23	\$15,553.82	\$ 14,930.52	\$ 623.30	\$ (3,200.59)
INC 892	\$ 4,675.00	\$5,450.00	\$ 4,825.00	\$ 625.00	\$ (775.00)
WEX 885	\$ 60,862.67	\$ 53,135.57	\$ 50,161.97	\$ 2,973.60	\$ 7,727.10
TOTALS	\$ 156,631.72	\$ 158,270.14	\$ 145,368.24	\$ 12,901.90	\$ (1,638.42)

## WIOA In School Youth Enrollments, DuBois, Jefferson, McKean

## **WORK EXPERIENCE Worksites – 32 WIOA Out of School Youth and 74 TANF Youth Opportunities, A & W**

West End Grill, Advanced Powdered Products, Austin Borough, Barbara M Brown Memorial Library, Boys and Girls Club of St Marys, Bradford Area Public Library, Bradford Save-A-Lot, Brookville YMCA, Business On-Site Services Inc., Christ the King Manor, Coudersport High School, DuBois Area School District, Eagles Ridge Golf Course, Eldred Borough, Elk County Community Recycling Center, Elk County Powdered Metal Inc., Emporium Senior Center, Express Café, Fox's Pizza, Fuel On, Galetton Public Library, Goodwill, Goodwill Industries, Goodwill Industries – Distribution Center, Goodwill Punxsutawney, Hotel Crittenden, Johnsonburg Public Library, Kightlinger Motor Inc., Knox Township, Leslie's Septic System, Mandy Taylor Cleaning LLC, McKean County Juvenile Probation/BOONDOCS Program, McKean County Planning Commission, Meadows Frozen Custard, ML Screening, Northern Tier Community Action Corporation, Northern Potter School District, Open Arms Church, Oswayo Valley School District, PA CareerLink® Elk County, PA Pellets, Pennsylvania Sintered Metals Inc., Punxsy Pizza, Randy Davidson Trucking Inc., Slice of the 80s, State Farm, Sweden Valley Manor, Tangled Salon, The Corner Café, The UPS Store, The We R Inn, Ultimate Power, Valley Dairy, Westgate Inn, White Oak Laboratory, YMCA of DuBois

	<b>TANF 9/9/21</b>	<b>TANF 12/3/21</b>	<b>TANF 2/28/22</b>	<b>TANF 6/3/22</b>
<b>CAMERON</b>	4	4	4	4
<b>CLEARFIELD</b>	8	9	10	13
<b>DUBOIS</b>	5	7	7	11
<b>ELK</b>	5	6	8	11
<b>JEFFERSON</b>	9	10	10	12
<b>MCKEAN</b>	12	13	13	18
<b>POTTER</b>	7	10	11	13
<b>TOTALS</b>	50	59	63	82

## **WIOA TANF Youth Financial**

	<b>Budget</b>	<b>Planned</b>	<b>Expenditures</b>	<b>Obligations</b>	<b>Balance</b>
<b>SS</b>	\$ 3,299.73	\$ 1,827.68	\$ 1,827.68	\$100.00	\$ 1,472.05
<b>INC</b>	\$ 2,570.13	\$ 1,725.00	\$ 1,725.00	\$150.00	\$ 845.13
<b>WEX</b>	\$ 103,686.60	\$ 101,024.40	\$85,133.92	\$ 15,890.48	\$ 2,662.20
<b>TOTALS</b>	\$ 109,556.46	\$ 104,577.08	\$ 88,686.60	\$ 16,140.48	\$ 4,979.38

<b>TANF Barriers</b>	
Receiving CAO Services	41
Disability	38
Basic Skills Deficient	21
Court Involved	7
Incarcerated Parents	1
Foster Care/Aging Out	1

## **MOAs**

- ✓ **Adult Mentoring** – Goodwill, Haven House Shelter, Marci Nebgen Integrity Services, McKean County Juvenile Probation/BOONDOCS, Kightlinger Motors, Majestic Kamp and Lost Trails Inc., PA Sintered Metals Inc., Punxsutawney Area Community Center, The We Are Inn
- ✓ **Alternative Secondary School Services** – Community Action
- ✓ **Financial Literacy Education** – First Commonwealth Bank, Zito Media

## **SUCCESS STORIES.....**





**Elk County:** Cadence was a referral from White Oak Laboratory. She was contacted and came into the PA CareerLink with her mother to determine eligibility and complete enrollment into our TANF Youth program. Cadence needed to gain soft skills in a job, she had never worked before. We placed her on the Work Experience program at White Oak Laboratory, she successfully completed in April of 2022. While on the Work Experience program she gained skills such as accountability, responsibility, learning how to complete assigned tasks effectively, time-management, and it helped her become a dedicated hard-worker.



**Cameron County:** Dylan came into the CareerLink after talking with his friend who was enrolled in our TANF Youth Program and placed on a Work Experience. After meeting with Dylan and getting to know his interests, he was enrolled into our TANF Youth Program. He has learned the soft skills of having a job and working with the public. Dylan has successfully completed his work experience at Fuel On in Emporium.



**Cameron County:** Nate was referred to our TANF Youth Program after applying at a business in Cameron County. We met with Nate and completed his enrollment. Nate was placed on our Work Experience Program and successfully completed. Nate's plans after high school are to enter the workforce at his Work Experience Site. The site hired him on part-time until he graduates from high school then he will transition into full-time employment.



**Jefferson County:** Cole was enrolled in the TANF program early in 2020. While working with staff on a work experience site the COVID 19 Pandemic changed plans for him. Cole participated in a virtual 3-week program that focused on preparing youth for employment as well as a mentoring program (RAMP) that provided unique opportunities for youth to work with local leaders. Through TANF funding Cole completed a work experience with a local pizza restaurant in the fall of 2021. Cole did very well with learning the duties and even helped trained new staff there. As part of his senior year, Cole participated in a co-op program for class credit with a local screen-printing company utilizing his shop skills. Cole was exited from the In-School youth program with his achievement of his high school diploma from Jeff Tech on June 1, 2022.



**Clearfield County at Clearfield:** Hunter came into the CareerLink @ Clearfield because he needed help finding employment. We helped him to update his resume and helped him learn some soft skills through workshops. We helped him obtain some specialized clothing for work, and helped him with tires to pass inspection. He has been working with us since last fall and has learned about the importance of retirement savings and the value of benefits in general while attending workshops. He made sure to ask relevant questions during his job interviews and was very interested in working for a company that would offer benefits, including a retirement plan. He interviewed and was offered a position with Lezzer Lumber in Clearfield, and they offer competitive benefits. It is going really well and he is excited to be learning great skills in a supportive environment that values and supports him.

**Clearfield County at Dubois:** Alissa Frantz was referred to the PA CareerLink by DuBois Area High School to help her gain work skills before her anticipated graduation in 2023. Alissa was enrolled in our TANF Youth program and was placed at Reynoldsville Goodwill for a work experience starting on 5/2/22. Alissa has been working about 25 hours per week and has received praise from Goodwill supervisors and staff. Supervisor Tina reported that Alissa does great in her role, exhibiting a positive attitude, asking questions when needed, and getting along well with co-workers. We look forward to Alissa continuing her successful work experience!



**Potter County:** Today we congratulate Addison. She came to us just a month ago, but very determined. Loretta enrolled her right away and they got busy brushing up on materials. She was then referred to Title 1 for supportive services to assist her inlaying for her exams. In just 3 days, she took and passed all 4 of her tests to complete her high school equivalency diploma. We are so proud of Addison and her accomplishment and look forward to continuing to work with her down her career path. Her next step is to enlist in the military.



**McKean County:** Khadijah Thomas was enrolled as a TANF youth in March of 2022. She was looking for work in her field of interest so she was placed on a work experience at GGB Elementary School. Khadijah completed her work experience May 26, 2022 and has graduated high school June 2<sup>nd</sup>, 2022. When asked what her plans are after school she is going to continue working her second job she has at TOPs food Market and start school at Jamestown Community College in the Fall. She plans on majoring in early childhood and become a Teacher in early learning upon graduation.



## **WIOA ADULT/YOUTH Eligibility and Self-Certification and Telephone/Document Inspection Verification Policy**

Revised Date: July 2022  
Revised Date: September 2017  
Effective Date: October 27, 2017

### **I. PURPOSE:**

To ensure that every Workforce Innovation and Opportunity Act (WIOA) participant who receives WIOA Program funded services in the North Central Workforce Development Area is eligible and registered to receive those services. This policy applies to all North Central Workforce Development Adult/Dislocated Worker/Youth participants and to individuals interested in enrolling in these programs. All Title I funded staff are responsible for implementing this policy.

The policy also provides technical assistance to local workforce system stakeholders with regard to the Workforce Innovation and Opportunity Act (WIOA or Opportunity Act) Title I eligibility determinations when self-certification is used by an applicant. This guidance addresses the appropriate use of self-certification for Title I program eligibility and data validation requirements. The information reflected in this workforce system guidance is subject to change based on the issuance of US Department of Labor (USDOL), PA Department of Labor and Industry and Workforce Solutions regulations, guidance, and determinations.

### **II. REFERENCES:**

- Workforce Innovation and Opportunity Act of 2014 (WIOA or Opportunity Act), Public Law (Pub. L.)
- Workforce Innovation and Opportunity Act, Department of Labor Only, Final Rule, 20 C.F.R. Parts 603, 651, 652, et al. (2016)
- Workforce Innovation and Opportunity Act, Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions, Final Rule, 20 C.F.R. Parts 676, 677, and 678 (2016)

- Training and Employment Guidance Letter (TEGL) No. 35-14, WIOA Operating Guidance for National Farmworker Jobs Program (NFJP) Employment and Training and Housing Grantees
- Training and Employment Guidance Letter (TEGL) No. 6-14, Program Year (PY) 2013/Fiscal Year (FY) 2014 Data Validation and Performance Reporting Requirements and Associated Timelines, Attachment A: Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation (C. TYPES OF SOURCE DOCUMENTATION)
- Training and Employment Guidance Letter (TEGL) No. 12-01, Clarification on Selected Activities and Issues under the WIA; Attachment C: Cross-Cutting Eligibility, Documentation, and Verification Issues for Adults and Youth under WIA
- PA Workforce Investment Information Notice (WIIN) No. 3-99, Change 2, Title I WIA Eligibility Criteria for Registration and WIA Acceptable Eligibility Verification, Attachments I and J

### **III. DEFINITION OF KEY TERMS:**

“Basic Skills Deficient” individuals are:

- A youth with English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- A youth or adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

A youth 18 or older, who was determined basic skills deficient for the WIOA Title I Youth Program, may be co-enrolled in the WIOA Title I Adult Program without an eligibility re-determination, and be counted an individual who meets Adult priority of service, if the original determination was made no more than six (6) months prior to the date of co-enrollment.

“Displaced Homemaker” means an individual who has been providing unpaid services to family members in the home and who—

- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; and
- Has been dependent on the income of another family member but is no longer supported by that income; or
- Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.

“Low-income individuals” meet one or more of the characteristics listed below:

- Recipient of Cash Public Assistance
- Family Income that does not exceed the higher of 70% of the Lower Living Standard Income Level (LLSIL) or the poverty line
- Receives Food Stamps or was determined eligible to receive in the last six months

- Homeless
- Publicly supported Foster Child
- Individual with a disability and own income at or below 70% of the LLSIL or the poverty line
- Receives, or is eligible to receive a free or reduced price school lunch
- An individual who resides in a high poverty area, defined as an area that has a poverty rate of at least 30% (set every 5 years, using ACS 5 year estimates)

“Self-Attestation” (also referred to as an applicant statement) occurs when an individual states his or her status for a particular data element, such as “runaway youth,” and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the individual identifying his or her status for permitted elements and (b) signing and dating a form attesting to this self-identification.

“Self-Certification” means an individual’s signed attestation that the information said individual submitted to demonstrate eligibility for a program under Title I of WIOA is true and accurate. (Exception: Per WIOA Section 167 ‘National Farmworker Jobs Program’ (NFJP) self-certification is performed when an eligible migrant and seasonal farmworker (MSFW) signed attestation that the information he/she submits to demonstrate eligibility for the NFJP is true and accurate).

#### **IV. ELIGIBILITY REQUIREMENTS:**

##### ***WIOA Adult Eligibility***

Adults must meet basic eligibility requirements for the NCWDB. Basic eligibility requirements include:

- be 18 years of age or older (adults);
- be a citizen or noncitizen authorized to work in the U.S.; and
- meet selective service registration requirements (males only) (see below).

See the Workforce Solutions Priority of Service policy for additional eligibility requirements for Adults to qualify for priority of service to receive training or career services.

##### ***WIOA Dislocated Worker Eligibility***

To qualify for services as a dislocated worker, job seekers must satisfy the basic WIOA eligibility requirements, which include:

- be 18 years of age or older (adults);
- be a citizen or noncitizen authorized to work in the U.S.; and
- meet selective service registration requirements (males only) (see below).

Also a dislocated worker has to fit in one of the following five categories:

- Terminated/Laid Off; Eligible for UC and Unlikely to Return



- Permanent Closure/Substantial Layoff
- General Announcement of Employer Closure
- Formerly Self-Employed/Currently Unemployed
- Displaced Homemaker

### ***WIOA Youth Eligibility Requirements***

Youth must meet basic eligibility requirements to participate in the WIOA Youth program. Both In School and Out of School Youth must meet the following eligibility requirements:

- Be a citizen or noncitizen authorized to work in the U.S.; and
- Meet selective service registration requirements (males only if applicable) (see below).

### ***Additional eligibility requirements for In-School Youth include:***

- An individual who is between 14 and 21 years of age;
- An individual who is attending school, including secondary and post-secondary school (as defined by State law);
- A low income individual (see Definition of Key terms Section); and
- One or more of the following:
  - o Basic skills deficient;
  - o An English language learner;
  - o An offender;
  - o A homeless individual;
  - o Pregnant or parenting;
  - o A youth who is an individual with a disability;
  - o Family receiving any benefit from the local County Assistance Office (including the medical card).

An eligible in-school youth or an out of school youth who have their high school diploma or GED and are basic skills deficient or an English language learner must also meet low-income definition (WIOA Section 3, 36).

### ***Additional eligibility requirements for Out of School Youth include:***

- An individual who is not attending any school (including secondary or post-secondary);
- An individual between the ages of 16 and 24 years of age; and
- One or more of the following:
  - o A school dropout;
  - o A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
  - o A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
    - Basic skills deficient; or
    - An English language learner.
  - o An individual who is subject to the juvenile or adult justice system;

- o A homeless individual, a runaway, an individual in foster care, or an individual who has aged out of the foster care system;
- o An individual who is pregnant or parenting;
- o A youth who is an individual with a disability;
- o Family receiving any benefit from the local County Assistance Office (including the medical card).

### ***Exceptions (Youth)***

Up to 5% of youth participants served by youth programs may be individuals who do not meet the income criterion provided they are within one or more of the below categories.

- o School Drop Out
- o Basic Skills Deficient
- o Are one or more grade levels below the grad level appropriate to the individual's age
- o Pregnant or Parenting
- o Possess one or more disabilities; including learning disabilities
- o Homeless or Runaway
- o Offender
- o Face Serious Barriers to employment identified by Workforce Solutions

***Determining School Status*** – School status is determined at the time of program enrollment – see 20 CFR §681.240. Once the status of a youth is determined, that school status remains the same throughout the youth's participation in the WIOA youth program.

If a youth is enrolled in the WIOA youth program between high school graduation and postsecondary education, the youth is considered an ISY if they are registered for postsecondary education, even if they have not yet begun postsecondary education. The youth would be considered OSY if the eligibility is determination is made after the point the youth decided not to attend postsecondary education.

***“Credit bearing postsecondary education vs. non-credit bearing postsecondary education”*** – if the youth is enrolled in any credit-bearing postsecondary education classes including credit-bearing community college, they are considered attending postsecondary education. Enrollment in non-credit bearing postsecondary education classes constitutes not attending postsecondary education and therefore, a youth enrolled in non-credit bearing classes would be considered an OSY.

Individuals 22 years of age and older attending postsecondary education would not be eligible for the WIOA youth program because they are in school and over the age of 21. That individual could be served through the WIOA adult program.

There is one exception to the age eligibility for youth attending school and that is for youth with disabilities who have an Individual Employment Plan (IEP). Such persons may be enrolled as ISY after the age of 21, if state law allows youth with disabilities to be served by the K-12 public school system after age 21.

For purposes of WIOA, providers of adult education under Title II of WIOA, YouthBuild programs, the Job Corps program, high school equivalency programs, and dropout re-engagement programs are not considered to be schools for the purposes of determining school status. The one exception to this is

**Homeschooling** – some state agencies and/or local education agencies have policies regarding the classification of youth who are home-schooled. WIOA youth programs must classify homeschooled youth as ISY or OSY based on their state education agency.

## **V. ELIGIBILITY POLICY:**

The Pennsylvania Department of Labor & Industry (Department) establishes and maintains a data validation system pursuant to US Department of Labor (USDOL) instruction. Workforce Development Boards must ensure to the maximum extent feasible the accuracy of the data entered into the state's system of record, the Commonwealth Workforce Development System (CWDS). The elements required for data element validation focus on eligibility, outcomes, services and program follow-up. For the purposes of determining eligibility, documentation may be required as evidence supporting the legitimacy of an individual's acceptability for participation in a particular WIOA-funded program. Local workforce staff must confirm eligibility for certain programs and services through an examination of provided documentation. Once data is verified and entered in CWDS, such information is validated by the Department of Labor and Industry.

**A. Verification before program participation.** Workforce system staff must verify eligibility prior to the provision of services as required under federal and state statute and regulations. Additionally, this mandate helps reduce the risk of enrolling ineligible individuals in Title I programs, which may result in disallowed costs.

**B. Bridging the gap until eligibility is determined.** As Wagner-Peyser Act (W-P) or WIOA Title III services are universally available (i.e., there are no eligibility requirements to receive such services), individuals whose eligibility is not yet determined may receive services associated with this funding. W-P services may serve as a bridge to ensure individuals have access to services (until such time as the individual's Title I-B program eligibility is determined). Upon determination, participants (once eligible and participating in a program) may continue to receive W-P services, as well as services associated with the applicable Title I programs. Note: The Department encourages referral to W-P for assessment services, particularly in the case of the youth population, while eligibility for Title I services is being determined.

**C. Verification and documentation.** It is important to note that verification is far different than hardcopy documentation.

- **Verification** means to confirm eligibility requirements through examination of documents (e.g., birth certificates or public assistance records) or speaking with representatives of authorized agencies.
- **Documentation** means to maintain physical evidence, which is obtained during the verification process, in participant files. Examples of such evidence are copies of documents (where legally permitted)

### **Primary Eligibility Review**

It is the Title I provider's responsibility to review and sign off on all registration paperwork for completeness, and accuracy prior workforce delivery system staff review. The Title I provider must maintain a centrally controlled file for each program applicant and registrant which contains copies of all documents collected. The sub Title I provider will provide Federal, State, and Workforce Solutions monitors with access to such records given reasonable notice.

### **Secondary Eligibility Review**

All WIOA participants' registration paperwork will be forwarded to workforce delivery system staff for review and eligibility determination. After review workforce delivery system staff will sign off on participant's paperwork. Appropriate data will be entered into CWDS by workforce delivery system staff for tracking participants' registration and eligibility.

## **VI. SELF-CERTIFICATION POLICY:**

**A. Acceptable use.** USDOL allows for self-certification as a viable source for documenting eligibility. The Department requires that in the circumstances where self-certification is permissible (by the Department), that with the exception of out-of-school youth, it be limited and only available after all other sources of eligibility verification are exhausted (i.e., self-certification is the "last resort" for documenting Title I program eligibility). As stated on the attached Self-Certification Form applicant's signing this form are "certifying under penalty of law" that the statements recorded are true as well as further stated "if misrepresented, or incomplete may be grounds for immediate termination and/or penalties as specified by law".

**B. Rare circumstances.** Labor and Industry and Workforce Solutions allows for self-certification to verify those eligibility items requiring documentation that, in rare cases, may cause undue hardship for applicants to obtain, particularly those with barriers to employment.

Self-certification may be accepted from an individual who has experienced a loss of documentation due to:

- Natural or man-made disaster such as fire, flood, tornado;
- Eviction from residence resulting in a loss of supporting documentation; or
- Individual is fleeing or has fled an abusive or untenable home situation.

**C. Youth.** To ease burdens on both applicants and providers and serve out-of-school youth who are most in need, the commonwealth will allow self-attestation for out-of-school youth for the purpose of WIOA eligibility determination, consistent with federal rulemaking. The commonwealth requires LWDBs and youth service providers to accept such self-attestation as identified in the following subparagraph.



**D. Self-Certification List.** Workforce staff must use self-certification in a manner reflective of the aforementioned guidance (i.e. limited and rare circumstances; or last resort) Self-certification may be used rarely for Dislocated Workers, Adults and ISY and freely for OSY for the following criteria elements:

- Date of Actual Dislocation (Dislocated Worker)
- Displaced Homemaker (Dislocated Worker)
- Reemployment Opportunity is Poor / Unlikely to Return-to-Work (Dislocated Worker)
- Permanently or Temporarily Laid Off as a Consequence of a Disaster (Disaster Grant DWG)
- Long-Term Unemployed (Disaster Grant DWG)
- English Language Learner (Youth)
- Homeless (Youth and Adult)
- In/Aged Out of Foster Care System (Youth)
- Offender (Youth)
- Pregnant or Parenting (Youth)
- Requires Additional Assistance (Youth)
- Runaway (Youth)
- School Status at time of Registration (Youth)

**Family income level may not be self-certified in any case.** Providers are encouraged to utilize telephone verification prior to self-attestation for adult, dislocated worker, and ISY populations where possible. Telephone verification involves verification of eligibility criteria through phone calls with recognized governmental or social services agencies. Information obtained through this method should be documented on the attached Telephone/Document Inspection Verification Form.

#### **VII. TELEPHONE/DOCUMENT INSPECTION VERIFICATION:**

Workforce Solutions in accordance with the PA Department of Labor and Industry Workforce System Guidance No. 04-2015 (Change 1), September 11, 2017 allows for the use of telephone verification and documentation inspection verification to verify eligibility, especially in consideration of individuals with barriers to employment. Provider may choose to use of telephone verification prior to self-certification to verify eligibility criteria. When applicable, eligibility criteria may be verified by telephone contacts with recognized governmental or social services agencies, or by document inspection. The information obtained must be verified and recorded on the Telephone/Document Inspection Verification Form (Appendix B). Information recorded must be adequate to enable a monitor or auditor to report back to the cognizant agency or the document used. (In some cases, the information provided by the agency through telephone contact may be sufficient to satisfy multiple eligibility criteria. Verification of eligibility through document inspection is appropriate when documents cannot or may not be copied).

#### **VIII. APPLICANT STATEMENT:**

An applicant statement is a form of self-attestation and as such is like self-certification in that it is among the least preferred methods of documenting and verifying eligibility criteria in the commonwealth. If an applicant statement is used in the eligibility determination process, a rationale must be provided via case notes on CWDS in the applicant's electronic case record describing the other methods of verifying eligibility the workforce staff attempted prior to the use of an applicant statement.

Neither applicant statements nor self-attestations may be used for family size/family income criteria in determining eligibility. Additionally, all self-attestations will be incorporated into Workforce Solutions random sampling process.

**IX. STANDARDIZED FORMS:**

Labor and Industry has developed standardized forms to assist local workforce development boards in collecting the information necessary to verify Title I programs eligibility criteria and verify acceptable documentation sources, to include self-certification and telephone and document inspection verification. These forms are attached to this policy.

**X. RANDOM SAMPLING METHODOLOGY:**

In order to verify applicant self-certification usage and to monitor self-attestations, Workforce Solutions will adopt a random sampling methodology. The methodology will verify eligibility in self-attested applications and will be implemented for all Title I programs. For the purposes of ensuring the validity of self-attested data, Workforce Solutions will use a 95% confidence interval and 5% margin of error. A random sample of the population utilizing self-attestation will be selected to verify if the information those individuals reported is correct. The size of the sample depends on the size of the population and is outlined in the table below. Population will be measured by funding stream (e.g. all OSY) and not by individual provider. Participants selected through the random sampling methodology will be notified at the time of eligibility and required to provide additional eligibility documentation. Eligibility sampling is not intended to be a hardship but to serve as a method to ensure validity for verification sources and to ensure the enrollment of eligible individuals.

Population Size	Random Sample Size
25	5
50	10
75	15
100	20
200	40
300	60
400	80

If more than 10% of examined participants are found to be ineligible, Workforce Solutions will take corrective action, including providing technical assistance to providers utilizing self-certification as a form of eligibility.

**XI. SELECTIVE SERVICE REQUIREMENTS:**

Every male citizen and male permanent resident noncitizen in the United States between the ages of 18 and 26 are required to register with Selective Service. Males who failed to register with Selective Service by their 26th birthday and can provide written explanation and supporting documentation of any of the following may be eligible for WIOA services:

- over the age of 26 and were willing but unknowing of the requirement to register with Selective Service;
  - incarceration, institutionalization, or hospitalization between the ages of 18-26; or
  - non-citizen status and non-permanent resident status before age 26.
- Workforce Solutions will monitor Selective Service exceptions to ensure that proper procedures are followed.

## **XII. RECISSIONS:**

Workforce Systems Guidance (WSG) 04-2015, Self-Certification and Telephone/Document Inspection Verification – Initial Implementation of the Workforce Innovation and Opportunity Act, December 23, 2015

## **XIII. EXPIRATION:**

Ongoing

## **XIV. INQUIRIES:**

Questions shall be directed to:

Pamela Streich, Executive Director at [pstreich@ncwdb.org](mailto:pstreich@ncwdb.org); or  
Donna Hottel, Strategic Planning and Project Manager at [dhottel@ncwdb.org](mailto:dhottel@ncwdb.org)

**Workforce Solutions for North Central PA**  
425 Old Kersey Road  
Kersey, PA 15846  
(814) 245-1835

**Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program**



## **TANF Youth Development Program Policy – Effective July 1, 2022**

**Revised – July 2022**

**Revised – Effective July 1, 2019**

**(Replaces Guidance Effective January 1, 2019)**

### **I. PURPOSE:**

To provide policy and guidance to the TANF Youth Development contractor in the North Central Workforce Development Area. This policy ensures that every participant who receives Temporary Assistance for Needy Families (TANF) Youth program services are eligible and registered.

Included in this policy is background information, references and guidelines as well as the following Appendices and Attachments:

Appendix A – E:

- A. 235% of 2018 Federal Poverty Income Guidelines (FPIG)
- B. Verifications for Participation
- C. Excluded Earned Income of a Child
- D. Monthly TANF Youth Development Program (TANF YPD) Participant Qualification Spreadsheet Instructions.
- E. Acronyms

Attachments 1-3:

- 1. Required Documents Checklist
- 2. Authorization for Release of Information
- 3. TANF YDP Participant Qualification Spreadsheet

### **II. REFERENCES:**

- Workforce Innovation and Opportunity Act (WIOA or Opportunity Act), Public Law 113-128, enacted July 22, 2014
- Federal poverty guidelines
- TEGL No. 21-16
- Pennsylvania TANF Youth Development Program Summer and Year Round Policy and Procedures Manual (July 1, 2021 to June 30, 2022)

### **III. BACKGROUND:**

This policy applies to all TANF Youth participants and to individuals interested in enrolling in this program.

For nearly two decades, the Commonwealth of Pennsylvania has provided significant funding support from the Temporary Assistance for Needy Families (TANF) block grant to enhance workforce investment funding and ensure that high-quality workforce development activities are available to low-income youth. Throughout the years, the Departments of Human Services (DHS) and Labor & Industry (L&I) have partnered with local workforce development boards and their youth councils/committees. This partnership encourages the development of workforce programs for needy and at-risk youth. These programs provide employment, educational experiences, and essential skills, such as financial literacy and time management.

Workforce Solutions (North Central Workforce Development Board) along with DHS and L&I recognize the value of providing quality workforce experiences to the young people in our region. The policy and guidance that follows represents the outcomes of collaboration between DHS and L&I to break down agency silos and align their programs and priorities as well as local board policy and requirements.

### **IV. DEFINITIONS:**

“Basic Skills Deficient” individuals are:

- A youth with English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- A youth or adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

A youth 18 or older, who was determined basic skills deficient for the WIOA Title I Youth Program, may be co-enrolled in the WIOA Title I Adult Program without an eligibility re-determination, and be counted an individual who meets Adult priority of service, if the original determination was made no more than six (6) months prior to the date of co-enrollment.

“Displaced Homemaker” means an individual who has been providing unpaid services to family members in the home and who—

- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; and
- Has been dependent on the income of another family member but is no longer supported by that income; or
- Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.



“Low-income individuals” meet one or more of the characteristics listed below:

- Recipient of Cash Public Assistance
- Family Income that does not exceed the higher of 70% of the Lower Living Standard Income Level (LLSIL) or the poverty line
- Receives Food Stamps or was determined eligible to receive in the last six months
- Homeless
- Publicly supported Foster Child
- Individual with a disability and own income at or below 70% of the LLSIL or the poverty line
- Receives, or is eligible to receive a free or reduced price school lunch
- An individual who resides in a high poverty area, defined as an area that has a poverty rate of at least 30% (set every 5 years, using ACS 5 year estimates)

“Self-Attestation” (also referred to as an applicant statement) occurs when an individual states his or her status for a particular data element, such as “runaway youth,” and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the individual identifying his or her status for permitted elements and (b) signing and dating a form attesting to this self-identification.

“Self-Certification” means an individual’s signed attestation that the information said individual submitted to demonstrate eligibility for a program under Title I of WIOA is true and accurate. (Exception: Per WIOA Section 167 ‘National Farmworker Jobs Program’ (NFJP) self-certification is performed when an eligible migrant and seasonal farmworker (MSFW) signed attestation that the information he/she submits to demonstrate eligibility for the NFJP is true and accurate).

#### **V. TANF YOUTH ELIGIBILITY REQUIREMENTS:**

TANF YDPs may serve youth from ages 12 to 24. Workforce Solutions through our Youth Committee have recommended that TANF Youth Development Funding be utilized for work experience with a priority to tie the youth career goal to the work experience placement. Recognizing that there will be younger youth not able to be placed in work experiences it is our recommendation that these youths be served during the summer months by offering a PA Career Linking Academy in collaboration with the Business and Education Connect programs active throughout the region. Activities must provide direct services to qualified youth participants.

All individuals participating in the YDP must have been verified as qualified TANF participants. TANF YDP funds can only be used for those individuals who are qualified participants. If a TANF YDP provider chooses to serve individuals prior to establishing them as a qualified participant, they accept the risk of having to fund services to those individuals later with an alternate (non-TANF) funding source.

To be considered a qualified participant for the TANF YDP, an individual must meet the following eligibility requirement (see Appendix B):

1. Be between the ages of 12 (or having completed the 5th grade) and 24 years.
2. Have her/his identity verified through SSN.
3. Be a PA resident.
4. Be a U.S. citizen or a TANF-eligible non-citizen.
5. Meet selective service registration requirements (male only).

6. Have personal monthly gross earned income that does not exceed 235% of the FPIG.
7. Must have a documented barrier as listed in section V of this policy.

TANF ISY must be attending an accredited secondary school. TANF OSY must not be currently enrolled in secondary school.

NOTE: Gross income needs to be verified only at the time of enrollment. Only the youth's personal monthly gross earned income will be used to establish the youth as a qualified participant, unless the youth is legally married and/or has children. In those instances, the youth and their spouse's gross earned incomes will be used and the family's household size will include the youth, spouse and any of his/her child(ren) residing with them.

Youth may self-certify if they do not have earned income. The WIOA Self-Certification Form may be accessed via L&I's CWDS Help Center (select "List of Policies and Procedures", then select "WIOA") and used for this TANF YDP purpose.

#### **VI. PRIORITIZATION OF SERVICES AND ACTIVITIES:**

Workforce Solutions requires the TANF Youth Development provider to serve TANF eligible youth with any of the following barriers to success:

- School dropout or identified as at risk of dropping out of school.
- Within the age of compulsory attendance, but has not attended for at least the most recent complete school year calendar quarter.
- Basic skills deficient.
- An English language learner.
- Have a disability.
- Court-involved or at risk of involvement.
- Children of an incarcerated parent(s).
- In foster care or aging out of foster care.
- Homeless or a runaway.
- Pregnant or parenting.
- A migrant.
- Family receiving any benefit from the local County Assistance Office (including the medical card).

Documentation of the barrier utilized for eligibility must be kept in participant file.

NOTE: The Department of Human Services (DHS) does not require WIOA program compliance when expending TANF funds. Local areas are encouraged to co-enroll youth in multiple programs when it could benefit a youth participant to do so. However, WIOA funding can only be used to serve and follow-up with WIOA-enrolled participants.

## **VII. 14 WIOA YOUTH PROGRAM ELEMENTS:**

Whenever possible, Workforce Solutions encourages the TANF Youth Provider to co-enroll youth in WIOA or other appropriate program and incorporate the following 14 WIOA Youth Program Elements\* into their TANF YDPs:

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.
2. Alternative secondary school offerings or dropout recovery services.
3. Paid and unpaid work experiences with an academic and occupational education component.
4. Occupational skills training, with a focus on recognized postsecondary credentials and in-demand occupations.
5. Leadership development activities, e.g., community service, peer-centered activities.
6. Supportive services.
7. Adult mentoring.
8. Follow-up services for at least 12 months after program completion.
9. Comprehensive guidance and counseling, including drug and alcohol abuse counseling.
10. Integrated education and training for a specific occupation or cluster.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market information about in-demand industry sectors and occupations.
14. Postsecondary preparation and transition activities.

\*Further details regarding the WIOA Youth Program Elements may be found at: WIOA Youth Program Element Resources

Note: All 14 WIOA Youth Program Elements must be made available. However, not all participants are required to receive all 14 WIOA Youth Program Elements. Program elements that a participant will receive will be based on individual needs as determined by the participant and the TANF YDP case manager.

## **VIII. PARTICIPANT INCENTIVES:**

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences, and may also be positive reinforcements to promote youth attendance or participation in workforce programming. Incentives are not based on need, but rather on a participant meeting an objective or standard. Incentives if utilized must be in the form of gift cards and must follow the Workforce Solutions Gift Card Policy.

The issuances of participant incentives are subject to monitoring to ensure costs are allowable and only provided to TANF eligible participants.

## **IX. PARTICIPANT SUPPORTIVE SERVICES TANF YOUTH:**

TANF Youth Development Program providers are strongly encouraged to make supportive services, such as, assistance with transportation, child care, housing, health/mental health care, educational testing, and work-related tools (e.g., eye-wear, program uniform, etc.) available when they are necessary to enable an individual to participate in authorized TANF YDP activities. Supportive services can be essential to the success of youth enrolled in workforce investment programming. Additionally,



partnerships should be cultivated with private and public-sector agencies to leverage and increase the resources available to meet the needs of youth. TANF participant referrals may then be made to partners who can provide other needed services for the overall support and success of a youth or young adult. Partners can include programs or agencies such as those funded by the U.S. Departments of Labor, Health and Human Services, Housing and Urban Development, and Justice, as well as faith based and community-based organizations.

TANF Youth enrolled in work experience may be eligible for Supportive Services and providers must follow Workforce Solutions Supportive Services Policy.

NOTE: Youth may not receive a special allowance (SPAL) from the CAO for the same supportive service already received from the TANF YDP provider and the issuance of supportive services is subject to monitoring.

#### **X. TANF YDP PARTICIPANT QUALIFICATION PROCESS:**

TANF YDP providers must electronically submit a monthly **TANF YDP PARTICIPANT QUALIFICATION SPREADSHEET** to Workforce Solutions – North Central Workforce Development Board. The spreadsheet must be submitted to Donna Hottel at [dhottel@ncwdb.org](mailto:dhottel@ncwdb.org) by the second to the last business day of the month. This spreadsheet will include the following mandatory fields to be collected by the providers (for the youth participant only, unless otherwise noted):

- name of local provider
- name of local provider staff member
- youth's surname
- youth's first name
- date of birth
- SSN
- PA residency
- citizenship/immigration status
- household size (youth, legal spouse, and/or children)
- household income (youth, legal spouse, and/or income)
- additional barrier (only for those determined income-eligible through residency in a high poverty area)
- length of activity
- activity type.

Please refer to Appendix D for instructions on completing this spreadsheet. The spreadsheet will be reviewed by Workforce Solutions staff and submitted to BEP. BEP will conduct a data match from the submitted spreadsheets to first identify any youth currently receiving any DHS benefits (TANF, SNAP, and/or most categories of MA), which would verify that the youth's personal monthly gross earned income does not exceed 235% of the FPIG, then identify the youth not currently receiving DHS benefits, but whose personal monthly gross earned income does not exceed 235% of the FPIG. Any remaining youth would not be able to participate in the TANF YDP. BEP will update the submitted TANF YDP PARTICIPANT QUALIFICATION spreadsheet to identify those verified as qualified to participate in the TANF YDP and return to Workforce Solutions within 14 calendar days. Workforce Solutions will return this form to the provider upon receipt from BEP.

## **XI. PARTICIPANT ENROLLMENT PROCEDURES:**

Providers may continue to use their existing TANF YDP applications, along with the TANF YDP Required Documents Checklist (Attachment 1), if the applications capture the following information:

1. First and last name of the youth to be served.
2. SSN of the youth to be served.
3. Date of birth of the youth to be served.
4. Residential address of the youth to be served.
5. Citizenship/immigration status of the youth to be served.
6. Household size (the youth and/or spouse and child(ren), if applicable).
7. Personal monthly gross earned income of the youth, (spouse and their child(ren)) to be served.

Providers may modify their applications to capture and/or screen for any additional information that has been determined a local program priority (e.g., more restrictive age range, career interests, etc.).

## **XII. TANF YDP DATA FILE REQUIREMENTS:**

The TANF YDP provider will create a confidential TANF YDP Data File for each participant. The TANF YDP Data File must be kept in a secure designated location locally, with limited accessibility. Staff not associated with the TANF YDP case may not have access to the TANF YDP Data File. All data files must contain the participant's application and verifications for the following items (see Appendix B and Attachment 1):

1. SSN
2. PA residency
3. Non-citizen status, if not a U.S. citizen.
4. Personal monthly gross earned income.
5. Additional barrier (only for those determined income-eligible through residency in a high poverty area).
6. Verification of activity, e.g., where youth was placed for work experience, activity flier, copy of attendance sheet, etc.
7. All documentation with the participant's signature must be kept in paper format. Documents must be retained for a period of seven years from when the document (or file) was created.

## **XIII. PROGRAM CONSIDERATIONS:**

### **A. CONFIDENTIALITY**

All participants must be assured that the personal data they provide will be confidential. Therefore, each LWDB, their staff, and service providers are required to comply with all federal and state laws and policies related to data privacy, security, and protecting personally identifiable (PII) and sensitive information. The TANF YDP provider will keep participant information, obtained from the participant or other sources, confidential. Personal data will only be released upon the participant's written approval, which must be obtained on the Authorization for Release of Information Form (Attachment 2), and only for the purpose specified by the participant. The Health Insurance Portability and Accountability Act

(HIPAA), the privacy regulations at 45 CFR, Sections 160-504 and 164.530 indicate that all personal health information must be retained for a period of six years from when the document (or file) was created. All TANF YDP information shall also be kept for a period of seven years, after which the information is required to be shredded. The Commonwealth has taken steps to safeguard the submission of information by implementing detailed technology and security policies. These policies can be viewed at the Office of Administration, Information Technology website. PA.gov and other Commonwealth-managed websites use the Secure Sockets Layer (SSL) encryption protocol to safeguard sensitive personally identifiable information (PII). When contacting the Commonwealth and other partners through any method of communication (phone call, email, web form, etc.), determine whether the method of communication is adequately secured prior to providing any PII or other confidential information.

**B. LIMITED ENGLISH PROFICIENCY (LEP)** Each TANF YDP provider will provide or arrange for the provision of adequate interpretive services for all TANF YDP services and activities.

**C. AMERICANS WITH DISABILITIES ACT (ADA)** The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services. All contractors must comply with the Americans with Disabilities Act. 8

#### **XIV. PERFORMANCE STANDARDS AND GOALS:**

Performance standards, including satisfactory progress towards, and tracking of, any outcomes identified in the local board's TANF YDF Plan, will be used to assess the effectiveness of the service provider. Additionally, any TANF youth served must participate in at least one workforce investment activity or work experience prior to exiting the program. TANF Youth Development funding augments WIOA programming; but there is no requirement that they last the same duration as a WIOA Youth Program enrollment and associated services. For youth who are co-enrolled (in WIOA and TANF YDP), the TANF YDP case shall be terminated at the conclusion of the TANF funded activity.

#### **XV. OVERSIGHT AND MONITORING:**

DHS and L&I will be jointly monitoring the TANF Youth Development Program providers through verification reviews, as well as onsite visits to review program compliance, including verifying that TANF youth are actively engaged in programming. Onsite monitoring will include an observation of activities, if applicable, a sample review of TANF YDP participants' data files, TANF YDF Plan outcomes, and an exit conference with program staff. TANF YDP providers that do not meet the minimum outcomes and expectations will be asked to submit a corrective action plan addressing the deficiency(ies), upon notification of any deficiencies. Regular progress reports on actions to correct the deficiencies will also be required. TANF YDP providers that have multiple areas of deficiencies, including those who do not show progress as a result of the corrective action plans, may be required to participate in meetings to plan and review progress.

Workforce Solutions will also include TANF Youth in their monitoring, both programmatically and fiscally.

**XVI. TANF YDF PLANNING AND FINAL REPORTING:**

TANF YD Providers will submit quarterly reports to Workforce Solutions as agreed to prior to each Workforce Development Board meeting and as requested by Workforce Solutions.

**XVII. ACTION REQUIRED:**

None

**XVIII. EXPIRATION DATE:**

Ongoing.

**XIX. INQUIRIES:**

Questions shall be directed to:

Pamela Streich, Executive Director at [pstreich@ncwdb.org](mailto:pstreich@ncwdb.org); or  
Donna Hottel, Strategic Planning and Project Manager at [dhottel@ncwdb.org](mailto:dhottel@ncwdb.org)

**Workforce Solutions for North Central PA**  
425 Old Kersey Road  
Kersey, PA 15846  
(814) 245-1835

**Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program**

**Finance Committee Meeting Summary**  
**June 16, 2022 – 9:00 AM**

**Members via Conference Call:** Tonya Coursey, John Sutika  
**Staff Present:** Vanessa Hasselman, Sherri Cunningham

**Topics Discussed:** WFS PY21 Expenditures, Revised PY21 WIOA Budgets, WFS PY22 Budget & Resources, Equus Allocations, PY22 CareerLink Budgets, and WFS Financial Management Policies

**Meeting Summary:**

The first item on the agenda was a review of the YTD expenditures for Workforce Solutions, a total of \$839,419 representing approximately 75% of the total budget expended, with no line items over budget.

Next, the expenditures for Equus were reviewed, a total of \$2,343,106, accounting for 79% of their budget. It was explained that Equus was on track to spend their entire budget by the end of the program year with the exception of a few small pots of money which would be extended into the new year.

The next item on the agenda was the PY21 WIOA budgets. The Adult and Dislocated Worker budgets were revised to reflect the transfer of \$222,222 in Dislocated Worker funds to the Adult program to increase training and services to customers. The WIOA Out-of-School Youth budget was also revised to increase incentives for participants.

The committee then reviewed the Workforce Solutions budget for Program Year 2022. Significant changes to the budget included decreases in salaries and fringe benefits due to moving the McKean and Potter Site Administrator position to the CareerLink® Operating budgets; and increases in operational expenses including travel, copying, rent, RSAB expenses, and staff development and training.

An update was then given on the resources that are currently available for PY22, a total of \$4,858,925, with additional carryover resources potentially being available after determining the balances remaining at year end. It was noted that Pennsylvania received significantly lower WIOA funds for this year based on a formula allocation, a 16% decrease of nearly \$400,000 in our local area. While this year may be challenging, Workforce Solutions will continue to seek grant opportunities as available to increase our funding levels to support our workforce system.

After discussion of resources available, a recommendation was made to award Equus a total amount of \$2,109,520 in Adult, DW, Youth, TANF Youth, Rapid Response, EARN, SNAP, EARN Performance, and ARC funds to support their activities in the new program year, with the potential for additional awards at a later date if carryover funds allowed.

The next agenda item was a review of the PY22 CareerLink operating budgets, which included increased in Personnel expenses related to the Workforce Navigator and Site Administrator positions. Other adjustments included: increases in utilities and building maintenance, phone and internet costs, Equipment/IT Support, Supplies, and Memberships.

The committee then reviewed the WFS revised Financial Management policies, which included adding new sections related to budgeting processes, allowable costs, purchases, and fiscal monitoring. Other minor updates were also made as necessary to reflect any changes in current processes or procedures. It was noted that these policies are also reviewed by our independent audit firm as well as BWDA during the monitoring processes to ensure that we are in alignment with all financial requirements.

With no questions or concerns regarding any of the information presented and no other business to discuss, the meeting was adjourned.

**Action Items for the WDB:** The committee is recommending the approval of the PY21 revised WIOA budgets; PY 2022 Workforce Solutions Budget; PY 2022 allocations for Equus, PY 2022 PA CareerLink® Operating budgets, and Workforce Solutions revised Financial Management Policies.



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LWDA budgets must be submitted by COB 5/20/2022.  
LWDA budgets can be revised and resubmitted as approved by the LWDB and to reflect any adjustments.  
A year-to-date comparison of actual expenditures should be made against the submitted LWDA budgets on a quarterly basis.

PY 2021 Budget to YTD Q3 JANUARY - MARCH 2022 FSR				PY 2021 TITLE I ADULT			PY 2021 TITLE I YOUTH			PY 2021 TITLE I DISLOCATED WORKER			TOTAL ADULT, YOUTH, AND DISLOCATED		
REVISED BUDGET				85% ADULT	YTD Comparison	OVER(UNDER)	85% YOUTH	YTD Comparison	OVER(UNDER)	65% DISLOCATED WORKER	YTD Comparison	OVER(UNDER)	WORKER	TOTAL FUNDING	OVER(UNDER)
Award FUNDING AVAILABLE Transfer 1				INITIAL ALLOCATION			INITIAL ALLOCATION			INITIAL ALLOCATION			ALLOCATIONS		
				\$ 874,594.59	\$ 483,798.12	\$ 390,796.47	\$ 563,309.56	\$ 323,713.62	\$ 239,595.94	\$ 863,403.31	\$ 453,104.29	\$ 410,299.02	\$ 2,301,307.46	\$ 1,260,616.03	\$ 1,040,691.43
				\$ 222,222.22						\$ (222,222.22)					
				Adult	125213001, 125213011, 125213013		Youth	125213301		Dislocated Worker	125214001, 125214011		Total LWDA		
ADMINISTRATION				\$ 87,459.46	\$ -	\$ 87,459.46	\$ 56,330.96	\$ -	\$ 56,330.96	\$ 86,330.71	\$ -	\$ 86,330.71	\$ 230,121.13	\$ -	\$ 230,121.13
	Admin Staff Salaries & Fringe Benefits			\$ 62,096.22	\$ -	\$ 62,096.22	\$ 39,994.98	\$ -	\$ 39,994.98	\$ 61,294.80	\$ -	\$ 61,294.80	\$ 163,386.00	\$ -	\$ 163,386.00
	Operational Expenses (e.g. travel, postage, etc.)			\$ 25,363.24	\$ -	\$ 25,363.24	\$ 16,335.98	\$ -	\$ 16,335.98	\$ 25,035.91	\$ -	\$ 25,035.91	\$ 66,735.13	\$ -	\$ 66,735.13
	Admin Indirect Costs			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAREER & SUPPORTIVE SERVICES				\$ 356,596.13	\$ 230,728.01	\$ 125,868.12	\$ -	\$ -	\$ -	\$ 556,376.60	\$ 354,368.33	\$ 202,008.27	\$ 912,972.73	\$ 585,096.34	\$ 327,876.39
	Program Staff Salaries & Fringe Benefits			\$ 255,747.54	\$ 179,614.48	\$ 76,133.06			\$ -	\$ 442,328.95	\$ 291,562.23	\$ 150,766.72	\$ 698,076.49	\$ 471,176.71	\$ 226,899.78
	Operational Expenses (e.g. travel, postage, etc.)			\$ 45,145.03	\$ 22,836.93	\$ 22,308.10			\$ -	\$ 75,047.65	\$ 37,959.29	\$ 37,088.36	\$ 120,192.68	\$ 60,796.22	\$ 59,396.46
	Other Program Expenses			\$ 23,703.56	\$ 17,719.00	\$ 5,984.56			\$ -	\$ 33,000.00	\$ 23,772.41	\$ 9,227.59	\$ 56,703.56	\$ 41,491.41	\$ 15,212.15
	Needs Related Payments			\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Supportive Service Funds			\$ 32,000.00	\$ 10,557.60	\$ 21,442.40			\$ -	\$ 6,000.00	\$ 1,074.40	\$ 4,925.60	\$ 38,000.00	\$ 11,632.00	\$ 26,368.00
	Program Indirect Costs			\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER				\$ 81,539.00	\$ 55,865.66	\$ 25,673.34	\$ -	\$ -	\$ -	\$ 135,696.00	\$ 92,299.78	\$ 43,396.22	\$ 217,235.00	\$ 148,165.44	\$ 69,069.56
	Resource Sharing Agreement			\$ 81,539.00	\$ 55,865.66	\$ 25,673.34			\$ -	\$ 135,696.00	\$ 92,299.78	\$ 43,396.22	\$ 217,235.00	\$ 148,165.44	\$ 69,069.56
	Regional Planning			\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRAINING SERVICES				\$ 349,000.00	\$ 197,204.45	\$ 151,795.55	\$ -	\$ -	\$ -	\$ 85,000.00	\$ 6,436.18	\$ 78,563.82	\$ 434,000.00	\$ 203,640.63	\$ 230,359.37
	Tuition Payments/ITAs			\$ 220,000.00	\$ 120,525.80	\$ 99,474.20			\$ -	\$ 25,000.00	\$ 332.80	\$ 24,667.20	\$ 245,000.00	\$ 120,858.60	\$ 124,141.40
	On The Job (OJT) Reimbursements			\$ 120,000.00	\$ 70,027.65	\$ 49,972.35			\$ -	\$ 45,000.00	\$ 6,103.38	\$ 38,896.62	\$ 165,000.00	\$ 76,131.03	\$ 88,868.97
	Skill Upgrade and Retraining/Customized Training			\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Adult Education and Literacy Training			\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Training Expenses			\$ 9,000.00	\$ 6,651.00	\$ 2,349.00			\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 24,000.00	\$ 6,651.00	\$ 17,349.00
	Conversion Cost Category			\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Training			\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Apprenticeship Training			\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Incumbent Worker Training			\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Customized Training			\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transitional Jobs Expenditures			\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA YOUTH				\$ -	\$ -	\$ -	\$ 506,978.60	\$ 323,713.62	\$ 183,264.98	\$ -	\$ -	\$ -	\$ 506,978.60	\$ 323,713.62	\$ 183,264.98
	WIOA ISY - Work Experience (participating costs)						\$ -		\$ -				\$ -	\$ -	\$ -
	WIOA ISY - Work Experience (staffing costs)						\$ -		\$ -				\$ -	\$ -	\$ -
	WIOA ISY - Other Training Exp (please list below)						\$ -		\$ -				\$ -	\$ -	\$ -
	WIOA ISY - Other Staff & Operational Exp						\$ -		\$ -				\$ -	\$ -	\$ -
	WIOA OSY - Work Experience (participant costs)						\$ 82,009.51	\$ 33,623.95	\$ 48,385.56				\$ 82,009.51	\$ 33,623.95	\$ 48,385.56
	WIOA OSY - Work Experience (staffing costs)						\$ 22,883.91	\$ 15,611.19	\$ 7,272.72				\$ 22,883.91	\$ 15,611.19	\$ 7,272.72
	WIOA OSY - Other Training Expenses (please list below)						\$ 56,353.23	\$ 34,982.38	\$ 21,370.85				\$ 56,353.23	\$ 34,982.38	\$ 21,370.85
	WIOA OSY - Other Staff & Operational Exp						\$ 340,731.95	\$ 236,546.10	\$ 104,185.85				\$ 340,731.95	\$ 236,546.10	\$ 104,185.85
	WIOA OSY - Incentive Payments (participant costs)						\$ 5,000.00	\$ 2,950.00	\$ 2,050.00				\$ 5,000.00	\$ 2,950.00	\$ 2,050.00
	WIOA ISY - Incentive Payments (participant costs)						\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
	OSY - Pay-for-Performance Contract Expend						\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
	ISY - Pay-for-Performance Contract Expend						\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
	ISY Indirect Costs						\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
	OSY Indirect Costs						\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
TOTAL BUDGET				\$ 874,594.59	\$ 483,798.12	\$ 390,796.47	\$ 563,309.56	\$ 323,713.62	\$ 239,595.94	\$ 863,403.31	\$ 453,104.29	\$ 410,299.02	\$ 2,301,307.46	\$ 1,260,616.03	\$ 1,040,691.43

Other information	
NOO	must allow for Program Costs in order to budget under this category
Out-of-School Youth, per TEGl 19-20,	local areas must expend 75% of Youth funds on OSY activities.
In-School-Youth	
Per TEGl 19-20	requires a minimum of 20% of Youth funds must be spent on work experiences, which includes: summer employment opportunities, other employment, pre-apprenticeship programs, job shadowing, and OJT opportunities.
*Please identify training in the notes below.	

NOTES:  
Revised budgets will be taken to the Finance Committee, CEO, and WDB in June 2022 for approval.

BWDA USE ONLY		Budgeted	Requirements	Description
Incumbent Worker Training Check	In Compliance	\$ -	≤	\$ 160,219.10 IWT budget must be less than or equal to 20% of the Adult and DW Allocations
Work-Based Experience Check	In Compliance	\$ 104,893.42	IV	\$ 101,395.72 WBE budget must be greater than or equal to 20% of the Program Allocation for Youth
Out of School Youth Check	In Compliance	\$ 506,978.60	≥	\$ 380,233.95 OSY budget must be greater than 75% of the Program Allocation for Youth
Admin - Adult Check	In Compliance	\$ 87,459.46	≤	\$ 87,459.46 The Administrative budget must be less than or equal to 10% of the total Adult Allocation
Admin - Youth Check	In Compliance	\$ 56,330.96	≤	\$ 56,330.96 The Administrative budget must be less than or equal to 10% of the total Youth Allocation
Admin - DW Check	In Compliance	\$ 86,330.71	≤	\$ 86,340.33 The Administrative budget must be less than or equal to 10% of the total DW Allocation
Total - Adult Check	Good			
Total - Youth Check	Good			
Total - DW Check	Good			
Overall Total Check	Good			

Does the allocation match the total?

**Workforce Solutions Program Year 2022 Budget**  
**July 1, 2022 - June 30, 2023**

	<u>Total PY22</u>	<u>Prior Year (PY21)</u>	
	<u>Budget</u>	<u>Budget</u>	<u>Difference</u>
<b><u>Salaries and Wages</u></b>			
Salaries and Wages	\$ 419,084	\$ 444,944	\$ (25,860)
Disability & Life Insurance	\$ 6,813	\$ 6,927	\$ (114)
FICA	\$ 32,060	\$ 33,620	\$ (1,560)
Health Insurance	\$ 40,252	\$ 36,048	\$ 4,204
Vision Insurance	\$ 776	\$ 819	\$ (43)
Dental Insurance	\$ 3,856	\$ 3,993	\$ (137)
401K Expense	\$ 22,654	\$ 20,241	\$ 2,413
Worker's Compensation	\$ 1,310	\$ 1,310	\$ -
PA Unemployment Compensation	\$ 1,624	\$ 1,827	\$ (203)
<b>Total Staff Salaries &amp; Fringe Benefits</b>	<b>\$ 528,429</b>	<b>\$ 549,729</b>	<b>\$ (21,300)</b>
<b><u>Operating Expenses</u></b>			
Travel & Per Diem	\$ 25,000	\$ 20,000	\$ 5,000
Registration Fees	\$ 8,000	\$ 10,000	\$ (2,000)
Meeting Expense	\$ 2,000	\$ 2,000	\$ -
Legal Fees	\$ 300	\$ 300	\$ -
Auditing	\$ 12,725	\$ 12,350	\$ 375
Janitorial Supplies	\$ 1,800	\$ 2,760	\$ (960)
IT Supplies	\$ 15,000	\$ 15,000	\$ -
Office Supplies & Expenses	\$ 12,500	\$ 15,000	\$ (2,500)
Advertising	\$ 5,000	\$ 5,000	\$ -
Outreach	\$ 2,000	\$ 2,000	\$ -
Copying	\$ 6,000	\$ 4,000	\$ 2,000
Rent	\$ 20,400	\$ 18,000	\$ 2,400
Equipment Lease Rental	\$ 300	\$ 300	\$ -
Furniture	\$ 1,000	\$ 1,000	\$ -
Telephone	\$ 4,560	\$ 6,000	\$ (1,440)
Internet	\$ 4,020	\$ 4,020	\$ -
IT Support	\$ 11,000	\$ 11,000	\$ -
Website/Portal Hosting & Maintenance	\$ 5,650	\$ 20,260	\$ (14,610)
Accounting Software & Support	\$ 2,500	\$ 2,500	\$ -
Postage	\$ 1,350	\$ 1,350	\$ -
Staff Clearances	\$ 400	\$ 450	\$ (50)
RSAB Expenses	\$ 358,000	\$ 357,000	\$ 1,000
Operator	\$ -	\$ 18,500	\$ (18,500)
Dues, Memberships, & Subscriptions	\$ 16,000	\$ 16,000	\$ -
Insurance	\$ 7,000	\$ 7,000	\$ -
Staff Development & Training	\$ 5,000	\$ -	\$ 5,000
Bank Fees	\$ 500	\$ 685	\$ (185)
Miscellaneous Operating Expenses	\$ 3,642	\$ 15,263	\$ (11,621)
<b>Total Operating Expenses</b>	<b>\$ 531,647</b>	<b>\$ 567,738</b>	<b>\$ (36,091)</b>
<b>Total Workforce Solutions Budget</b>	<b>\$ 1,060,076</b>	<b>\$ 1,117,467</b>	<b>\$ (57,391)</b>

Program Year 2022 Resources

	Contract Period	Total	WDB Administration	Program	WDB Program	RSAB	Equus Subcontractor Program	Total Program
Dislocated Worker	7/1/22 - 6/30/24	\$880,385	\$88,039	\$792,347	\$116,143	\$126,338	\$549,866	\$792,347
Dislocated Worker - Carryover	7/1/21 - 6/30/23	\$75,000	\$0	\$75,000	\$0	\$0	\$75,000	\$75,000
Adult	7/1/22 - 6/30/24	\$551,915	\$55,191	\$496,723	\$77,475	\$79,190	\$340,058	\$496,723
Adult - Carryover	7/1/21 - 6/30/23	\$40,000	\$0	\$40,000	\$0	\$0	\$40,000	\$40,000
Youth	7/1/22 - 6/30/24	\$507,541	\$50,754	\$456,787	\$59,744	\$72,817	\$324,226	\$456,787
Youth - Carryover	7/1/21 - 6/30/23	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000	\$20,000
EARN	7/1/22 - 6/30/23	\$555,044	\$55,504	\$499,540	\$0	\$79,655	\$419,885	\$499,540
EARN Performance Incentive		\$1,200,619	\$0	\$1,200,619	\$1,113,444	\$0	\$87,175	\$1,200,619
IP Match		\$107,081	\$0	\$107,081	\$107,081	\$0	\$0	\$107,081
TANF Year Round	7/1/22 - 6/30/23	\$200,900	\$20,090	\$180,810	\$0	\$0	\$180,810	\$180,810
TANF Year Round - Carryover	7/1/21 - 6/30/23			\$0	\$0	\$0	\$0	\$0
Business Education Partnership - Carryover	2/1/22 - 12/31/23	\$150,000	\$15,000	\$135,000	\$135,000	\$0	\$0	\$135,000
DCED - Manufacturing PA Training to Careers - Carryover	5/17/21 - 6/30/23		\$0	\$0	\$0	\$0	\$0	\$0
NWIRC - WSCM - Dream Team Program - Carryover	7/1/21 - 6/30/23		\$0	\$0	\$0	\$0	\$0	\$0
Rapid Response	7/1/22 - 6/30/23	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000	\$20,000
Rapid Response - Carryover	10/1/20 - 6/30/23		\$0	\$0	\$0	\$0	\$0	\$0
Manufacturing Next Generation Industry Partnership - Carryover	2/1/20 - 6/30/23			\$0	\$0	\$0	\$0	\$0
Manufacturing/BC Industry Partnership	1/1/21 - 6/30/23	\$250,000	\$25,000	\$225,000	\$225,000	\$0	\$0	\$225,000
Healthcare Next Generation Industry Partnership - Carryover	2/1/20 - 6/30/23			\$0	\$0	\$0	\$0	\$0
Healthcare & Social Assistance Industry Partnership	1/1/21 - 6/30/23	\$247,940	\$24,794	\$223,146	\$223,146	\$0	\$0	\$223,146
Building and Construction Next Generation Industry Partnership - Carryover	2/1/20 - 6/30/23		\$0	\$0	\$0	\$0	\$0	\$0
ARC - Inspire - Carryover	12/1/21 - 11/30/24	\$52,500		\$52,500	\$0	\$0	\$52,500	\$52,500
Registered Pre-Apprenticeship - Carryover	2/1/19 - 6/30/23			\$0	\$0	\$0	\$0	\$0
Registered Apprenticeship - Carryover	2/1/19 - 6/30/23			\$0	\$0	\$0	\$0	\$0
Total		\$4,858,925	\$334,373	\$4,524,553	\$2,057,033	\$358,000	\$2,109,520	\$4,524,553



## **Equus Allocations effective July 1, 2022:**

• Dislocated Worker	\$624,866 (\$549,866 New, \$75,000 Carryover)
• Adult	\$380,058 (\$340,058 New, \$40,000 Carryover)
• WIOA Youth	\$344,226 (\$324,226 New, \$20,000 Carryover)
• TANF Youth	\$180,810
• Rapid Response	\$20,000
• EARN	\$391,491
• SNAP	\$28,394
• EARN Performance	\$87,175
• <u>ARC</u>	<u>\$52,500</u>
Total	<u><u>\$2,109,520</u></u>

PA CAREERLINK® Operating Budget  
LWDA North Central #NC125  
PA CareerLink Clearfield County at Clearfield #0515  
1125 Linden Street, Clearfield, PA 16830

Operating Budget Effective Dates: 7/1/2022 - 6/30/23  
Operating Budget Narrative Effective Dates: 7/1/2022 - 6/30/23  
Modification Number:  
Modification Effective Date:

Operating Budget Contact Name: Vanessa Hasselman  
Operating Budget Contact Phone: 814-245-1835 ext. 104  
Site Administrator Name: Todd Vanderburgh  
Site Administrator Phone: 814-765-6562

[Part 1] SHARED ANNUAL COSTS

Cost Category	Cost Item	Fronted Cost State / Non State	Method of Allocation	Total Annual Budget	Equus (WIOA Title I)	IU10 (Adult & Literacy)	CTE	DCED (CSBG)	JVSG (DVOP)	Wagner Peyser (BWPO)	REO	AARP (SCSEP)	A4TD (SCSEP)	DHS (TANF)	Trade	UC	OVR	UCBR	Total Allocation
INFRASTRUCTURE COSTS																			
Facilities			Total Rent	\$ 114,898.25	\$ 36,893.43	\$ 6,703.90	\$ -	\$ 787.17	\$ 6,703.90	\$ 22,800.29	\$ -	\$ -	\$ 500.00	\$ 15,801.07	\$ 2,451.51	\$ 2,840.39	\$ 13,416.59	\$ 6,000.00	\$ 114,898.25
				\$ 95,398.25															
Rent - Shared	8,119 sq. ft. @ \$11.75 per sq. ft. plus escalation (excludes all Rent - Direct)	Non-State	Staff #1	\$ 68,362.40	\$ 28,705.38	\$ 5,216.05	\$ -	\$ -	\$ 5,216.05	\$ 17,740.04	\$ -	\$ -	\$ -	\$ -	\$ 1,045.94	\$ -	\$ 10,438.94	\$ -	\$ 68,362.40
Rent- Direct UC device allocation	75 sq. ft. @ \$11.75 per sq. ft. plus escalation plus UC MFD/Phones @25sqft each	Non-State	Direct	\$ 881.25												\$ 881.25			\$ 881.25
Rent - Direct (UC, DCED, DHS, TRADE)	Figures provided by L&I PACL	Non-State	Direct	\$ 26,154.60				\$ 787.17				\$ -	\$ 500.00	\$ 15,801.07	\$ 1,107.22	\$ 1,959.14		\$ 6,000.00	\$ 26,154.60
Facility Utilities & Bldg. Maintenance	Utilities & Contracted Bldg. Maintenance Services (Janitorial, Snow Removal, Trash, HVAC)	Non-State	Staff #1	\$ 19,500.00	\$ 8,188.05	\$ 1,487.85	\$ -	\$ -	\$ 1,487.85	\$ 5,060.25	\$ -	\$ -	\$ -	\$ -	\$ 298.35	\$ -	\$ 2,977.65	\$ -	\$ 19,500.00
Operations				\$ 25,161.00	\$ 10,565.07	\$ 1,919.79	\$ -	\$ -	\$ 1,919.79	\$ 6,529.29	\$ -	\$ -	\$ -	\$ -	\$ 384.97	\$ -	\$ 3,842.09	\$ -	\$ 25,161.00
Telephone	Local connection lines and service	Non-State	Staff #1	\$ 500.00	\$ 209.95	\$ 38.15	\$ -	\$ -	\$ 38.15	\$ 129.75	\$ -	\$ -	\$ -	\$ -	\$ 7.65	\$ -	\$ 76.35	\$ -	\$ 500.00
Telephone	Local connection lines and service	State	Staff #1	\$ 1,800.00	\$ 755.82	\$ 137.34	\$ -	\$ -	\$ 137.34	\$ 467.10	\$ -	\$ -	\$ -	\$ -	\$ 27.54	\$ -	\$ 274.86	\$ -	\$ 1,800.00
Internet Service	Wi-Fi	Non-State	Staff #1	\$ 2,400.00	\$ 1,007.76	\$ 183.12	\$ -	\$ -	\$ 183.12	\$ 622.80	\$ -	\$ -	\$ -	\$ -	\$ 36.72	\$ -	\$ 366.48	\$ -	\$ 2,400.00
Equipment	Equipment Repairs/Maintenance	Non-State	Staff #1	\$ 6,100.00	\$ 2,561.39	\$ 465.43	\$ -	\$ -	\$ 465.43	\$ 1,582.95	\$ -	\$ -	\$ -	\$ -	\$ 93.33	\$ -	\$ 931.47	\$ -	\$ 6,100.00
Postage Meter	Postage Meter Lease	State	Staff #1	\$ 836.00	\$ 351.03	\$ 63.79	\$ -	\$ -	\$ 63.79	\$ 216.94	\$ -	\$ -	\$ -	\$ -	\$ 12.79	\$ -	\$ 127.66	\$ -	\$ 836.00
Copier/Multifunction Device	MFD Lease	State	% of Staff #2 (Copier)	\$ 2,210.00	\$ 927.98	\$ 168.62	\$ -	\$ -	\$ 168.62	\$ 573.50	\$ -	\$ -	\$ -	\$ -	\$ 33.81	\$ -	\$ 337.47	\$ -	\$ 2,210.00
Postage	Postage Usage	State	Staff #1	\$ 360.00	\$ 151.16	\$ 27.47	\$ -	\$ -	\$ 27.47	\$ 93.42	\$ -	\$ -	\$ -	\$ -	\$ 5.51	\$ -	\$ 54.97	\$ -	\$ 360.00
Office Supplies - State	General Office Supplies	State	Staff #1	\$ 3,500.00	\$ 1,469.65	\$ 267.05	\$ -	\$ -	\$ 267.05	\$ 908.25	\$ -	\$ -	\$ -	\$ -	\$ 53.55	\$ -	\$ 534.45	\$ -	\$ 3,500.00
Office Supplies - Non State	General Office Supplies	Non-State	Staff #1	\$ 1,030.00	\$ 432.49	\$ 78.59	\$ -	\$ -	\$ 78.59	\$ 267.29	\$ -	\$ -	\$ -	\$ -	\$ 15.76	\$ -	\$ 157.28	\$ -	\$ 1,030.00
Reasonable Accommodations	ADA/LEP Language Line Services	State	Staff #1	\$ 100.00	\$ 41.99	\$ 7.63	\$ -	\$ -	\$ 7.63	\$ 25.95	\$ -	\$ -	\$ -	\$ -	\$ 1.53	\$ -	\$ 15.27	\$ -	\$ 100.00
Reasonable Accommodations	ADA/LEP	Non-State	Staff #1	\$ 50.00	\$ 20.97	\$ 3.82	\$ -	\$ -	\$ 3.82	\$ 12.98	\$ -	\$ -	\$ -	\$ -	\$ 0.77	\$ -	\$ 7.64	\$ -	\$ 50.00
Community Outreach	Local marketing & job fairs	Non-State	Staff #1	\$ 5,400.00	\$ 2,267.46	\$ 412.02	\$ -	\$ -	\$ 412.02	\$ 1,401.30	\$ -	\$ -	\$ -	\$ -	\$ 82.62	\$ -	\$ 824.58	\$ -	\$ 5,400.00
Membership	Organization fees	Non-State	Staff #1	\$ 500.00	\$ 209.95	\$ 38.15	\$ -	\$ -	\$ 38.15	\$ 129.75	\$ -	\$ -	\$ -	\$ -	\$ 7.65	\$ -	\$ 76.35	\$ -	\$ 500.00
Subscriptions	Subscription fees	Non-State	Staff #1	\$ 375.00	\$ 157.47	\$ 28.61	\$ -	\$ -	\$ 28.61	\$ 97.31	\$ -	\$ -	\$ -	\$ -	\$ 5.74	\$ -	\$ 57.26	\$ -	\$ 375.00
TOTAL INFRASTRUCTURE COSTS				\$ 140,059.25	\$ 47,458.50	\$ 8,623.69	\$ -	\$ 787.17	\$ 8,623.69	\$ 29,329.58	\$ -	\$ -	\$ 500.00	\$ 15,801.07	\$ 2,836.48	\$ 2,840.39	\$ 17,258.68	\$ 6,000.00	\$ 140,059.25

ADDITIONAL SHARED COSTS (PERSONNEL/SERVICES)																			
Site Administrator	Salary & Fringe Benefits	State	Staff #1	\$ 17,968.00	\$ 7,544.76	\$ 1,370.96	\$ -	\$ -	\$ 1,370.96	\$ 4,662.70	\$ -	\$ -	\$ -	\$ -	\$ 274.91	\$ -	\$ 2,743.71	\$ -	\$ 17,968.00
Operator	Salary, Fringe, & Travel	Non-State	Staff #1	\$ 2,116.00	\$ 888.52	\$ 161.45	\$ -	\$ -	\$ 161.45	\$ 549.10	\$ -	\$ -	\$ -	\$ -	\$ 32.37	\$ -	\$ 323.11	\$ -	\$ 2,116.00
One-stop Center Receptionist - Workforce Navigators	Salary & Fringe Benefits	Non-State	Staff #1	\$ 56,002.00	\$ 23,515.24	\$ 4,272.95	\$ -	\$ -	\$ 4,272.95	\$ 14,532.52	\$ -	\$ -	\$ -	\$ -	\$ 856.83	\$ -	\$ 8,551.51	\$ -	\$ 56,002.00
TOTAL ADDITIONAL SHARED COSTS (PERSONNEL/SERVICES)				\$ 76,086.00	\$ 31,948.52	\$ 5,805.36	\$ -	\$ -	\$ 5,805.36	\$ 19,744.32	\$ -	\$ -	\$ -	\$ -	\$ 1,164.11	\$ -	\$ 11,618.33	\$ -	\$ 76,086.00

TOTAL INFRASTRUCTURE /ADDITIONAL SHARED COSTS				\$ 216,145.25	\$ 79,407.02	\$ 14,429.05	\$ -	\$ 787.17	\$ 14,429.05	\$ 49,073.90	\$ -	\$ -	\$ 500.00	\$ 15,801.07	\$ 4,000.59	\$ 2,840.39	\$ 28,877.01	\$ 6,000.00	\$ 216,145.25
PREVIOUS INFRASTRUCTURE / ADDITIONAL SHARED COSTS BUDGET				\$ 205,568.25	\$ 80,798.14	\$ 12,626.92	\$ -	\$ 761.00	\$ 12,626.92	\$ 45,517.42	\$ -	\$ 334.00	\$ 500.00	\$ 15,801.07	\$ 3,098.11	\$ 2,884.83	\$ 24,619.84	\$ 6,000.00	\$ 205,568.25
DIFFERENCE				\$ 10,577.00	\$ (1,391.12)	\$ 1,802.13	\$ -	\$ 26.17	\$ 1,802.13	\$ 3,556.48	\$ -	\$ (334.00)	\$ -	\$ -	\$ 902.48	\$ (44.44)	\$ 4,257.17	\$ -	\$ 10,577.00

[Part 2] METHODS OF ALLOCATION

	Total Square Footage	8119							
Program / Authorization	Partner Name / Acronym	Square Footage (based on % of Staff #1)	% of Square Footage	Number of Staff #1	% of Staff #1	Number of Staff #2 (Copier)	% of Staff #2 (Copier)	Non State Connections to State L.A.N.	Allocation
Adult, Dislocated Worker, and Youth Programs - WIOA Title I	Equus (WIOA Title I)	3409	41.99%	5.5	41.99%	5.5	41.99%	0	\$ 79,407.02
Adult & Literacy Program - WIOA Title II	IU10 (Adult & Literacy)	619	7.63%	1.0	7.63%	1.0	7.63%	0	\$ 14,429.05
Employment and Training Activities - Community Services Block Grant Act	DCED (CSBG)	0	0.00%	0.0	0.00%	0.0	0.00%	0	\$ 787.17
Jobs for Veterans State Grants - Chpt. 41 of Title 38 U.S.C.	JVSG (DVOP)	619	7.63%	1.0	7.63%	1.0	7.63%	0	\$ 14,429.05
Wagner Peyser Employment Services - WIOA Title III, Staff Development, Regional Staff	Wagner Peyser (BWPO)	2107	25.95%	3.4	25.95%	3.4	25.95%	0	\$ 49,073.90
Senior Community Services Employment Program - Older Americans Act Title V	AARP (SCSEP)	0	0.00%	0.0	0.00%	0.0	0.00%	0	\$ -
Senior Community Services Employment Program - Older Americans Act Title V	A4TD (SCSEP)	0	0.00%	0.0	0.00%	0.0	0.00%	0	\$ 500.00
Temporary Assistance for Needy Families Program - Social Security Act Title IV	DHS (TANF)	0	0.00%	0.0	0.00%	0.0	0.00%	0	\$ 15,801.07
Trade Adjustment Assistance Program - Trade Act Title II	Trade	124	1.53%	0.2	1.53%	0.2	1.53%	0	\$ 4,000.59
Unemployment Insurance Program - Unemployment Compensation Laws	UC	0	0.00%	0.0	0.00%	0.0	0.00%	0	\$ 2,840.39
Vocational Rehab Program - WIOA Title IV and Title 1 of Rehabilitation Act	OVR	1240	15.27%	2.00	15.27%	2.00	15.27%	0	\$ 28,877.01
Unemployment Compensation Board of Review - Additional Partner	UCBR	0	0.00%	0.0	0.00%	0.0	0.00%	0	\$ 6,000.00
		8118.00	100.00%	13.10	100.00%	13.10	100.00%	0.00	\$ 216,145.25

[Part 4] COMMENTS

General Information
Increased utilities/building maintenance from \$19,000 to \$19,500 Added a line item for Non-state Telephone - \$500
Increased Internet cost from \$2,000 to \$2,400 Increased Equipment/Repairs/IT Support from \$5,000 to \$6,100
Increased memberships from \$200 to \$500
Decreased Operator costs from \$3,652 to \$2,116
Increased Workforce Navigator costs from \$45,285 to \$56,002
Decreased Equus from 6.4 FTEs to 5.5 FTEs
Increased OVR from 1.95 to 2.0 FTEs
Updated contribution amounts provided for UC, DCED, Trade, and DHS partners
Removed AARP Rent-only partner
Added postage and postage machine lease costs

## **PY22 CareerLink Operating Budgets:**

	<u><b>Total PY22</b></u>	<u><b>Total PY21</b></u>	
	<u><b>Budget</b></u>	<u><b>Budget</b></u>	<u><b>Increase</b></u>
Clearfield	\$ 216,145.25	\$ 205,568.25	\$ 10,577.00
Dubois	\$ 163,135.00	\$ 151,990.00	\$ 11,145.00
Elk/Cameron	\$ 184,173.00	\$ 176,634.00	\$ 7,539.00
Jefferson	\$ 138,534.00	\$ 120,920.00	\$ 17,614.00
McKean	\$ 190,377.04	\$ 167,417.04	\$ 22,960.00
Potter	\$ 147,128.76	\$ 109,658.76	\$ 37,470.00

		<u><b>Facilities</b></u>	<u><b>Operations</b></u>	<u><b>Personnel</b></u>	<u><b>Total</b></u>
<u><b>Clearfield</b></u>	PY 2022	\$ 114,898.25	\$ 25,161.00	\$ 76,086.00	\$ 216,145.25
	PY 2021	\$ 114,398.25	\$ 24,265.00	\$ 66,905.00	\$ 205,568.25
	Difference	\$ 500.00	\$ 896.00	\$ 9,181.00	\$ 10,577.00
<u><b>Dubois</b></u>	PY 2022	\$ 65,720.00	\$ 19,010.00	\$ 78,405.00	\$ 163,135.00
	PY 2021	\$ 64,680.00	\$ 19,860.00	\$ 67,450.00	\$ 151,990.00
	Difference	\$ 1,040.00	\$ (850.00)	\$ 10,955.00	\$ 11,145.00
<u><b>Elk/Cameron</b></u>	PY 2022	\$ 85,640.00	\$ 22,425.00	\$ 76,108.00	\$ 184,173.00
	PY 2021	\$ 84,600.00	\$ 22,775.00	\$ 69,259.00	\$ 176,634.00
	Difference	\$ 1,040.00	\$ (350.00)	\$ 6,849.00	\$ 7,539.00
<u><b>Jefferson</b></u>	PY 2022	\$ 52,332.00	\$ 21,681.00	\$ 64,521.00	\$ 138,534.00
	PY 2021	\$ 47,648.00	\$ 17,086.00	\$ 56,186.00	\$ 120,920.00
	Difference	\$ 4,684.00	\$ 4,595.00	\$ 8,335.00	\$ 17,614.00
<u><b>McKean</b></u>	PY 2022	\$ 84,500.04	\$ 18,025.00	\$ 87,852.00	\$ 190,377.04
	PY 2021	\$ 84,500.04	\$ 16,925.00	\$ 65,992.00	\$ 167,417.04
	Difference	\$ -	\$ 1,100.00	\$ 21,860.00	\$ 22,960.00
<u><b>Potter</b></u>	PY 2022	\$ 35,681.76	\$ 17,375.00	\$ 94,072.00	\$ 147,128.76
	PY 2021	\$ 35,681.76	\$ 17,035.00	\$ 56,942.00	\$ 109,658.76
	Difference	\$ -	\$ 340.00	\$ 37,130.00	\$ 37,470.00

- Increases in all of the CareerLink budgets are due to adjustments in Personnel expenses related to the Workforce Navigator positions.
- The McKean and Potter budgets also include additional personnel expenses for the full Site Administrator salary, benefits, and operating expenses, a portion of which was previously paid for by Workforce Solutions.
- Other adjustments among facilities and operational expenses include: increases in utilities and building maintenance costs, phone and internet costs, Equipment/IT Support, Supplies, and Memberships/Subscriptions.
- See the General Information section on the Operating Budgets for more information.

## WIOA Comparison of Funding

	2022	2021	2020	2019	2018	2017	2016	2015
<b>Dislocated Worker</b>	880,385	1,085,529	1,094,682	1,207,041	1,124,548	882,728	667,189	711,336
<b>Adult</b>	551,915	652,372	565,127	631,092	773,606	589,066	449,680	515,070
<b>Youth</b>	507,541	563,310	557,361	620,057	759,036	589,472	438,912	500,442
<b>Total</b>	1,939,841	2,301,211	2,217,170	2,458,191	2,657,190	2,061,266	1,555,781	1,726,848

<b>Comparison of PY 2022 to Prior Years</b>	-15.70%	-12.51%	-21.09%	-27.00%	-5.89%	24.69%	12.33%
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425 Old Kersey Road • Kersey PA 15846

## **Policy and Performance Committee**

**Thursday, April 21, May 17 and June 9 2022: 3:00 - 4:00 pm**

**Members Present:** Board Members: Corine Christoff, Kate Brock, Jeff Miller and Chris Adamson  
**Staff Present:** Pam Streich, Linda Franco, Terry Hinton and Donna Hottel

**Topics Discussed –** Review of Committee Purpose, Workforce System Policy Updates, Business Services Policy, OJT Policy minimum required wage, Transitional Jobs minimum wage, One Stop Operator Report, Regional PA CareerLink® Report

**Committee Purpose:** This committee will workforce board staff in setting workforce delivery system policy, developing performance criteria and implementing evaluation methods for the workforce delivery system in the North Central WDA. The workforce system includes the PA CareerLink® centers, WIOA, TANF Youth Development, EARN programs as well as special grants and projects. The committee will provide recommendations to the system as well as commit to learn about the programs that make up the workforce system.

**Business Services Policy:** The committee met monthly with the main goal of revising the Business Services Policy (formerly guidance) to ensure that employers workforce needs are being met. Over the course of the monthly meetings and much discussion, research and follow up the committee recommends the approval of the attached Business Services Policy recognizing that once the Employment and Training Administration (ETA) and the PA Dept. of Labor and Industry further defines Employer Effectiveness Measures, the goals and policy content will likely change in early 2023. The policy establishes several goals for all PA CareerLink® centers. Staff will work with the one stop Operator Consortium to ensure these goals are met. The measurable goals include employer engagement, outreach, Industry Partnership meeting participation and the implementation of hiring events and open interviews.

**Workforce System Policy Updates:** The following policies were reviewed, revised and recommended for approval effective July 1, 2022: Adult Priority of Service Policy, On the job training (OJT) Policy, Transitional Jobs Policy and Business Services Policy.

**Transitional Jobs Policy and On the Job (OJT) Training Policy –** After much discussion which included the possible increase to the minimum wage as well as the living wage, self-sufficiency wage calculations, average OJT wages from the previous year, and average entry level wage comparisons for the past 3 years, the committee recommends transitional jobs wage be at least \$12.00 per hour and the minimum OJT wage be \$14.50 per hour.

The committee will meet in September at a date to be determined.

### **Action Items for the board:**

The committee recommends approval of the following: Minimum OJT Wage of \$14.50 per hour, minimum Transitional Jobs wage of \$12.00 per hour, revised Business Services Policy, Adult Priority of Service Policy, OJT Policy and Transition Jobs Policy as attached.



## **OJT Policy and Procedures Manual – Effective July 1, 2022**

**Revised June 2022**

**Revised June 2012**

### **I. PURPOSE:**

To provide guidance as to how an On-the-Job Training contract issued through Workforce Solutions for North Central Pennsylvania (North Central Workforce Development Board) will be administered.

On-the-Job Training (OJT) contracts are the funding mechanism for occupational learning on-the-job for WIOA eligible adult, dislocated worker and youth participants. The Title I provider may write an OJT contract up to a prescribed amount not to exceed the maximum per person, per enrollment period.

### **II. REFERENCES:**

- WIOA sec 3(24)
- WIOA sec 3(44)
- WIOA sec. 134
- 20 CFR §680.700
- 20 CFR §680.710
- 20 CFR §680.720
- 20 CFR§680.730
- 20 CFR §680.750

### **III. BACKGROUND:**

WIOA Title I training services for WIOA eligible adults, dislocated workers and youth are provided through OJT. Using OJT funds, WIOA eligible adults, dislocated workers and youth contract with eligible employers through an OJT contract written in consultation with Title I staff.

OJTs are one training option available to WIOA eligible participants when it is determined by a career planner that they will be unlikely or unable to obtain or retain employment that leads to self-sufficiency or higher wages on their own.

An OJT is limited in cost and duration and must result in employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

OJTs may not be entered into with an employer who has demonstrated poor performance under previous OJT contracts under WIOA or WIA.

OJTs are allowed for youth per §681.460.

OJTs are not entitlements and shall be provided to eligible participants on the basis of an individualized assessment given the skill requirements of the occupation, the occupational skill level of the participant, prior work experience and the participant's IEP.

The selection of on the job training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, employer performance, and coordinated to the extent possible with other sources of assistance (see WIOA sec. 134 – use of funds for employment and training activities)

#### IV. POLICY

##### A. **ON-THE-JOB TRAINING (OJT) DEFINED:**

(a) OJT is defined at WIOA sec. 3(44). OJT is provided under a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement, typically up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and supervision related to the training. In limited circumstances, as provided in WIOA sec. 134(c)(3)(h) and § 680.730, the reimbursement may be up to 75 percent of the wage rate of the participant.

(b) OJT contracts under WIOA title I, must not be entered into with an employer who has received payments under previous contracts under WIOA if the employer has exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits (including health benefits) and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

(c) An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's IEP. § 680.710

OJT is designed primarily for the individual who does not have the related education, training or work experience to immediately qualify for the job. Employers receive a reimbursement of up to 50% of the trainee's wages **not to exceed \$6,000** to help offset the costs of training during a fixed training period of up to twenty-six (26) weeks. At the successful completion of training, the employer is expected to retain the trainee as a regular full-time employee.

The North Central Workforce Development Board (WDB) will prioritize OJT's that provide eligible customers job opportunities in occupations that have been defined either as High-Priority Occupations

(HPO's) or 'emerging' occupations as defined by the PA Department of Labor and Industry. The most current HPO list which is update each year will be used. Additional information on HPO's can be found at: <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

Additionally, the NCWDB will consider OJT opportunities in occupations that directly connect or support any of the Next Generation Partnerships within the North Central PA region, specifically, occupations in the Advanced Materials and Diversified Manufacturing and Healthcare industries.

#### **B. EMPLOYER ELIGIBILITY:**

Any private-for-profit, private non-profit, or public sector employer not in violation of local, Commonwealth or Federal laws and/or regulations which prohibit its ability to contract, and who is in compliance with such entity's rules for lawful business operation, is a potentially eligible OJT contractor. Private sector employers will receive priority.

Employers who did not retain former OJT completers as regular employees at the end of the OJT period, without good cause, are ineligible to participate. It is the NCWDB's intention to give employers located in North Central priority; however, consideration will be given to other employers not located in the six county North Central PA region (Cameron, Clearfield, Elk, Jefferson, McKean and Potter).

All employers must register with the PA CareerLink®, Pennsylvania's *Commonwealth Workforce Development System / Job Gateway* and agree to utilize the system for advertising and listing all OJT opportunities. **A business folder and job order must be posted.**

No work-based training agreement will be authorized for any organization or part thereof that has relocated until 120 days after the date on which such organization begins operations at the new location if the relocation of such organization or part thereof results in a loss of employment for any employee of such organization at the original location.

#### **C. EMPLOYER REFERRALS:**

Employers may refer individuals for OJT consideration under the following conditions:

- The prospective OJT trainee has not yet begun work.
- The prospective OJT trainee has been to the *PA CareerLink®* office, has completed the required core and intensive services **PRIOR** to the employer's call and has been determined eligible and appropriate for OJT by the *PA CareerLink®* staff.
- The prospective OJT trainee does not currently possess the occupational skills needed for the job and the *PA CareerLink®*'s assessment reveals that the prospective OJT trainee possesses the adequate job competencies and/or foundation skills necessary to enter into the OJT.
- The prospective OJT trainee has not formerly participated in the OJT program.

#### **D. CONTRACTING WITH NORTH CENTRAL WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERS**

The North Central WDB provides oversight and sets policies for local WIOA programs. North Central recognizes that the members of its NCWDB hold significant management positions with their employers. As such, they may have decision-making authority on possible hiring. However, their ability to control the conditions of employment of individual employees may be diluted by the size of



the employer. Therefore, the NCWDB believes that a conflict of interest does not exist, and WDB members' employers are eligible for OJT contracting. Individual WDB members however may not discuss or vote on their own employer's OJT contracts if they come before the board.

#### **E. TRAINEE ELIGIBILITY:**

To be approved as an OJT trainee, an individual must meet the eligibility criteria of the Workforce Innovation and Opportunity Act (WIOA) for low income adults, dislocated workers and/or youth. Individuals must be determined eligible and appropriate for the OJT program at the *PA CareerLink® centers located in the North Central Workforce Development Area (WDA)*.

No participant hired under terms of a work-based training agreement may displace (including partial displacement) an employee currently employed (as of date of participation).

#### **F. TRAINEE REFERRALS:** (PA CareerLink® Referral Form is attached)

Referrals for potential OJT participants can be made by a CareerLink® staff, CBO, etc. All referrals should be made to the Title I Provider Staff located in the PA CareerLink® centers located in the North Central WDA utilizing the PA CareerLink® Referral Form that is attached to this document.

#### **G. TRAINEE WAGES:**

OJT trainees must be assured of the following:

Wages paid to OJT trainees should be reasonable, considering industry, geographic location and trainee proficiency. Consideration should be given to 'prevailing wage rates' for occupations within the geographic location.

*The minimum starting wage rate is to be:*

- Starting OJT wage rate will be the same as that normally paid by the employer to other entry-level workers in the same occupation and;
- Wage must be at least \$14.50 per hour.

#### **H. WORKING CONDITIONS:**

OJT trainees must be assured of and receive the following:

- Working conditions and promotional opportunities which are neither more nor less favorable than those experienced by other employees hired by the employer in similar positions.
- Workman's Compensation or comparable accident insurance coverage.
- Any and all other benefits to the same extent as those for other employees in similar positions.

## **I. LENGTH OF OJT TRAINING:**

All occupations do not require lengthy training. The method for determining the length of OJT training is subject to approval by the Title I Provider and the North Central Workforce Development Board (NCWDB).

For each OJT position developed, an individual *Training Plan* must be created. The training plan which is required for all OJTs is attached in addition to instructions on how to complete the plan. *Training Plans* require employers to document the manner and timeline in which training will be provided. The following should be taken into consideration when determining the length of an OJT:

- OJT's will be developed for a time period of up to 26 weeks;
- Occupations which do not require extra-ordinary training will not be considered for OJT, unless they involve the training of customers with limited skill potential (e.g. learning disabilities);
- Length of OJT contracts will be reduced when the prospective employee has past experience in the proposed occupation. Documentation will be retained when this situation occurs.

## **J. OCCUPATIONAL ELIGIBILITY AND INSTANCES OJT MAY NOT BE APPROVED:**

Following are instances in which OJT will not be approved:

- Seasonal, intermittent, part-time, or temporary jobs. Part-time is further defined as less than 30 hours per week).
- Occupations where commissions, piece rates and/or tips are the primary source of income.
- Occupations that involve political or religious activities, or support political or religious organizations.
- Occupations which would result in the displacement of any currently employed worker at that facility in the position for which the trainee is being hired for.
- Instances in which the employer hires and the trainee begin employment prior to the approval date of the OJT contract.
- Licensed occupations – specifically if the occupation requires a license and the trainee does not yet have the license.
- Former employees of the OJT employer unless they are being hired for a different position than previously held or receiving a promotion.
- With employers who have exhibited a pattern of failing to provide OJT Trainee's with continued long term regular employment.

#### **K. LABOR ORGANIZATIONS:**

Appropriate labor organizations should be consulted in the design and conduct of OJT programs where collective bargaining agreements exist with the employer. The concurrence of the appropriate labor organizations must be obtained in writing when a collective bargaining agreement is applicable.

#### **L. REIMBURSEMENTS TO THE EMPLOYER:**

The OJT program will reimburse the employer 50% of the trainee's wage, not to exceed \$6,000 per trainee for pre-determined time period, to help offset the cost of training the individual to become a fully productive employee. The employer submits a monthly invoice to the Title I Provider.

For those situations in which a trainee with prior or similar experience and/or training is referred to an OJT position, the *PA CareerLink®* staff will make a determination of appropriateness for OJT consideration, depending on the skill deficiencies identified through the assessment process. In such cases, a reduction in the maximum amount of training time allowed or maximum reimbursement to the employer will be made. Documentation will be retained on file for these situations.

#### **M. APPROVAL PROCESS FOR OJT CONTRACT:**

Once the Title I Provider has negotiated the contract provisions and defined the training to be provided, the same shall be reduced to writing for submission to the North Central WDB for final approval.

#### **N. INSTRUCTIONS FOR OJT EMPLOYER:**

1. A monthly progress report shall be attached to the monthly invoice submitted to the North Central Workforce Operations.
2. The employer must maintain adequate payroll records, including OJT trainee signed time records. Time and attendance records must be signed by both the OJT Trainee and Employer Representative. Receipts must be maintained for cash payments made to participants.
3. All hours will be reimbursed at the wage rate and percentage on the contract.
4. Employers will be reimbursed based on trainee hours worked only. There are **no** reimbursements for: Paid Holidays, Vacation Days, Sick Days, etc.
5. Raises to OJT trainees are allowable during the contract period. A contract amendment may be needed in order to reimburse the higher wage rate. In all instances, individual OJT's will not exceed \$6,000.
6. OJT's cannot be executed with an employer that had similar employees in equivalent positions on a layoff status.
7. The employer will comply with The American with Disabilities Act (ADA).
8. The employer will comply with the Non-discrimination and Equal Opportunity provisions of the Workforce Development Act of 1998 and its regulations.

9. The employer will post the "Equal Opportunity is the Law" posters in English and Spanish and, the "Grievance and Hearing Procedures for the North Central Workforce Development Area." At the worksite in a conspicuous location.
10. If employees at the worksite are covered by a collective bargaining agreement, a Union Concurrence Sign-Off is necessary. The employer must maintain all records of OJT employees for a minimum of four (4) years after the contract expiration date. Records shall be retained and stored in a manner that will preserve their integrity and admissibility as evidence in any audit or other proceeding.
11. Job Descriptions and Training Outlines are required. These items will be made part of the OJT Contract.
12. Employers are required to submit Monthly Invoices for reimbursement. Monthly Invoices shall include a Monthly Progress Report (Attachment) with each invoice submission.

**O. TRAINING PLAN (including Job Description) and Contract Modification** *(Forms are attached)*

1. The Employer must provide a Training Outline which details the training plan and time frame for each OJT trainee. An OJT training plan template as well as training plan information and instructions has been developed and has been attached to this manual. The Training Plan need only address the elements of training that the OJT contract will reimburse for.

The training plan must include:

- Contact Information
- Occupational Information
- Job Description (if additional space is necessary – use additional paper)
- Required Job Skills for Occupation
- Training Information
- Signatures of Trainee, Employer and OJT Provider

2. Contract Modification

A modification form must be submitted each time an OJT is modified. The Training Plan Modification form is attached to this manual. The modification form must include:

- Contact Information
- OJT, Modification and Training Plan Numbers
- Modification Description
- Signatures of Trainee, Employer and OJT Provider

**P. MONTHLY REPORTING / PROGRESS REQUIREMENTS:** *(Monthly Report is attached)*

The employer is required to submit a monthly report from, which describes the OJT trainee's progress. The OJT trainee is required to sign the form for verification of wages and hours and it is expected that the employer will make the trainee aware of their progress at that time. In the event a rating of less

than satisfactory is reported, a PA CareerLink® staff person will schedule a visit to the worksite. This visit will include a discussion with both the employer and the trainee. A record of this visit and the result will be attached to the monthly report. A record of this visit will also be documented in CWDS.

**Q. INVOICING:**

The employer is required to submit a monthly invoice for reimbursement of training costs for a particular month within the contract period. Included with the invoice must be support documentation identifying the participant's hours worked in training on a daily basis. The invoice and copies of all support documentation must be submitted to the Title I Provider. An original invoice must be submitted. Supporting documentation may be scanned at the local PA CareerLink® office with copies e-mailed to the appropriate staff for processing or copies may be included with the original invoice. All original invoices and support documentation will be maintained by the Title I Provider.

**R. CASE MANAGEMENT:**

Case management must be completed by PA CareerLink® staff utilizing the CWDS system. This is the only required system to be utilized. In addition to Case management including case notes for the OJT participant, the Business Service Representatives in each North Central PA CareerLink® must document case notes of visits with employers.

**S. PERFORMANCE AND FISCAL REPORTING:**

To ensure that the state is able to assess the success achieved under OJTs and other WDB Programs, data must be entered into the CDWS system in an accurate and timely manner for both financial and performance accountabilities. Reports will also be collected by the NCWDB prior to each NCWDB quarterly meeting and as requested.

**T. MONITORING:**

The NCWDB, in compliance with applicable provisions of the Workforce Innovation and Opportunity Act (WIOA), will conduct ongoing oversight and monitoring of all OJT activities during the tenure of the contract. The employer shall cooperate during all phases of monitoring conducted by the NCWDB, State and / or Federal Authorities.

**U. MARKETING OF THE OJT PROGRAM:**

Included in the attachments to this document are several examples of how the OJT program can be marketed to both employers and training participants. The documents are examples only and will need to be revised to represent the NCWDB Policies and Procedures.

The documents include the following:

1. Seven examples of brochures, flyers, etc. that can be revised and copied for posting in the PA CareerLink® and other methods of distribution such as mass mailing, emailing, etc.
2. A sample of a Participant Referral Letter that can be revised and sent to a specific employer(s) when the PA CareerLink® has identified an OJT ready training participant.

3. Turning No into Yes – a document intended to prepare staff for conversations with potential employers about On-the-Job Training (OJT).
4. “How-To” discuss OJT to Employers and Job Seekers – a document intended to assist staff in discussions with both potential employers and job seekers.

All brochures, letters, etc must contain the following language:

**“This program is made possible through the support of Workforce Solutions for North Central PA, the region’s leader and active partner in workforce development efforts.”**

AND

***Auxiliary aids and services are available on request to individuals with disabilities.  
Equal Opportunity Employer/Program***

#### **V. Other Related OJT Documents**

- High Priority Occupation List
- PA CareerLink Referral Form
- Training Plan with Instructions
- OJT Company Contract
- Contract Modification
- Monthly Reporting Form
- OJT Reimbursement Form (Invoice)
- Marketing and Technical Assistance Documents

#### **V. EXPIRATION:**

Ongoing

#### **VI. INQUIRIES:**

Questions shall be directed to:

Pamela Streich, Executive Director at [pstreich@ncwdb.org](mailto:pstreich@ncwdb.org); or

Donna Hottel, Strategic Planning and Project Manager at [dhottel@ncwdb.org](mailto:dhottel@ncwdb.org)

#### **Workforce Solutions for North Central PA**

425 Old Kersey Road

Kersey, PA 15846

(814) 245-1835

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Equal Opportunity Employer/Program**





## **Transitional Jobs Policy**

**Effective Date: July 1, 2022**

### **I. PURPOSE:**

To provide policy, guidance and procedures for the administration and implementation of Transitional Jobs (TJ) funding under the Workforce Innovation and Opportunity Act (WIOA). Transitional Jobs are defined as time-limited, wage paid work experiences that are designed to connect individuals with barriers to employment, who are chronically unemployed or who have an inconsistent work history, as determined by the local Workforce Development Board, with opportunities to build workplace skills and job history that lead to, entry into and retention in, unsubsidized employment.

### **II. REFERENCES:**

- WIOA Section 134(d)(5)
- 20 CFR §680.190
- 20 CFR §680.195
- 20 CFR §680.830
- 20 CFR §680.840
- 20 CFR §680.850
- 20 CFR §680.900
- TEGL No.19-16

### **III. BACKGROUND:**

WIOA authorizes a number of Work-Based Training options that may be utilized as appropriate to assist job seekers to re-enter or advance in the workforce, to include Transitional Jobs. All eligible Adult and Dislocated may participate in transitional jobs. Additionally, transitional jobs are required to be combined with comprehensive career services and supportive services.

### **IV. DEFINITIONS:**

A. **"Individuals with barriers to employment"** includes those who are one or more of the following:

- displaced homemakers;
- low-income individuals;
- Indians, Alaska Natives, and Native Hawaiians;

- individuals with disabilities;
- older individuals;
- ex-offenders;
- homeless individuals;
- youth who are in or have aged out of the foster care system;
- individuals who are English language learners, have low literacy levels, or face substantial cultural barriers;
- eligible Migrant and Seasonal Farm Workers; individuals within two (2) years of exhausting lifetime eligibility under TANF;
- single parents (including single pregnant women);
- long-term unemployed individuals;
- recipients of public assistance.

**B. “Individuals with chronic unemployment” or “inconsistent work history”** may include those are those who:

- have been unemployed for 13 weeks or longer;
- were unemployed at least 26 of the past 52 weeks; or
- have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.

**C. “Transitional Jobs”** per WIOA Section 134(d)(5) means paid work experience that:

- is time limited and subsidized;
- is in the public, private or nonprofit sector;
- is provided to individuals with barriers to employment who are chronically unemployed or who have an inconsistent work history;
- is combined with comprehensive employment and supportive services;
- is designed to help the customer establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry in and retention in unsubsidized employment; and
- is designed with employment as the desired outcome, although there is no requirement that the employer retain the individual upon completion of the transitional job.

## **V. POLICY:**

### **A. Participant Eligibility**

To qualify for TJ under the WIOA guidelines, each individual will:

- have enrolled with PA CareerLink® in the North Central WDA in the WIOA Adult or Dislocated Worker programs;
- have completed an initial assessment and have been determined to be an individual with a barrier to employment and a history of chronic unemployment or an inconsistent work history. Assessment tools must be approved in advance by Workforce Solutions staff. Supporting

documentation proving eligibility is required; additional information can be found in Workforce Solutions Eligibility policy;

- be unemployed.

Some of the potential target groups to be served with TJ include:

- long term unemployed;
- ex-offenders;
- individuals who are currently receiving or who have exhausted TANF benefits;
- individuals with disabilities.

## **B. Employer Eligibility**

Eligible employers able to participate as a TJ placement site include: private-for-profit businesses, private nonprofit organizations, and public sector employers.

An employer will NOT be eligible to participate as a WIOA TJ placement site if:

- 1) The employer has any other individual on layoff from the same or substantially equivalent position.
- 2) The TJ would infringe upon the promotion of or displacement of any currently employed worker or a reduction in their hours.
- 3) The same or a substantially equivalent position is open due to a hiring freeze.
- 4) The employer is a private for-profit employment agency; i.e. temporary employment agency, employee leasing firm or staffing agency.

## **C. TJ General Requirements**

- 1) TJ must be combined with comprehensive career services and supportive services.
- 2) TJ placements should contribute to the occupational development and upward mobility of the participant.
- 3) Per WIOA regulations (20 CFR 683.200(g)), "no individual may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual." For the purpose of this policy, the term "immediate family" includes a spouse, child, son-in-law, daughter in-law, parent, mother in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.
- 4) TJ wages may be subsidized for any amount up to 100%; but the total TJ expenditures cannot exceed 10% of the adult and dislocated worker combined allocation.
- 5) Unlike on-the-job training, the transitional jobs training provider may be the employer of record and there is no requirement that the employer retain the individual upon completion of the transitional job, however job retention is still the ideal outcome.

## **D. WIOA TJ Length**

TJ must be time limited (no more than 6 months and preferably 8 to 12 weeks) and require at least fifteen (15) but not more than forty (40) hours of work per week.

**E. WIOA TJ Funding Levels**

All TJ placements must pay at least \$12.00 per hour as wages earned by a participant. Providers are encouraged to develop TJ placements that pay a family sustaining wage and leverage additional funding to offset this cost.

**F. TJ Supportive Services**

In accordance with Workforce Solutions Supportive Services policy, funding may be provided as needed to all individual to participate in transitional jobs.

**G. TJ Provider Requirements**

With assistance from PA CareerLink® staff, participating employers must guarantee that:

- 1) Employees who have financial responsibilities related to the receipt and disbursement of funding under the Agreement shall be covered by fidelity bonding.
- 2) The training to be provided will be in accordance with WIOA 181(a)(1)(A) and 683.275 for wage and labor standards. Worker protection requirements are set forth in WIOA Sections 181(a) (1) (A) and (B), (b) (2), (3), (4) and (5) and 188.
- 3) The host site and provider agree to cooperate with monitoring efforts as required by WIOA legislation and adhere to all other applicable local, state and federal rules and regulations.
- 4) Funds are not used to directly or indirectly assist, promote or deter union organizing.
- 5) The employer agrees to respond to Workforce Solutions/PA CareerLink® staff requests for wage and retention information of participants.
- 6) There is no expectation that the employer providing the TJ placement will hire the participant permanently.
- 7) If the participating employer(s) has recently relocated, resulting in the loss of employment of any employee of such business at the original location in the U.S., TJ placements may not be granted to the employer(s) until after 120 days have passed since the relocation.

**VI. EXPIRATION:**

Ongoing

**VII. INQUIRIES:**

Questions shall be directed to:

Pamela Streich, Executive Director at [pstreich@ncwdb.org](mailto:pstreich@ncwdb.org); or

Donna Hottel, Strategic Planning and Project Manager at [dhottel@ncwdb.org](mailto:dhottel@ncwdb.org)

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**Equal Opportunity Employer/Program**



## **Business Service Team - Policy**

### **North Central Workforce Development Area Effective July 1, 2022**

(Rescinds and Replaces Business Services Guidance effective January 1, 2021, August 7, 2019)

#### **I. PURPOSE:**

To provide guidance and technical assistance to the PA CareerLink® centers in the North Central Workforce Development Area on the provision of business services to employers in the region. Included in this policy is background information, labor market information tools, technical assistance / tools and board suggestions for Business Service Team composition, expectations, team goals, objectives and team responsibilities.

#### **II. REFERENCES:**

WIOA Final Rule, 20 CFR 678.430(a)(4)(ii) and (a)(6), 34 CFR 361.430(a)(4)(ii) and (a)(6), and 34 CFR 463.430(a)(4)(ii) and (a)(6), 20 CFR 678.435, 34 CFR 361.435, and 34 CFR 463.435, and Pennsylvania Combined State Plan

#### **III. BACKGROUND:**

WIOA Places a strong emphasis on enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers to ensure that workforce development activities meet the needs of employers and support economic growth in the region. WIOA improves services to employers and promotes work-based training.

Workforce Solutions/North Central WDB strongly supports the emphasis on employers as a primary customer and believes workforce development begins with knowing the needs of local employers. This guidance outlines a strategy of collaboration between our partners and the board to ultimately fulfill a critical role in listening to employer needs, effectively responding and ultimately delivering high quality talent and services.

The following is directly from the legislation and/or regulations:

*To support area employers and industry sectors most effectively, American Job Center staff, including designated partner program staff, must:*

- *Have a clear understanding of industry skill needs;*
- *Identify appropriate strategies for assisting employers, and coordinate business services activities across American Job Center partner programs, as appropriate; and*

- *Incorporate an integrated and aligned business services strategy among American Job Center partners to present a unified voice for the American Job Center in its communications with employers.*

*The expectation is for solid employer relationships built with frequent and meaningful engagement that encourages employers' active participation in and use of the workforce system. The team should act in a "sales" role and be able to perform the following functions:*

- ✓ *Ability to listen and understand needs rather than immediately sell*
- ✓ *Solutions-oriented approach to selling*
- ✓ *Ability to adapt and demonstrate value to unique contacts*
- ✓ *Provide innovative solutions for customers*
- ✓ *Utilize questioning skills in a friendly, professional appropriate way*
- ✓ *Ability to gain deep understanding of core business processes and needs*
- ✓ *Ability to prepare for and conduct appropriate pre and post contacts*

### ***Business Services***

*The Joint WIOA Final Rule requires the provision of "business services" through the American Job Center network, to support a local workforce development system that meets the needs of businesses in the local area.*

*Through the American Job Centers, applicable one-stop partners develop, offer, and deliver quality business services that assist businesses and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy.*

*Business services must be provided through the One-Stop System. These services include:*

### ***Career Services***

*Certain career services must be made available to local employers, specifically labor exchange activities and labor market information:*

- *Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the One-Stop delivery system;*
- *Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:*
  - 1. Job vacancy listing in labor market areas;*
  - 2. Information on job skills necessary to obtain the vacant jobs listed; and*
  - 3. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.*

*Local areas must establish and develop relationships and networks with large and small employers and their intermediaries. Local areas also must develop, convene, or implement industry or sector partnerships.*



### **Customized Business Services**

*Customized business services may be provided to employers, employer associations, or other such organizations. These services are tailored for specific employers and may include:*

- Customized screening and referral of qualified participants in training services to employers;
- Customized services to employers, employer associations, or other such organizations, on employment-related issues;
- Customized recruitment events and related services for employers including targeted job fairs;
- Human resource consultation services, but not limited to assistance with:
  - o Writing/reviewing job descriptions and employee handbooks.
  - o Developing performance evaluation and personnel policies -provide referrals to appropriate legal resources for the development of employee handbooks and personnel policies.
  - o Creating orientation sessions for new workers.
  - o Honing job interview techniques for efficiency and compliance.
  - o Analyzing employee turnover.
  - o Creating job accommodations and using assistive technologies.
  - o Explaining labor and employment laws to help employers comply with discrimination, wage/hour, and safety/health regulations.
- Customized labor market information for specific employers, sectors, industries or clusters;
- Other similar customized services. Local areas may also provide other business services and strategies to meet the workforce needs of area employers, in accordance with partner programs' statutory requirements and consistent with federal cost principles. These business services may be provided through effective business intermediaries working in conjunction with Workforce Solutions.

**Allowable activities, consistent with each partner's authorized activities, include, but are not limited to:**

- Developing and implementing industry sector strategies involving industry partnerships, regional skills alliances, industry skill panels, and sectoral skills partnerships. Sector Partnerships are currently implemented by Workforce Solutions. At least one Pa CareerLink® staff responsible for employer services should actively participate on the Support Team for the Next Gen Partnerships.
- Customized assistance or referral for assistance in the development of a registered apprenticeship program. Workforce Solutions currently provides assistance to employers to develop RA programs. PA CareerLink® staff should be aware of the possibilities in order to refer to the board staff for follow-up.
- Developing and delivering innovative workforce investment services and strategies for area employers, which may include career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use, and other effective initiatives for meeting the workforce investment needs of area employers and workers.

- Assistance to area employers in managing reductions in force in coordination with rapid response activities and with strategies for the aversion of layoffs, which may include strategies such as early identification of firms at risk of layoffs, use of feasibility studies to assess the needs of and options for at-risk firms, and the delivery of employment and training activities to address risk factors.
- The marketing of business services to appropriate area employers, including small and mid-sized employers.
- Assisting employers with accessing local, state, and federal tax credits.

#### **IV. LOCAL/REGIONAL BUSINESS SERVICES:**

In addition to those services identified in the legislation and final regulations there are other services available through partners participating on the Business Service Teams and include but is not limited to:

- Develop On-the-Job Training (OJT) and Transitional Employment (TE) contracts
- Provide customized recruitment and job applicant screening, assessment and referral services
- Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
- Participate in on-site Rapid Response activities regarding closures and downsizing.
- Use of one-stop center facilities for recruiting and interviewing job applicants
- Coordinate with employers to develop and implement layoff aversion strategies
- Provide information regarding workforce development initiatives and programs including but not limited to the following:
  - Registered Apprenticeships and Pre Apprenticeships
  - Next Gen Sector Partnerships
  - Business Education Partnership
  - Work Opportunity Tax Credit (WOTC)
  - Federal Bonding Program
- Business Needs Assessment and referral to other agencies, as appropriate
- Host various events that will be of interest to businesses. For example, job fairs, mass recruitment, rapid response activities, etc.
- Explanation of PA CareerLink® services and partner services
- When a referral is made from a partnering agency such as PREP or a local economic development agency (i.e. through the ENGAGE program) the BST should follow up with the company based on the needs identified.
- Enter a CWDS case note with each employer interaction.
- Collaborate with the Job Seeker Team in coordinating employer events
- Provide activity reports at regularly scheduled Staff Meetings.

## **V. BUSINESS SERVICES TEAMS- EXPECTATIONS:**

Workforce Solutions'/North Central Workforce Development Board's mission is to serve as the premier facilitator of an innovative workforce development system that meets the changing human capital needs of our employers and provides resources for our job seekers that maximizes their career potential and focuses on the customers' needs. We accomplish this through our goals. Specifically, we have identified three out of five of our goals specific to our employer customers:

- Enhance public-private partnerships through better connectivity and communication in order to increase investment in our workforce system leading to greater economic vitality for our region
- Engage in Sector Strategies of our growth industries identifying current skill gaps of both the incumbent and entry-level worker that will result in skill upgrades through customized training and partnerships
- Ensure that our customers, both employers and job seekers, remain in the center of our design of all services and encourage our partners to do the same

Our PA CareerLink® staff and partners are important to the success of the board in helping to meet our goals. We support a comprehensive, collaborative approach to serving our employer customer. We believe our system must be flexible and responsive to our employers' changing needs; and must ensure we stay in touch with their needs to provide proactive services to ensure they remain competitive. We have established several expectations that are meant as a proactive approach to services.

In order to be most valuable to our employers and avoid business fatigue from multiple contacts as well as ensuring coordination of services, it is recommended that teams make minimal employer visits to evaluate employer needs and explain available PA CareerLink® services and make referrals for other workforce programs including Next Gen Sector Partnerships, Business Education Partners, Registered Apprenticeship, Incumbent Worker Training etc. as appropriate.

Teams should meet at least quarterly with an agenda and conference call options. Meetings are to be documented by brief meeting notes with an emphasis on the outcomes, shared with all BST members, PA CareerLink® and Workforce Solutions staff (Business Engagement Coordinator) as appropriate. Workforce Solutions realizes it is likely that teams will have additional impromptu meetings and encourage teams to capture the outcomes of these meetings in the quarterly meeting notes.

Suggested Agenda Items for Business Service Team include but are not be limited to; needs of employers identified by each partner, potential coordination of services, Next Generation Sector Partnership Activities, High Priority Occupations, new employers, lay-offs, review of job order processes, (i.e. listing/writing job orders), local/regional labor market and/or other employer data/analysis. Employers should be profiled prior to each visit to determine basic information. Employer information to obtain includes but is not limited to; hiring needs, training needs, expansion, downsizing, etc. The PA CareerLink® services explained and use of the CWDS system should be explained and assistance and / or training on CWDS should be provided.

Collaboration with the Job Seeker Team in coordinating employer events is encouraged as well as the provision of activity reports at regularly schedule staff meetings.

## **VI. GOALS:**

Workforce Solutions has established some measurable goals for each of the Business Service Teams.

1. Engage with new employers to open a business folder on CWDS, post positions on CWDS, present an overview of all PA CareerLink services, etc. A new employer as an employer that hasn't accessed any PA CareerLink® service in the past two years.
  - a. Clearfield County – DuBois and Clearfield centers – at least 5 per quarter
  - b. Jefferson, McKean and Elk Counties – at least 3 per quarter
  - c. Cameron and Potter Counties – at least 1 per quarter

\*Goal determined by the number of establishments by center.

2. Visit, tour and assess at least 2 Employers Visits per quarter– could be in collaboration with the ENGAGE Program (virtual or in person) to discuss services available to employers at the PA CL
3. Participates in 3 of 4 Industry Partnership meetings per year (at least one member of the BST)
4. Hold at 3-5 Hiring events, open interview events, etc. per quarter – can be individual company or multiple company events.

## **VII. BUSINESS SERVICES TEAMS – CORE COMPOSITION:**

Workforce Solutions recommends that each comprehensive PA CareerLink® center in the North Central Workforce Development Area have in place a Business Service Team (BST). The core members of each are the PA CareerLink® Partners. However, PA CareerLink® centers are encouraged to engage additional partners in the region that also serve employers as deemed appropriate by the Site Administrator of each center.

The additional partners will vary by county and may include but are not limited to: Workforce Solutions Business Engagement Coordinator, the PA CareerLink® Operator, Business Education Partnerships, Chambers of Commerce, County and Regional Economic Development agencies, Northwest Industrial Resource Center (NWIRC), Clarion University Small Business Development Centers (SBDC) and others as identified by each Business Service Team.

## **VIII. TECHNICAL ASSISTANCE:**

Workforce Solutions' staff have access to several tools and resources that can assist you in meeting the goals, objectives and responsibilities of the Business Service Teams. Staff will send several reports on a monthly basis including: Real Time Intelligence (RTI), Economic Overview.

In addition, following is a list of what can be provided upon request:

1. Workforce Solutions' Employer Database as provided to board staff by the Center for Workforce Information and Analysis (CWIA).
2. JobsEQ via Chmura Economics and Analytics online tool - Upon request board staff can supply you with detailed labor market information as listed on Attachment 1 to this policy and contains a list of the data that will be available for your use.
3. Sample Business Education and Training Assessment to use when meeting with employers. See attachment 2 to this policy.
4. Staff providing Business Services are also encouraged to reach out to Workforce Solutions and involve staff if appropriate in meetings and conversations.

**IX. ACTION REQUIRED:**

None

**X. INQUIRIES:**

If you have specific technical questions, please contact:

Pamela Streich	<a href="mailto:pstreich@ncwdb.org">pstreich@ncwdb.org</a>	(814)245-1835
Donna Hottel	<a href="mailto:dhottel@ncwdb.org">dhottel@ncwdb.org</a>	(814)245-1835

**Workforce Solutions for North Central PA**  
425 Old Kersey Road  
Kersey, PA 15846  
(814)245-1835

**XI. EXPIRATION DATE:**

Ongoing.

Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program



425 Old Kersey Road • Kersey PA 15846

**Local Management Committee – Quarterly Meeting  
May 18, 2022**

**Members/Guests Present:** Tim Dugan, Julia Foster, Josh McConnell, Mike Rentko,  
**Board Staff:** Linda Franco

**Topics Discussed:** CAO Updates, EARN Provider Report, Program Reports, Childcare as a barrier to employment.

**CAO:** Mike Rentko had nothing new to report from his region but did comment that the virtual services being offered by the EARN provider contribute to the overall success of customers, and allows for them to complete their required hours. It is an option that he hopes continues to be offered to the customers being referred to EARN.

**EARN Provider Report:** Report attached to this summary.

**Program Updates:** No other programs participated in today's meeting but Julia, from ERLC, provided a very comprehensive account of the challenges ERLC is facing regarding the distribution of grant monies to assist Child Daycare Centers in our region; as well as the challenges that child care providers face in providing services that meet the needs of our region. Some challenges include low wages for workers; lack of apprenticeship and pre-apprenticeship opportunities; mandated vaccines leading to loss of workers; mandated policy changes that must be implemented by 4/30/22, such as emergency management and pediatric CPR certifications. Julia also called to our attention that family home providers are nearing retirement which will soon create an even greater need for more centers (to replace those closing).

This lead to our discussion regarding **Childcare as an impediment to employment in our region**. The group acknowledged a lack of information regarding whether job seekers are declining job offers due to lack of childcare. All agreed that it does occur and moving forward that we will be surveying partners and customers to determine its frequency. "Non-traditional" hours and longer shifts (12+ hours) are frequently not childcare friendly and prevent people from pursuing occupational opportunities. It was suggested that employers may need to be more flexible with hours to attract more workers. Also, childcare workers are not valued for their occupation, so wages continue to remain low, and this is a deterrent to otherwise competent and qualified workers. In addition, there is no financial incentive for new childcare centers in the form of grants or monetary gain. There is technical support offered by the ERLC for starting a new (childcare) business. Some childcare centers opt out of subsidized childcare because they choose not to serve a population they consider low-income. Finally, it was suggested that multiple employers consider coordinating efforts to provide childcare to employees

The 2022 Meeting schedule for this group is as follows: February 16<sup>th</sup>, May 18<sup>th</sup>, August 17<sup>th</sup>, November 16<sup>th</sup>. All meetings are virtual and at 10:00 AM.



## D0031 EARN Report

July 1, 2021 to April 30, 2022, Meeting May 18, 2022

### EARN Enrollments: 58 Referrals YTD

	PY2020- 2021 C/O	PY 2021- 2022
CAMERON	0	2
CLEARFIELD	3	2
ELK	3	7
DUBOIS	1	5
JEFFERSON	0	13
MCKEAN	8	9
POTTER	0	1
TOTALS	15	43

**Subsidized Employment,** 1 active participant in an OJT in Elk County. 1 Successful completion in Potter County and Jefferson County. 1 unsuccessful OJT in Jefferson County

### Work Experience, NA

**Unsubsidized Employment,** 19 active participants are in unsubsidized employment and 13 active participants are in retention due to their cash closing.

**Individual Training Account,** 1 active participant is pursuing a credential from a post-secondary accreditation in Clearfield County and 1 active participant is seeking HSE in McKean county.

**Retention/Placement/Credential:** 6 participants have made Retention for 6-month and 4 participants have successfully completed the whole program. 3 have qualified for earned Income. 2 Additional Participants should complete program by July 1<sup>st</sup> with Earned income.

### Success Stories:

**ELK County:** Participant received his GED while enrolled and completed 10 months of retention. He recently changed jobs to increase his wages to \$12.10/hour. He should complete the program in July 2022.

**Jefferson County:** Participant was eager to attend the workshops to better herself and find a job that could help her support her children by herself. She stated she would like to find employment at a business where she would be able to have the opportunity to move up and advance. Participant attended all workshops offered on our monthly event list. She also completed all Ready, Set, Work workshops and earned all certificates for these classes. Participant applied to all local open job orders that she was qualified to work at. She expressed she'd like to apply to the local McDonalds because she has worked at one in the past, but they were not hiring at this time. With much encouragement and explaining the reasoning to apply even if there was not an opening now, that they would have it on file, and possibly contact her rather than placing an ad that they were hiring. She did complete an application to the local McDonalds. Although they were not hiring at the time she turned an application in, she was contacted a week later for an interview. She was told they had lost one of their staff and needed someone to start as soon as possible. She started work at McDonalds a few days later.

She tells me she is hoping she can advance when a supervisor leaves or retires. She stated she really likes it and knows what she is doing. She expressed she would not have the job without the services and help from the program and the staff. Participant continues to be employed and has made placement. She is looking forward to her cash closing in the near future.

**Potter County:** Participant was enrolled with EARN and Dual enrolled as a Dislocated Worker after completing the Title I orientation. He was able to start a subsidized training (OJT) through EARN and successfully completed in January. “Very good worker”, “fast learner” and “always here” were just some of the Employer comments. He received a \$1.00 an hour raise at the end of February. From the time he first came into the CareerLink, he was eager to work with us and do whatever needed to be done to achieve success. He has achieved placement and is currently in Retention 3

# **Workforce Solutions for North Central Pennsylvania**

## **Subcontractor Report – WIOA, TANF EARN, TANF Youth Development Program Year 2021 (July 1, 2021 to June 30, 2022) 3<sup>rd</sup> Quarter 7/1/21 to 6/3/22**

Blythe Brunner, Project Director, 814-834-2857, Fax 824-781-7872,  
[bbrunner@pa-cl.com](mailto:bbrunner@pa-cl.com), Equus Workforce Solutions

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## **OUTCOMES**

<b>Measure</b>	<b>Current Quarter</b>	<b>Cumulative</b>
# WIOA Customers Served- Adult	<b>95</b>	<b>303</b>
# WIOA Customers Served- DW	<b>127</b>	<b>280</b>
# WIOA Customers Served- Youth	<b>55</b>	<b>162</b>
# Customers Placed in Unsubsidized Employment*	<b>58</b>	<b>295</b>
Average Wage at Placement (Unsubsidized)	<b>\$19.55</b>	<b>\$18.52</b>
# Customers Placed in Subsidized Employment	<b>28</b>	<b>110</b>
Average Wage at Placement (Subsidized)	<b>\$14.49</b>	<b>\$14.49</b>
# Customers Placed in ITAs**	<b>18</b>	<b>171</b>
# Customers Placed in OJTs**	<b>28</b>	<b>110</b>
# Adult WIOA Customers obtaining measurable skill gains	<b>30</b>	<b>103</b>
# DW WIOA Customers obtaining measurable skill gains	<b>11</b>	<b>87</b>
# Youth WIOA Customers obtaining measurable skill gains	<b>16</b>	<b>29</b>
# Adult WIOA Customers obtaining credentials	<b>8</b>	<b>35</b>
# DW WIOA Customers obtaining credentials	<b>9</b>	<b>41</b>
# Youth WIOA Customers obtaining credentials	<b>2</b>	<b>7</b>
# Individuals voluntarily elected to discontinue services	<b>5</b>	<b>18</b>

## **CHALLENGES & EMERGING TRENDS**

Identify challenges encountered in the provision of WIOA Title I and TANF EARN services and any efforts to address the issues. In the provision of services, have trends emerged or service gaps been identified? If so, please specify.

### **Challenges**

Locating potential customers and doing customer outreach is problematic due to several factors including fear of COVID-19 and Unemployment Compensation issues.

Solution: We have increased public awareness through online platforms, including social media. We have increased partnerships with hybrid meetings to include correctional facilities, Rotary Clubs, Chambers and agencies.

Childcare for nonconventional work hours is a growing need.

Solution: Customers are looking to vacate the workforce or find telework opportunities. We are utilizing creative measures to explore solutions. We are working with the Early Learning Resource Center and local County Assistance offices to increase awareness of opportunities for childcare in our area.

### **Emerging Trends**

Increase hybrid services to include workshops, job clubs, job fairs, interviews, support groups, job search tools, tours, conferences and LinkedIn opportunities.

### **Staff Development**

Take Away Tuesdays, Friday meetings, Quarterly meetings and Component meetings address training, best practices and progress towards expected benchmarks and performance measures. Most recent training topics include The Big Interview, TORQ, Metrix SkillUP, Case Management Case Notes and Performance Measures.

ADULT 886							
	Budget	Planned	Expenditures	Obligations	Balance	Exp to Plan	Exp + Obl to Plan
OJT	\$ 127,028.83	\$ 108,706.71	\$ 94,387.33	\$ 14,319.38	\$ 18,322.12	74%	86%
ITA	\$ 219,521.44	\$ 182,412.19	\$ 165,148.69	\$ 17,263.50	\$ 37,109.25	75%	83%
ST	\$ 6,651.00	\$ 9,146.00	\$ 6,651.00	\$ 2,495.00	\$ (2,495.00)	100%	138%
SS	\$ 29,819.76	\$ 24,096.56	\$ 24,096.56	\$ 2,811.20	\$ 5,723.20	81%	81%
WEX	\$ 5,593.46	\$ 5,606.35	\$ 5,606.35	\$ -	\$ (12.89)	100%	100%
TOTALS	\$ 388,614.49	\$ 329,967.81	\$ 295,889.93	\$ 36,889.08	\$ 58,646.68	76%	85%

DISLOCATED WORKER 888							
	Budget	Planned	Expenditures	Obligations	Balance	Exp to Plan	Exp + Obl to Plan
OJT	\$ 51,801.85	\$ 22,057.00	\$ 17,691.00	\$ 4,366.00	\$ 29,744.85	34%	43%
ITA	\$ 20,000.00	\$ 11,500.00	\$ -	\$ 11,500.00	\$ 8,500.00	0%	58%
ST	\$ 15,000.00	\$ -	\$ -		\$ 15,000.00	0%	0%
SS	\$ 5,044.25	\$ 287.18	\$ 287.18	\$ -	\$ 4,757.07	6%	6%
TOTALS	\$ 91,846.10	\$ 33,844.18	\$ 17,978.18	\$ 15,866.00	\$ 58,001.92	20%	37%

OUT OF SCHOOL YOUTH							
	Budget	Planned	Expenditures	Obligations	Balance	Exp to Plan	Exp + Obl to Plan
OJT 892	\$ 26,545.82	\$ 27,789.75	\$ 23,595.75	\$ 4,194.00	\$ (1,243.93)	89%	105%
ITA 892	\$ 52,195.00	\$ 55,855.00	\$ 51,855.00	\$ 4,000.00	\$ (3,660.00)	99%	107%
SS 892	\$ 12,353.23	\$ 15,892.01	\$ 15,362.11	\$ 529.90	\$ (3,538.78)	124%	129%
INC 892	\$ 4,675.00	\$ 5,675.00	\$ 5,125.00	\$ 550.00	\$ (1,000.00)	110%	121%
WEX 885	\$ 60,862.67	\$ 53,913.85	\$ 51,281.10	\$ 2,632.76	\$ 6,948.82	84%	89%
TOTALS	\$ 156,631.72	\$ 159,125.61	\$ 147,218.96	\$ 11,906.66	\$ (2,493.89)	94%	102%

TANF EARN 823							
	Budget	Planned	Expenditures	Obligations	Balance	Exp to Plan	Exp + Obl to Plan
OJT	\$ 10,233.18	\$ 4,318.75	\$ 3,268.75	\$ 1,050.00	\$ 5,914.43	32%	42%
ITA	\$ 7,000.00	\$ 3,750.00	\$ 3,750.00	\$ -	\$ 3,250.00	54%	54%
INC	\$ 7,574.11	\$ 9,085.00	\$ 8,185.00	\$ 900.00	\$ (1,510.89)	108%	120%
WEX	\$ 7,540.00	\$ 853.43	\$ 853.43	\$ -	\$ 6,686.57	11%	11%
TOTALS	\$ 32,347.29	\$ 18,007.18	\$ 16,057.18	\$ 1,950.00	\$ 14,340.11	50%	56%

TANF YOUTH 827							
	Budget	Planned	Expenditures	Obligations	Balance	Exp to Plan	Exp + Obl to Plan
SS	\$ 3,299.73	\$ 1,961.43	\$ 1,961.43	\$ 100.00	\$ 1,338.30	59%	59%
INC	\$ 2,570.13	\$ 1,825.00	\$ 1,825.00	\$ 150.00	\$ 745.13	71%	71%
WEX	\$ 103,686.60	\$ 104,091.93	\$ 87,302.39	\$ 16,789.54	\$ (405.33)	84%	100%
TOTALS	\$ 109,556.46	\$ 107,878.36	\$ 91,088.82	\$ 17,039.54	\$ 1,678.10	83%	98%

RAPID RESPONSE 894							
	Budget	Planned	Expenditures	Obligations	Balance	Exp to Plan	Exp + Obl to Plan
OJT	\$ 70,813.00	\$ 79,072.59	\$ 74,677.59	\$ 4,395.00	\$ (8,259.59)	105%	112%
ITA	\$ 141,840.12	\$ 136,764.80	\$ 128,406.80	\$ 8,358.00	\$ 5,075.32	91%	96%
ST	\$ 6,687.00	\$ 6,687.00	\$ 6,687.00	\$ -	\$ -	100%	100%
SS	\$ 20,000.00	\$ 17,254.79	\$ 17,254.79	\$ 1,468.90	\$ 2,745.21	86%	86%
TOTALS	\$ 239,340.12	\$ 239,779.18	\$ 227,026.18	\$ 14,221.90	\$ (439.06)	95%	101%

BRIDGE TO ADVANCEMENT - ECONOMIC TRANSITION GRANT 888 36042							
	Budget	Planned	Expenditures	Obligations	Balance	Exp to Plan	Exp + Obl to Plan
ITA	\$ 86,987.57	\$ 64,026.00	\$ 64,026.00	\$ -	\$ 22,961.57	74%	74%
SS	\$ 59,939.66	\$ 16,994.16	\$ 16,994.16	\$ -	\$ 42,945.50	28%	28%
TOTALS	\$ 146,927.23	\$ 81,020.16	\$ 81,020.16	\$ -	\$ 65,907.07	55%	55%

TRADE 889							
	Budget	Planned	Expenditures	Obligations	Balance	Exp to Plan	Exp + Obl to Plan
OJT	\$ 16,507.92	\$ 16,507.92	\$ 16,507.92	\$ -	\$ -	100%	100%
TOTALS	\$ 16,507.92	\$ 16,507.92	\$ 16,507.92	\$ -	\$ -	100%	100%

Expenditures	\$ 892,787.33
Obligations	\$ 97,873.18
Total	\$ 990,660.51
	\$ 1,115,864.26

80.01%

88.78%

TANF YOUTH CUSTOMERS		94	Average OJT	\$	14.50
OJT		110			
ITA		148			
ST		23			
WEX		124			
TRAINING		405			

## Cameron

	Dislocated Worker	Adult	Out of School Youth	In School Youth	TANF EARN	TANF Youth
Carryover	2	5	2	0	0	2
NEW	5	14	6	1	2	2
<b>Total</b>	7	19	8	0	2	4

**OJT Placements – 9 Placements** – Emporium Borough, North American Tooling, Inc., Pennsylvania Sintered Metals Inc., Mid-Cameron Authority

**ITA 6 Awards** – Northern Pennsylvania Regional College CDL Class A Tanker & Hazmat, Penn State-Fayette Paramedic, Pennsylvania College of Technology Practical Nursing, Triangle Tech Maintenance, Electricity, and Construction Technology Program, Penn State World Campus Online Master of Business Administration

**Work Experience Activity – 10 Opportunities** - Barbara M Brown Memorial Library, Emporium Senior Center, Fuel on Emporium, Northern Tier Community Action Corporation, Pennsylvania Sintered Metals Inc

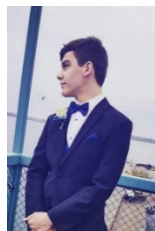
### Workshop Activity - RSW – ReadySetWork

Application and Online Job Search 1	Resume Builder 1	RWS Skills & Strengths 1
Budgeting 1	RSW Get Empowered 1	RWS Succeeding in a New Job 1
Local Career Paths 2	RSW Online Applications 1	RWS The Art of the Interview 1
Optimize Your Resume 1	RSW Resume Writing 2	The Art of Interviewing 1
Virtual Job Club 1		

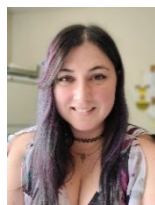
### Outreach Efforts

Presentation to the Cameron County Chamber of Commerce, Presentation at the Cameron County Rotary Meeting, Northern Tier Community Action Corporation – Emergency Rental Assistance Program, Connection to Domestic Relations, Presentation to Seniors at the Cameron County School District, Presentations at Adult Education Classes, Presentation at the LIFT Youth Transitional Conference

### Success Stories



Izeah applied at Pennsylvania Sintered Metals, Inc. for employment and was referred to Title I. He came into the PA CareerLink® to meet with staff to learn about the WIOA Programs and how he could be assisted. He needed work experience and assistance with obtaining his High School Equivalency Diploma. Izeah was enrolled into our Out-of-School Youth and Adult programs. Shortly after enrollment, he was placed on the Work Experience Program at Pennsylvania Sintered Metals, Inc. that he successfully completed then moved into our On-the-Job Training Program with additional responsibilities. He continues to work with the Title II Provider, Adult Education to obtain his High School Equivalency Diploma.



Cassandra came into the PA CareerLink® looking for employment. She attended a WIOA Orientation and soon enrolled in the WIOA Adult Program. She had applied at the Mid-Cameron Authority and started attending PA CareerLink® workshops. After meeting with Judy at the Mid-Cameron Authority, they were interested in hiring Cassandra and utilizing our On-the-Job Training program. Cassandra started in March 2022 and has been adjusting into her new position very well. The monthly progress reports from the Mid-Cameron Authority show improvement in learning each skill needed to become successful in the position.

### Partnership Building

Next Gen Partnerships Healthcare/Social Assistance, Manufacturing and Building/ Construction Trades, Cameron County Chamber of Commerce, Cameron County Rotary, Workforce Spotlight, Adult Education, Northern Tier Community Action Corporation, ARC Program, Pentz Run Youth Services, and Local Transition Council Meetings, LIFT Youth Conference Planning Meetings, County Assistance Office – Human Services, visit from Board Staff at the PA CareerLink®, PA Workforce Development Association Conference

## Clearfield

	Dislocated Worker	Adult	Out of School Youth	TANF EARN	TANF Youth
Carryover	30	17	4	3	8
NEW	50	42	29	2	7
Total	80	59	33	5	15

**OJT – 43 Placements** - Advanced Powder Products Inc., Bell Resources, Bitter Sweet Management LLC, Clearfield Wholesale Paper, Coal Mountain Development, Custom Castings North East Inc., Cutting Edge Machine, Dixon Precast Inc., G-O-Metric, Grauch Enterprises, Inc., Marci Nebgen Integrity Services, Organic Climbing LLC, Tangled Salon, Walker Lumber, We Are Inn LLC

**ITA – 44 Awards** – AAPC, Certified Inpatient Coder; Brockway Ambulance, Hybrid EMT Course; Central PA Institute, Nurse Aide Program, Practical Nursing; Clearfield County Career & Technology Center, Certified Nurses Aid, CDL Class A Basic, Ed2Go Certified Clinical Medical Assistant, Patient Care Technician, Practical Nursing; Edinboro University Ed2Go, Accounts Payable Specialist Certification with Microsoft Excel; Greater Altoona Career & Technology Center, Phlebotomy Technician; Lock Haven University Clearfield Campus, Clinical Medical Assistant, Phlebotomy Technician Program; NuPaths, IT Security Analyst; Penn State University DuBois, Mechanical Engineering Technology; Society for Human Resource Management, SHRM Certificate; Triangle Tech Inc., Maintenance Electricity & Construction Tech, Welding & Fabrication Technology

**Work Experience Activity – 19 Opportunities** - Advanced Powder Products Inc., Bigler YMCA, Eagles Ridge Golf Course, Express Café, Meadows Frozen Custard, Lindsie Wisor State Farm, Tangled Salon, We Are Inn LLC

### Workshop Activity – RSW – ReadySetWork

RSW Conflict Resolution	WIOA Orientation	ITA 101 10
Your Job Search Plan 2	Resume Builder 6	Budgeting 22
Optimize your Resume 17	The Art of Interviewing 14	Application & Online Job Search 17
Computer Basics 1	Local Career Paths 13	Setting Yourself up for Success 5
Virtual Job Club	Personal Finance 1	Learn LinkedIn 4

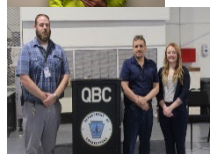
### Outreach Efforts

Court Appointment with Domestic Relations, Connection Cafes, Ongoing Resource Room Assistance, Take Me Out to the Job Fair event and promotion, Mock Interviews with Clearfield Area and Curwensville School Districts, Outreach presentation at Curwensville High School, Presentation during the Elk County Youth Conference, Service review with case manager from Tomorrow's Hope, WEX discussions with representatives of Philipsburg Osceola High School, Coffee & Bananas and Bigler YMCA, Backyard JOB-BQ job fair event and promotion activities, CareerLink® presentation to 150 Philipsburg-Osceola Middle School students

### Success Stories



Thomas was served as a Dislocated Worker looking for a career opportunity. He began completing workshops prior to enrollment. He received funding for the CCCTC CDL Class A Basic Course in March. Thomas benefitted from supportive services for transportation. Thomas was hired by Butler Transport in April, making of \$28.13/hour.



The PA CareerLink® had the honor of presenting to three groups of inmates at the Quehanna Bootcamp reaching a total of 106 inmates. They presented about the entire CareerLink® system, focusing on registering, job search, resumes, partners, WIOA Title 1 and more. They answered any questions while encouraging visiting our facility online and in person. They spent about an hour with each group overviewing the programs and workshops that are available.

**Additional Successes of note this quarter:** There have been six successful ITA and 1 ST completions leading to seven credentials; one successful OJT completion; eight participants exited to employment; and an OSY participant who has passed three of his GED subtests, and obtained his driver's license, allowing him to obtain employment

**Partnership Building:** Monthly court attendance with Domestic Relations, Workforce Spotlight Meetings, Quehanna Boot Camp workshop presentations, Resource Room Assistance, Industry Partnership meetings, Business Service Team Meetings, ARC PROSPER Grant meetings, Office visit from the WIB and members of the Board, State Apprenticeship meeting and follow up, Elk County Youth Conference, Tomorrow's Hope service review, PWDA Conference, WEX discussions with representatives of Philipsburg Osceola High School, Coffee & Bananas and Bigler YMCA, Backyard JOB-BQ job fair



## DuBois

	Dislocated Worker	Adult	Out of School Youth	In School Youth	TANF EARN	TANF Youth
Carryover	13	17	9	0	1	6
NEW	41	39	17	1	2	5
Total	54	56	26	1	3	11

**OJT Placements – 20 Placements** – Brookville Chevrolet Buick Hold, Business On Site Services, Christ the King Manor (apprenticeship), Developac INC., DiLullo Transport Inc., GKN Sinter Metals LLC, The UPS Store, West PA Systems, Niagara Cutter LLC., Proshort Stamping Services, Sintergy, INC., Bell Resources, Superior Energy Resources

**ITA/ST – 25 Awards-** Clearfield EMS Inc., Emergency Medical Technician; Pittsburgh Technical College, Criminal Justice; Clearfield County Career & Technology Center, CDL Class A Basic, Practical Nursing; Butler County Community College, Human Resources Management; Jeff Tech, Automotive Technology, Phlebotomy - Online Ed2Go, Practical Nursing; Triangle Tech, Inc., Welding & Fabrication Technology, New Castle School of Trades; Heavy Equipment Operations w/ Commercial Truck Driving Class

**Work Experience Activity – 11 Opportunities-** Business On Site Services, Christ the King Manor, DuBois Area School District, Goodwill Distribution Center, Goodwill Reynoldsville, Superior Machining INC., The UPS Store, Valley Dairy, YMCA of DuBois

### Workshop Activity - RSW – ReadySetWorkPA

ITA 101 1	Setting Yourself Up for Success 2	Virtual Job Club 5
Optimize your Resume 9	The Art of Interviewing 5	Local Career Paths 1
Personal Finance 1	Resume Builder 5	LinkedIn Learning 3
Application & Online Job Search 9	WIOA Orientation 19	RSW Get Empowered 1
Budgeting 15	RSW Resume Writing 1	Computer Basics 1

### Success Stories



Richard McNally Jr. came to the DuBois CareerLink® in December 2021 to get enrolled into the WIOA Title I Program. During his time in the WIOA Title I Program, Richard has completed virtual workshops and an On-the-Job Training (OJT). Richard started his OJT with Niagara Cutter, LLC. as a CNC Set-up Operator on January 4, 2022. Richard successfully completed his OJT on April 27, 2022. Richard earned a Measurable Skills Gain for a successful OJT. Richard remains working with Niagara Cutter, LLC. as a CNC Set-up Operator.

### Partnership Building

Meeting with DuBois Chamber & DuBois Mall to discuss Hiring Event, Navigating Financial Aid Resources Training, Meeting with PA Director of Apprenticeship and Training Office, Jeff Tech Career Fair, ARC Prosper Grant Staff Training, DuBois Mall Hiring Event, Jeff Tech LPN Advisory Committee Meeting, EO Compliance Training, Manufacturing/Construction Industry Partnership, Healthcare Industry Partnership Meeting, Brockway High School Career Fair Seniors

#### Outreach Efforts

Brockway Financial Reality Fair, Brockway High School Career Fair Seniors, Jeff Tech Career Fair, DuBois Mall Hiring Event, Jeff Tech Senior/Junior Presentations, Brookville High School Career Fair, Manufacturing/Construction Industry Partnership, Healthcare Industry Partnership Meeting, Meeting with Triangle Tech Students

#### Staff at the 5/18/2022 DuBois Mall Hiring Event (picture on right):

- 58 Employers Attended
- 46 Job Seekers Attended
- 237 Interviews Held
- 57 Interviews Scheduled
  - 10 Jobs Offered
- 2 On-the-Job Training Opportunities



## Elk

	Dislocated Worker	Adult	Out of School Youth	In School Youth	TANF EARN	TANF Youth
Carryover	50	3	2	0	2	5
NEW	15	35	11	0	4	6
Total	65	38	13	0	6	11

**OJT – 10 Placements** – Amphenol Thermometric Inc, Bear MFG, Blue Water Thermal Solutions, One of a Kind Design LLC, Penn Highlands Elk, Pentz Run Youth Services, Dominion Powdered Metals, Inc., Asti Specialized LLC, White Oak Laboratory

**ITA – 17 Awards** – Butler County Community College at Brockway Business Management, California University of Pennsylvania Sociology-Social Deviance, Clearfield County Career and Technology Center Practical Nursing, Ed2Go Value Suite/ Administrative Assistant Suite, Jeff Tech Maintenance Electricity and Construction Tech also HVAC, Northern Pennsylvania Regional College Associate of Applied Science, Triangle Tech Inc Maintenance Electricity, Barber Trucking Inc and Jeff Tech CDL A Training, Northern Pennsylvania Regional College Class A Commercial Driver's License – 160 Hours, Jeff Tech Heating, Ventilation, Air Conditioning and Refrigeration, Clearfield County Career & Technology Center CDL Class A Basic

**Work Experience Activity – 15 Opportunities** - Elk County Powdered Metal Inc, Elk County Community Recycling Center, Goodwill St Marys, Johnsonburg Public Library, Mandy Taylor Cleaning LLC, PA CareerLink® Elk County, White Oak Laboratory, Boys and Girls Club of St. Marys, Johnsonburg Community Center

### Workshop Activity

Application and Online Job Search 8	Linked In 1	Setting Yourself Up for Success 5
Budgeting 4	Local Career Paths 4	The Art of Interviewing 7
Computer Basics 1	Optimize Your Resume 8	Virtual Job Club 13
ITA 101 2	Resume Builder 4	

### Outreach Efforts

Open interviews at Elk County CareerLink®: Eastern Sintered Alloys, Abraxas Youth and Family Services, Morgan Advanced Materials, MPP, Gasbarre. Domestic Relations Office- Post court meetings providing clients with CareerLink® services, Mock Interviews at the Ridgway and Saint Marys High Schools, Empowering Women Conference, Outreach to the Elk County School Districts about Youth Programs, Northern Tier Community Action Corporation about the Emergency Rental Assistance Program, Presentations at Adult Education Classes, Presentation at the LIFT Youth Transitional Conference

### Success Stories



David decided on a career path with a CDL and contacted the CareerLink® in search of assistance for training and employment. David participated in several workshops offered through the CareerLink®. He began truck driver training at Jeff Tech in November 2021, which concluded January 2022. David met weekly with the Business Services Consultant for assistance in securing employment as a CDL Driver. He interviewed with several employers, and Asti Specialized LLC offered him employment through WIOA's On-the-Job Training (OJT) Program. David began employment on Monday, April 11, 2022 and successfully completed the OJT with Asti Specialized LLC on May 24<sup>th</sup>, 2022, where he continues his employment. His evaluation reports show he has improved immensely in a short period of time. David is enjoying this new career path and says, "It's interesting, challenging, and full of possibilities."



Shane visited the CareerLink® seeking training after he was laid off. He was interested in CDL and had been in contact with Clearfield County Career and Technology Center (CCCTC) regarding their Truck Driver Training Program. Shane participated in WIOA Title I Orientation and was enrolled as an Adult and Dislocated Worker. He was successful in meeting the required scores on a TABE assessment and attended workshops offered through the CareerLink® to prepare him for training and employment. Shane was accepted into the May 2022 class with CCCTC and utilized an Individualized Training Account and supportive services. He completed training and obtained his Class A CDL. Shane is currently in the process of obtaining employment with a local company and hopes to start in the next few weeks.

**Partnership Building:** Next Gen Partnerships Healthcare/Social Assistance, Manufacturing and Building/ Construction Trades, Domestic Relations Contempt Court Hearings, Workforce Spotlight, Local Transition Council Meetings, LIFT Youth Conference Planning Meetings, ARC Program, Pentz Run Youth Services, Community Education Center, County Assistance Office – Human Services, visit from Board Staff at the PA CareerLink®, PA Workforce Development Association Conference

## Jefferson

	Dislocated Worker	Adult	Out of School Youth	In School Youth	TANF EARN	TANF Youth
Carryover	7	13	8	0	0	6
NEW	10	9	12	1	13	6
Total	17	22	21	1	13	12

**OJT Placements –5 Placements** – ML Screenprinting, Christ the King Manor (apprenticeship), Utilities & Industries

**ITA –17 - Awards** – Clearfield County Career & Technology Center, Practical Nursing; Indiana County Technology Center, Commercial Driver Training (CDL - Class A); Jeff Tech, Diesel & Heavy Equipment Technology, Practical Nursing (3 apprenticeship); The Rapha School LLC, Practical Nursing Program; Triangle Tech, Inc. Maintenance Electricity and Construction Technology

**Work Experience Activity – 12 Opportunities** – Brookville YMCA, Goodwill Punxsutawney, Knox Township, ML Screen Printing, Punxsy Pizza, Randy Davidson Trucking INC. and Punxsutawney Memorial Library

**Workshop Activity** – RSW – ReadySetWork

RSW Conflict Resolution 1	Setting Yourself Up for Success 1	Virtual Job Club 2
Optimize your Resume 2	The Art of Interviewing 4	Local Career Paths 1
RSW Skills and Strengths 1	Resume Builder 1	PA CareerLink® Resume 3
Application & Online Job Search 1	Connection Cafe 1	RSW Get Empowered 1
Budgeting 4	RSW Effective Communication 1	RSW Online Applications 1

### Outreach Efforts

Jeff Tech Advisory Council meeting and Career Fair; Brookville Jr/Sr High Career Fair; Jeff Tech WIOA presentation to seniors and juniors; Manufacturing/Construction Industry Partnership, Healthcare Industry Partnership Meeting; DuBois Mall Hiring Event; Brockway High School Career Fair Seniors

### Partnership Building

Navigating Financial Aid Resources Training; Jeff Tech Career Fair, ARC Prosper Grant Staff Training, DuBois Mall Hiring Event, Jeff Tech LPN Advisory Committee Meeting, EO Compliance Training, Manu/Construction Industry Partnership, Healthcare Industry Partnership Meeting, Brockway High School Career Fair Seniors

### Success Stories

Richard Cherico enrolled in the Title I WIOA adult program after completing one semester at Triangle Tech in the maintenance electricity and construction technology program since he was having difficulty with the cost of training beyond his student aid. Once enrolled in WIOA Richard worked with his Talent Development Specialist to complete the steps and receive approval for funding assistance to help continue his training. He utilized supportive services to assist with the cost of traveling to and from training. Richard achieved an Associate in Specialized Technology in February 2022 with an overall GPA of 3.65. Richard was able to utilize his new skills working full time as an electrician with a local employer, Jewell Electric.

Cole was enrolled in the TANF program early in 2020. While working with staff on a work experience site the COVID 19 Pandemic changed plans for him. Cole participated in a virtual 3 week program that focused on preparing youth for employment as well as a mentoring program (RAMP) that provided unique opportunities for youth to work with local leaders. Through TANF funding Cole completed a work experience with a local pizza restaurant in the fall of 2021. Cole did very well with learning the duties and even helped train new staff there. As part of his senior year, Cole participated in a co-op program for class credit with a local screen printing company utilizing his shop skills. Cole achieved his high school diploma from Jeff Tech on June 1, 2022.



## McKean

	Dislocated Worker	Adult	Out of School Youth	In School Youth	TANF EARN	TANF Youth
Carryover	10	23	8	0	6	9
NEW	23	43	13	1	12	9
Total	33	66	21	1	14	18

**OJT – 8 Placement** - Kessel Construction, SuperUser Technologies

**ITA/ST– 16 Awards** - Northern Regional Community College, CDL; Venango Technology Center, LPN; BOCES, Phlebotomy, Medical Assistant; Pennsylvania College of Technology at Penn State, LPN; Jeff Tech, LPN, Buffalo Tractor Trailer Institute

**Work Experience Activity – 31 Opportunities** – Bradford Area School District, Bradford Window, Hennard Construction, Eldred Borough, Fox’s Pizza, GGB, Kane Police Department, Kane Volunteer Fire Department, McKean County Juvenile Probation/Boondocs Program, McKean County Planning Commission, Open Arms Church, Rick’s Auto, Bradford Save-A-Lot, Seneca Highlands CTC, The Daily Bread, YMCA, YWCA, Bradford Area Public Library, Kasson Gravel, Northern Tier Community Action Corporation Head Start

**Workshop Activity** - RSW – ReadySetWork

Applications & Online job search 2	ITA 101 2	Local Career Paths 4
Budgeting 2	Optimize Your Resume 1	Art Of Interviewing 3

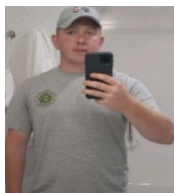
## Outreach Efforts

Aveanna, Beacon Light Behavioral Health System, Georgia Pacific, Kessel Construction Inc., McKean County Planning Commission, The City of Bradford, Walker Business and Staffing Services, McKean County Jail, Futures Rehabilitation Bradford Area School District, Guidance Center, Seneca Highlands CTC, Jamestown Community College, Northern Pennsylvania Regional College, YMCA, YWCA, Open Arms Church, Bradford Save-A-Lot, McKean County Juvenile Probation, SuperUser Technologies, Fox’s Pizza –Port Allegany, Bradford Public Library, Pennsylvania College of Technology-Williamsport, Venango Technology Center, Buffalo Tractor Trailer Institute, MedCerts

## Success Stories



Keith is an out of school youth and a single parent looking for work. Keith enrolled in WIOA Title I and was placed in a work experience with Kasson Gravel on May 28, 2022. Keith completed his work experience on May 19, 2022 and will be exited to employment. Keith had received a raise in pay after his work experience completion and works 40 plus hours a week. Keith enjoys his job at Kasson Gravel and is thankful for the opportunity to received supportive services and long- term employment.



Jacob came into the PA CareerLink® looking for a higher wage paying job. Jacob has always been interested in obtaining his CDL license. Jacob was enrolled with WIOA Title I as an Adult and completed all requirements for the program. Jacob attended Northern Pennsylvania Regional College March 7<sup>th</sup> and successfully completed and obtained his CDL Class A license on April 14, 2022. Jacob found employment with Interstate Transport Inc and was exited to employment May 9<sup>th</sup>, 2022. Jacob is very thankful for the services provided to him through WIOA Title I program.

## Partnership Building

McKean County Redevelopment & Housing Authority, Jamestown Community College, NBBTI, The Guidance Center, County Assistance Office, McKean County Community Service, McKean County Jail, Zippo, Case Cutlery, Bradford Area School District, Local Transition Council, McKean County Human Resource Group, University of Pitt Bradford, Bradford Area Public Library, Georgia Pacific, Port Allegany Junior/Senior High School, Seneca Highlands Vocational School



## Potter

	Dislocated Worker	Adult	Out of School Youth	In School Youth	TANF Earn	TANF Youth
Carryover	7	4	7	0	0	6
NEW	16	35	28	0	1	9
Total	23	39	35	0	1	15

**OJT – 11 placements** – Cornerstone Abstract & Settlement, Leslie Septic System, Kightlinger Motors Inc, Pennsylvania Sintered Metals Inc, Catalus Corp, Sweden Valley Manor, Buchanan Brothers Pharmacy, Ultimate Power, Protektor Model

**ITA/ST – 10 placements** – Pennsylvania College of Technology, Indiana county Technology Center, CA BOCES, Northern Pennsylvania Regional College, CDL - Class A Tanker and Hazmat

**Work Experience Activity Opportunities – 10 Opportunities** - Buchanan Brothers, Goodwill Industries, Sweden Valley Manor, Galeton Public Library, Hotel Crittenden, Kightlinger Motors Inc, Oswayo Valley High School, Austin Borough, Leslie Septic, Northern Potter School, The Corner Café, PA Pellets

### Workshop Activity - RSW – ReadySetWork

Application and Online Job Search 2	RSW Effective Communication 2	Setting Yourself Up for Success 8
Budgeting 1	Resume Builder 1	The Art of Interviewing 1
Optimize your Resume 2		Your Job Search Plan 4

### Outreach Efforts

Potter County Women's Rehabilitation Center, Port Allegany High School Career Day, Baxter's Plumbing, Hamlin Bank and Trust, Cornerstone Abstracting, Roulette Borough, Coudersport Borough, Coudersport High School

### Success Stories



Mike came into the CareerLink® seeking assistance with his unemployment after his hours were reduced at work. During conversations with Mike it was learned that his current job takes him away from home several days at a time and his family prefer he obtain employment that allows him to be home. CareerLink® staff discussed many local employment opportunities with him. Mike revealed to CareerLink® staff that he doesn't have a high school diploma and several employers in our area require a high school diploma for consideration to employment. Mike was very interested in working with Title II to complete his GED. Mike was enrolled with Title II to start the process of attaining his GED and then enrolled with Title I to assist in preparing for a new job through CareerLink® workshops. Mike was determined to make himself more employable and was able to complete his GED after working with Title II for only two weeks. A measurable skill gain and credential was captured on Mike completing his GED. Mike is actively pursuing different employment and has reported having several job interviews.

### Partnership Highlight

WIOA Title I and Title II Adult Education have had much success in partnering to support those seeking the High School Equivalency Diploma during this quarter. Customers benefitted from career counseling and supportive services from Title I and educational instruction from Title II. Congratulations to Mike, Joshua, Olivia, Flint, Addison, and Kelvin on successfully passing the GED.



# WIOA Title I Performance Outcomes

## 3rd Quarter PY 2021 Program Year-to-Date Results

### Statewide

	Adult				Dislocated Worker				Youth				Average Indicator Score
	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved	
Employment Rate (2nd Quarter)	1,767 2,560	69.0%	75.0%	92.0%	1,947 2,588	75.2%	78.0%	96.4%	887 1,392	63.7%	66.0%	96.5%	95.0%
Employment Rate (4th Quarter)	1,975 3,021	65.4%	71.0%	92.1%	2,020 2,730	74.0%	78.0%	94.9%	1,316 2,146	61.3%	60.0%	102.2%	96.4%
Median Earnings (2nd Quarter)	- -	\$6,861	\$5,800	118.3%	- -	\$8,967	\$8,000	112.1%	- -	\$3,550	\$2,750	129.1%	119.8%
Credential Attainment Rate	667 984	67.8%	58.0%	116.9%	793 1,054	75.2%	59.0%	127.5%	833 1,423	58.5%	72.0%	81.3%	108.5%
Measurable Skill Gains	1,082 2,098	51.6%	38.0%	135.8%	1,174 1,900	61.8%	33.0%	187.3%	1,134 2,268	50.0%	57.0%	87.7%	136.9%
Average Program Score				111.0%				123.6%				99.3%	✓

### North Central

	Adult				Dislocated Worker				Youth				Average Indicator Score
	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved	
Employment Rate (2nd Quarter)	117 158	74.1%	76.0%	97.5%	138 170	81.2%	84.0%	96.7%	70 105	66.7%	66.0%	101.1%	98.4%
Employment Rate (4th Quarter)	116 158	73.4%	78.0%	94.1%	116 156	74.4%	86.0%	86.5%	78 107	72.9%	66.0%	110.5%	97.0%
Median Earnings (2nd Quarter)	- -	\$6,417	\$4,800	133.7%	- -	\$8,286	\$7,650	108.3%	- -	\$4,155	\$2,800	148.4%	130.1%
Credential Attainment Rate	35 46	76.1%	75.0%	101.5%	41 56	73.2%	70.0%	104.6%	7 20	35.0%	66.0%	53.0%	86.4%
Measurable Skill Gains	103 147	70.1%	42.0%	166.9%	87 112	77.7%	31.0%	250.6%	29 63	46.0%	35.0%	131.4%	183.0%
Average Program Score	118.7%				129.3%				108.9%				✓

#### Notes:

- 1) Per TEGL 26-15, baseline indicators are those for which states were not required to propose negotiated levels for Program Years 2016 and 2017. These indicators will not be used in the end of the year performance calculations and will not be used to determine failure to achieve adjusted levels of performance for purposes of sanctions.
- 2) The first results for Employment Rate (4th Quarter) and Credential Attainment Rate became available with the release of the 3rd Quarter PY 2017 reports in May 2018.



# Action Items – June 22, 2022

## From Committees:

### 1. Executive Committee Meeting –

- a. Local Workforce Plan Modification Submission
- b. Title change from Career Counselor to Project Coordinator
- c. Revised PTO Schedule
- d. Performance Increases effective July 1, 2022

### 2. Finance Committee Action Items:

- a. Approval of the PY21 revised WIOA budgets
- b. Approval of the PY22 Workforce Solutions Budget
- c. PY22 allocations for EQUUS
- d. Approval if the PY22 PA CareerLink® Operating Budgets
- e. Approval of the Workforce Solutions Financial Management Policies

### 3. Policy and Performance Committee:

- a. Approval of the Business Service Guidance to now become Policy for all PA CareerLink centers Business Service Teams. The policy includes the addition of new goals and performance measures including the engagement of new employers, visits and assessments of employers, Industry Partnership participation and the holding of hiring events.
- b. Approval of the revised OJT Policy which includes an increase of the minimum OJT wage to \$14.50 (up from \$12.00) per hour for all OJT contracts.
- c. Approval of the revised Transitional Jobs Policy which includes an increase of the minimum Transitional Jobs wage to \$12.00 (new policy) per hour.
- d. Approval of additional policies including: Adult Priority of Service, WIOA TANF Youth Development and WIOA Youth Eligibility Policies.

### 4. WDB Member Re-Appointments – 7/1/2022 – 6/30/2025

Catherine Bartruff, Chief Financial Officer, Allegheny Contracting LLC  
Kate Brock, Executive Director, CEC for Elk and Cameron Counties  
Corine Christoff, Chairperson, Vice President of Human Resources, APG  
Buddy Franklin, Assistant Business Manager, IBEW Local Union #5



Leslie Neal, Elk County Director of Veterans Affairs  
Kimberly Whiting, Mortgage Loan Originator II, Citizens and Northern Bank

## **5. New Member Appointments – 7/1/2022 – 6/30/2025**

James Chorney, Executive Director, North Central Regional Planning and Development Commission (NCPRPDC)  
Ashley Gerg, HR Site Partner, Collins Pine/Kane Hardwood  
Karen Costello-Pecht, Human Resources Coordinator, Control Chief Corporation  
Jungwoo Ryoo, PH. D. Chancellor and Chief Academic Officer, Penn State University-DuBois

## **6. Resignations– effective 6/30/22**

Sarah Hayden, Director of Human Resources, American Refining Group, Inc.  
David Steele, Director, Area Office on Aging  
Brad Lashinsky, Penn State University - DuBois Launchbox  
Dr. Ping Werner, Penn State University - DuBois

Quarterly Workforce Board Report										
4th Quarter 2021-2022										
April 1, 2022 to June 3, 2022										
	Clearfield	DuBois	Elk & Cameron	Jefferson	McKean	Potter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Calls	535	483	444	208	376	245	5168	2861	3318	2291
Employer Services	187	312	210	200	259	91	520	260	20	1259
Walk-Ins	725	312	418	235	466	248	8839	3261	3509	2404
EARN	7	0	0	23	2	0	70	35	107	32
Ex-Offender	1	1	0	15	1	1	0	0	29	19
55 and Older	0	0	0	66	0	0	0	0	110	66
Youth	41	18	21	25	20	18	108	54	130	143
Enrolled in PA CareerLink	11	1	0	66		18	34	17	130	96
Veterans	1	7	0	8	32	10	92	46	104	58
BWPO	235	239	322	65	58	197	2211	1295	1345	1116
Adult Education	69	29	14	0	145	70	530	265	348	327
OVR	53	36	2	15	53	7	242	143	108	166
Equus	290	287	134	29	123	64	1350	121	957	927
UC	530	312	287	198	203	91	9660	2961	3075	1621
UCER	0	0	4	4	0	0	4	2	28	8
OTHER	189	84	73	109	228	73	1012	506	750	756
*Customers may be reflected in more than one catagory										
Satisfaction Survey Results										
Customer Satisfaction Survey Results, Quarters 1					86%					
Customer Satisfaction Survey Results, Quarters 2					95%					
Customer Satisfaction Survey Results, Quarters 3					96%					
Employer Satisfaction Survey Results, Quarters 4					94%					
NEW BUSINESSES										
Clearfield - Mountain Laurel Healthcare (new owners) , Headwaters Charitable Trust, World Wide Equipment Co, Dunkin Donut (new owners), Barbara Gillingham Daycare, Holiday Inn Express & Suites, Bergeys Truck Center, 768 Roof LLC, RAC (Rent A Center), Swisher Concrete Products Inc, Clearfield Industrial Brake LLC, Roses Department Store.										
DuBois- Angry Goat Enterprises, LLC, Klaiber Construction, Mark T. Sullivan Company, Inc.										
Jefferson - Demans, Inc; M&K Truck Centers; Warren Pump and Supply Co; Fleming Contracting; Arby's #6114 Brookville; Summerville Eats & Treats, LLC; Loves Travel Stop; O'Reilly Auto Parts Brookville										
McKean - Micale Fabrications Inc, Dan Gardner, Quality Inn & Suites, Siemens Energy, Minich Electric LLC, NexGen Environmental, WMP Eldred LLC										
Potter - North Penn Supply Quarries, LLC, Appalachian Basin Land Resources, Francis Douth										
BUSINESSES CLOSED										
Clearfield - Bob's Army Navy, Marion Manor II, Garage Door Plus										
BUSINESSES DOWNSIZED/LAYOFF										
Clearfield - Rev Hoopes										
BUSINESSES INCREASE/RECALL										
Clearfield GEO Corrections, Centric Maching Solutions, PMG Pannsylvania Corporation, Cleaveland Brothers, Bell Resources, Walker Lumber, Martell Glass.										
DuBois - Falls Creek Powdered Metals, Inc, DuBois Central Catholic, Goodwill Industries of North Central PA, Abarta Coca-Cola Beverages, LLC,										
Niagra Cutter, LLC, DiLullo Transport, Inc., Pentz Run Youth Services, One Stop Convenience Stores, Inc.										

**Jefferson - Miller Welding & Machine, Smith Hauling, Plyler's At Your Service**

**SPECIAL EVENTS**

**Clearfield - Held "Backyard JOB-BQ" summer job fair. CareerLink presentation was held at the Quahanna Bootcamp.**

**DuBois - Held hiring Event at the DuBois Mall. Open interviews at CareerLink - ESS. Staff attended Career Fairs at Brookville HS, Jeff Tech, and Brockway HS. Staff attended first Financial Literacy Reality Fair at Brockway HS. Staff attended PWDA Conference.**

**Elk - Open interviews held at the PA CareerLink within the quarter for the following employers Gasbarre, Morgan AM&T, Abraxis, Eastern Sintered Metals, and Manpower.**

**Jefferson-Career Days Jeff Tech. Career Fair Brookville Area Junior and Senior High. Staff met with Brockway High School Juniors and Seniors to discuss job opportunities for the upcoming summer. Attending Hiring event at the DuBois Mall.**

**McKean - Open Interviews at the PA CareerLink for the quarter were held for UPMC, Zippo, Georgia Pacific. Staff also attended the Port Allegany HS careerDay event as well as the UPB job fair**

**Potter - Open interviews were held at the CareerLink for the following; UPMC twice, Spherion, Morgan twice. Staff also attended the Job fair at Port Allegany HS as well as Career Day at Oswego Vally HS**

**ISSUES AND/OR CHALLENGES**

**Clearfield- The fuel prices are causing some employers to consider layoffs rather than pay the fuel costs.**

**McKean - Employers continue to share frustrations with the lack of job seekers but they are pleased we are working with them to help during these unique times. Our most successful tool is "open interviews" hosted at each CareerLink.**

## May 13, 2022, Port Allegany High School Job Fair, PA CareerLink® McKean County

14	Number of employers/organizations who actually attended
18	Number of Job Seekers who registered with the CareerLink CWDS
2	Number of jobs offered

## May 18, 2022, Mall Job Fair, PA CareerLink® Clearfield County at DuBois



58	Number of Employers registered to attend
55	Number of employers/organizations who actually attended
46	Number of Job Seekers who attended
13	Number of Job Seekers attending who are currently employed
22 already registered	Number of Job Seekers who registered with the CareerLink CWDS
237	Number of Interviews held
57	Number of Interviews scheduled
10	Number of jobs offered – 2 On the Job Training Opportunities

## May 19, 2022, Backyard JOB-BQ, PA CareerLink® Clearfield County at Clearfield, 2:30-5:30



**IMPORTANT TO NOTE:** Almost every staff person contributed either financially or with personal time for the JOB-BQ to take place. Homemade treats were made for the customers and employers. The land next to the CareerLink was donated for free use for the event. Duncan Donuts provided multiple boxes of free goodies for everyone. Hamburgers and hot dogs, multiple bags of chips, cases of water, 2 liters of Pepsi products, paper plates, utensils and napkins were all purchased by the staff and provided for free to everyone attending the event. Staff also brought a hamburger grill and a hot dog cooking machine with all of the extension cords and fixtures to make things work for the event. To finish it off, a dancing tube man "skywalker" was placed along the road and a local ice cream vendor truck was able to provide many treats for a minimal cost. The event was held after normal working hours from 2:30 to 5:30 p.m. Every effort was made to recruit local students for these available summer jobs. Professional flyers were printed and hand delivered to Clearfield, Philipsburg, Houtzdale,

Curwensville, West Branch and the Clearfield Alliance School. Multiple Facebook post and tik tok promotions were also used in an effort to recruit customers to the event. A commercial on the radio was purchased and played on multiple stations over four days prior to the event. Overall, the employers recognized the effort of our team and were very appreciative of the candidates they did get to see during the event.

18	Number of Employers registered to attend
10	Number of employers/organizations who actually attended
32	Number of Job Seekers who attended
Unknown	Number of Job Seekers attending who are currently employed
100%	Number of Job Seekers who registered with the CareerLink CWDS
7	Number of Interviews held
4	Number of Interviews scheduled
4	Number of jobs offered



## **Workforce Solutions Staff Overview of Activities 4<sup>th</sup> Quarter – April through June 2022**

1. New workforce development board member recruitment and orientations held during May and June. We look forward to 4 new board members beginning in July 2022.
2. Submitted local plan modification to Labor and Industry. The modification included changes to staff, committees, operator, organizational chart, youth as well as some programmatic changes.
3. All workforce policies continue to be revised including the following: Local Oversight Policy, Adult Priority of Service; WIOA Eligibility and Self-Certification and Telephone/Document Inspection Verification Policy, Transitional Jobs; Work Based Training; Business Services; OJT; Registered Apprenticeship Guidance; and TANF Youth. All policies are on our current website and will be transitioned to our new website upon release of the site. [www.workforcesolutionspa.org](http://www.workforcesolutionspa.org).
4. Website re-development and PA SIX website social media roll out.
5. Partnered in the Energy Efficiency Roundtable on Lighting and Controls webinar with NCPRPDC which was held on June 7, 2022.
6. Distributed monthly labor market information to PA CareerLink® business service teams.
7. Monitoring and Oversight: Fiscal Monitoring of Subcontractor, One Stop Operator Monitoring, Youth Program Elements and System of Record Monitoring, OJT and Participant File Monitoring were completed during this quarter. Monitoring of PA CareerLink center will be completed by the end of July.
8. Staff attended the annual PA Workforce Development Association (PWDA) Conference in Hershey with several staff preparing and presenting a workshop titled: *"How Leveraging Funding and Collaboration is Working in Rural PA"*.
9. Tours of PA CareerLink® visits throughout the region were held with several Workforce Development Board members and CEO board members attending.
10. ARC INSPIRE Grant – Prosper from Recovery to Career work continued with 2 employer training sessions held and a third session to commence on June 27<sup>th</sup> with guest speaker Greg Shirk from Labor and Industry presenting on Federal Bonding and Tax Credit benefit for employers who hire individuals with barriers, including those who are in recovery from SUD. There are currently 9 Job seekers/customers participating in supportive services provided. Staff presented at Regional Appalachian Regional Commission SUD advisory council on May 12.

11. Business Engagement – Convened Industry Partnership meetings for Manufacturing and Building/Construction in conjunction with PA CareerLink® in Clearfield- May 11; Healthcare and Social Assistance partnership meeting convened on May 18.
12. Business Education Partnership Activities: Philipsburg-Osceola Career Days for several grade levels were held with 7 employers participating including We Are Inn, Penn Highlands Healthcare, Advanced Powder Products, Grauch Enterprise, PA CareerLink® and Beverage-Air.
13. In collaboration with the Riverview Intermediate Unit 6, “Meet a professional in Rural PA”, an initiative of Remake Learning days was held. Representatives from Phoenix Sintered Metals, Superior Energy, Varischetti Holdings, Miller Fabrication Solutions, Dickinson Center Inc., and Allegheny Hardwood Utilization Group (AHUG) provided virtual presentations to schools for the can be seen at [www.carlthecareerbear.com/videos](http://www.carlthecareerbear.com/videos).
14. Collaboration with Priority First Credit Union for the first annual Financial Fair at Brockway High school. Video can be found at [www.carlthecareerbear.com/videos](http://www.carlthecareerbear.com/videos).
15. Staff have coordinated with training providers and industry sector partners to petition the state to add 10 occupations to the 2022 High Priority Occupation (HPO) list that is currently drafted. If approved, this will increase the number of training programs/occupations eligible for WIOA Title I funding.
16. Staff facilitated discussions between the Employment, Advancement and Retention Network (EARN) program provider and county assistance offices across the region to address state wide concerns of the Department of Human Services. This effort has resulted in a plan for staff from all County Assistance Offices (CAOs) to come together with our EARN provider in an exchange of information and cross training event for the first time ever. This event is slated for July and should result in better communication between the CAOs and the EARN provider, which should then lead to improved services to customers, and an increase in referrals.
17. An award was made to the St. Marys Area School District’s Pre Apprenticeship development for the Dutch Manufacturing program from our PA SMART Pre Apprenticeship Grant.
18. Staff attended the Press Conference on Dutch Manufacturing program for SMAHS; Supporting the project as a key partner to provide funding for curriculum development for a Pre-Apprenticeship initiative to compliment the Dutch MFG initiative.
19. Completed the purchase of items for all PA CareerLink® centers for Labor and Industry’s Sprucing up the PA CareerLink® centers. We also secured funding for new TTY and Braille telephones for all centers as well as Fusion Software.



Figure 1 Philipsburg-Oscoela Career Day implemented by Colleen Precht, Project Coordinator



Figure 2. Pam Streich met with Jungwoo Ryoo, Chancellor of Penn State DuBois. JR will be joining the North Central Workforce Development Board effective

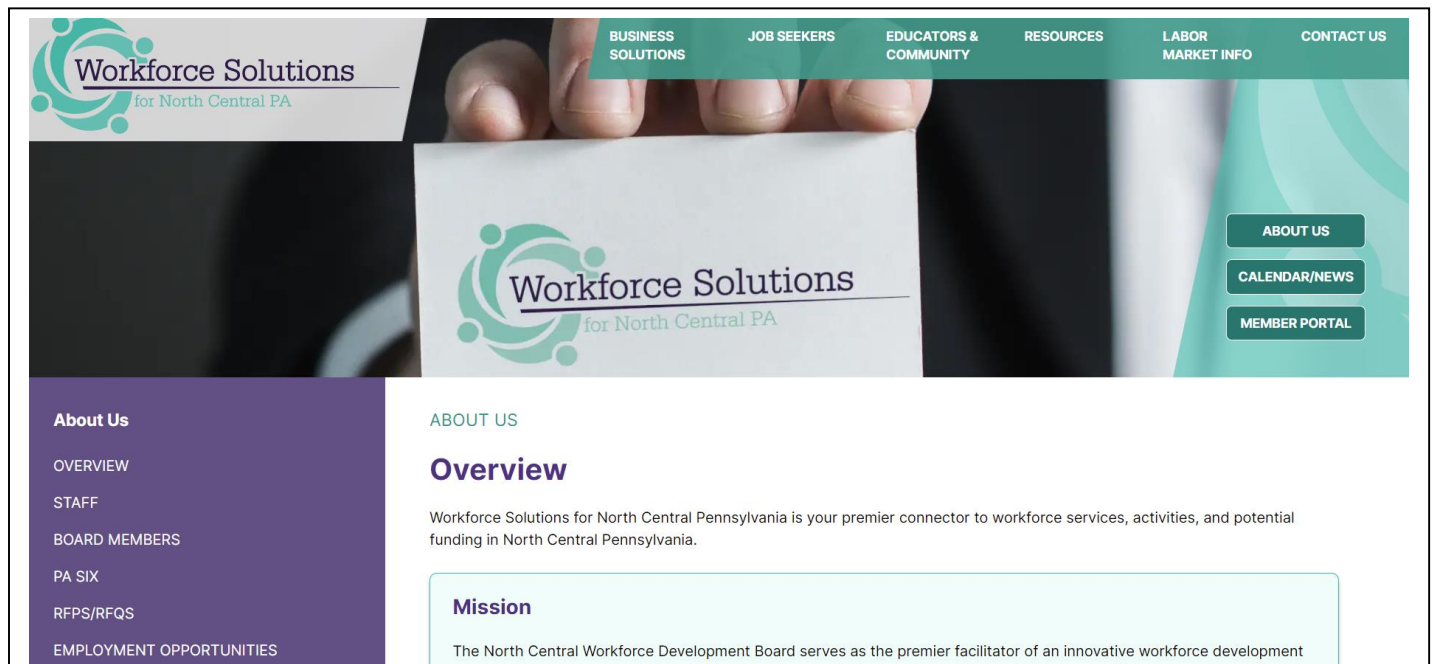
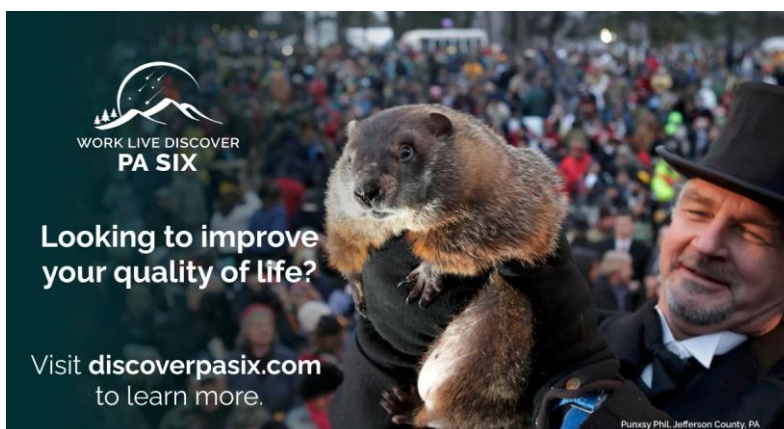
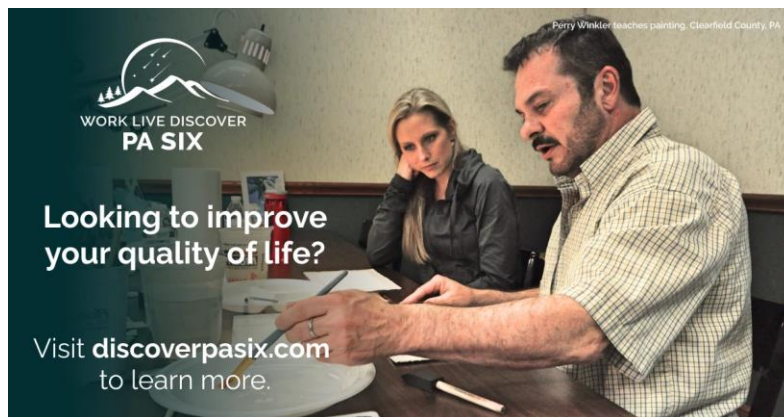


Figure 3 – A quick glance at what the new and improved Workforce Solutions for North Central PA website will look like!



**PA SIX! Work Live and Discover PA SIX: Here are a few of the social media posts you will find on several social media outlets including Facebook, Linked In and Twitter**



# DISABILITY INCLUSIVE WORK ENVIRONMENT

## RESOURCES FOR EMPLOYERS

**What's the third largest market segment in the U.S.?** The answer might surprise you. It's not a particular race, gender, or cleverly named age cohort. **It's people with disabilities.** The size of this population—**more than 50 million strong**—surpasses Hispanics, Black Americans and Asian Americans, as well as Generation X and teens. Add in their families and friends, and you're looking at **billions of dollars in purchasing power**, not to mention a pipeline of dedicated workers.

There are many resources available to employers to ensure a disability inclusive work environment, here are a few.....

### Employer Assistance and Resource Network on Disability Inclusion (EARN)

[Askearn.org](http://Askearn.org)

This website offers information and video training on each of the topics in this organizational wheel:



## **Creating a Mental Health-Friendly Workplace**

<https://askearn.org/learning-center/course/mental-health-friendly-workplace>

Mental health conditions impact one in five American adults each year. EARN's Mental Health Toolkit is a gateway to background, tools and resources that can help employers learn how to support workplace mental health and wellbeing and cultivate a welcoming and supportive work environment for all employees, including those with mental health condition. In addition to the toolkit, EARN offers this short course to help employers learn more about strategies for supporting worker mental health and wellness. It includes additional resources to build knowledge around the topic, such as common accommodations for employees with mental health conditions.

## **The Job Accommodation Network (JAN)**

[askjan.org](http://askjan.org)

JAN is the leading source of free, expert and confidential guidance on job accommodations and disability employment issues. JAN offers a variety of training options for employers including both live and online options.

## **The Partnership on Employment & Accessible Technology (PEAT)**

[peatworks.org](http://peatworks.org)

PEAT's mission is to foster collaborations in the technology space that build inclusive workplaces for people with disabilities. PEAT's vision is a future where new and emerging technologies are accessible to the workforce by design.

## **The Partnership on Inclusive Apprenticeship (PIA)**

[inclusiveapprenticeship.org](http://inclusiveapprenticeship.org)

There are significant financial benefits to offering an inclusive apprenticeship program and hiring people with disabilities as apprentices. Apprenticeship intermediaries are eligible for incentives to support their programs and reduce costs, and, in turn, employers who make inclusion a priority and actively recruit and hire apprenticeship graduates (especially those with disabilities) can save time and money throughout all stages of the employment process.





*Office 2016 Office 2016 for Mac Microsoft 365 for home Office for business*

## **MAKE YOUR CONTENT ACCESSIBLE TO EVERYONE WITH THE ACCESSIBILITY CHECKER**

Unlock your content for everyone. Many Microsoft products include an **Accessibility Checker** that finds accessibility problems and lists suggestions, whether using Microsoft WORD, Power Point, or Outlook, the process is the same.

The Accessibility Checker is easy to use and verifies your file against a **set of rules\*** that identify possible issues for people with disabilities and classifies each issue as an error, warning, or tip.

You will find a 1 minute “How-To” video along with links to more information by opening the link below. If the link fails to work, copy and paste the link to your browser:

<https://support.microsoft.com/en-us/office/make-your-content-accessible-to-everyone-with-the-accessibility-checker-38059c2d-45ef-4830-9797-618f0e96f3ab>

The Accessibility Checker **set of rules** identifies possible issues for people who have disabilities and are classified based on severity.

- **Error.** Content that makes the document difficult or impossible to read and understand for people with disabilities
- **Warning.** Content that in most (but not all) cases makes the document difficult to understand for people with disabilities
- **Tip.** Content that people with disabilities can understand but that could be presented in a different way to improve the user’s experience
- **Intelligent Services.** Content that is automatically made accessible by AI, and that you should review for accuracy and context

**NOTE:** The Accessibility Checker has limitations. It is still important to review content and consider your audience.