

	<b>NORTH CAROLINA DEPARTMENT OF COMMERCE DIVISION OF WORKFORCE SOLUTIONS</b>
	<b>DWS POLICY STATEMENT NUMBER: PS 04-2016</b>
	<b>Date: March 14, 2016</b>
	<b>Subject: Local and Regional Area Plan Instructions for Program Year 2016-2020 under Title 1 of the Federal Workforce Innovation and Opportunity Act (Public Law 113-128)</b>
	<b>From:</b>  <hr/> William H. Collins, Jr., Assistant Secretary for Workforce Development

**Purpose:** To transmit the Division’s Program Years 2016-2020 Local and Regional Area Workforce Innovation and Opportunity Act (WIOA) Title 1 Plan Instructions.

**Background:** Program Year (PY) 2016 (July 2016 – June 2017) is the first year of the WIOA Four-Year Plan. At the end of the first two-year period of the four-year local plan, each local board shall review the local plan and the local board, in partnership with the chief elected official, shall prepare and submit modifications to the local plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan. [WIOA Section 108(a)].

The PY 2016 Local Area Plan serves to:

- Provide a strategic framework for workforce development,
- Align with state vision and goals,
- Outline regional and local workforce analyses and strategies,
- Foster regional collaboration to meet the needs of regional economies,
- Define connections with workforce development partners,
- Enhance access to high quality services through the NCWorks Career Center system,
- Meet federal WIOA requirements,
- Outline operational details of administering federal funds,
- Provide a basis of accountability through monitoring and audit reviews,
- Transition to full WIOA implementation effective July 1, 2016 and the required four year plans covering July 2016 – June 2020.

The Plan requirements set the foundation for WIOA principles by fostering strategic alignment, improving service integration and ensuring that the workforce system is industry relevant. Plans will include evidence of response to economic needs of the local areas and matching employers with skilled workers. Workforce Development Boards are to engage partners to develop and implement regionally identified workforce development priorities and

efficient, quality service delivery that maximizes financial and human resources.

**Action:** Workforce Development Areas are to follow the attached Instructions for development of Local Area Plans for July 1, 2016 through June 30, 2020.

Plans are due to the N. C. Division of Workforce Solutions by **Monday, May 9, 2016** and are to be submitted through the Workforce Information System Enterprise (WISE).

Plan updates should be submitted to your Division Planner when changes occur.

**Effective Date:** Immediately

**Expiration:** June 30, 2020

**Contact:** Division Planner

**Attachment:** PY 2016 Local Workforce Development Area Plan Instructions

**North Carolina Instructions  
for Local and Regional  
Workforce Development Area Plans**

**Workforce Innovation and Opportunity Act**

**Title I**

**Four-Year Plan  
July 1, 2016 – June 30, 2020**

*North Carolina Department of  
Commerce  
Division of Workforce Solutions  
4316 Mail Service Center  
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## **Instructions**

### **Introduction**

The Workforce Innovation and Opportunity Act (WIOA) requires each workforce development board to develop and submit, in partnership with the local chief elected official, to the state a comprehensive four-year plan. The WIOA four-year plan will be effective July 1, 2016 - June 30, 2020.

The local and regional plan will support the alignment strategy described in the draft NC Unified State Plan in accordance with WIOA Section 102(b)(1)(E), and otherwise be consistent with the NC Unified State Plan. Workforce Development Boards shall comply with WIOA Sections 106 through 108 in the preparation and submission of the plan.

### **Federal and State Requirements for Local Administration of the Workforce Innovation and Opportunity Act**

Local Workforce Development Boards should reference the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014. Additional information is available at the U.S. Department of Labor Employment and Training Administration website: [www.doleta.gov](http://www.doleta.gov)

North Carolina policy information is available at [www.nccommerce.com/workforce](http://www.nccommerce.com/workforce). Local Workforce Development Boards may reference the draft North Carolina WIOA Unified State Plan. WIOA Title I Acronyms and WIOA Title I Helpful Definitions have been provided as Appendices A and B to this document for easy reference.

### **Plan Submission and Due Date**

The Local Plan must be submitted through WISE. *The due date is May 9, 2016.* Each attachment is provided as an individual Word document and should be submitted separately. Forms requiring original signatures may be mailed to the assigned Planner at: N.C. Division of Workforce Solutions, 4316 Mail Services Center, Raleigh, N.C. 27699-4316.

## I. Local Area Outline

### A. Local Area Overview

*The Local Area Overview provides important contact information that is used throughout the Division. It is important this section remain current. Updates should be submitted to the Division Planner when changes occur especially to contact names and addresses in questions Section A 1-10.*

1. Provide the Local Area's official (legal) name as it appears on the local Consortium Agreement established to administer the Workforce Innovation and Opportunity Act (WIOA) or, if not a Consortium, in the formal request for Local Area designation. If the Local Area is a Consortium, attach a copy of the current Consortium Agreement. Name document: Local Area Name Consortium Agreement.
2. Provide the name, title, organization name, address, telephone number and e-mail address of the Workforce Development Director.
3. Provide the name, elected title, local government affiliation, address, telephone number and e-mail address of the Local Area's Chief Elected Official.
4. Provide the name, title, business name, address, telephone number and e-mail address of the individual authorized to receive official mail for the Chief Elected Official, if different than question 3.
5. Provide the name, address, telephone number of the Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds. This is the entity responsible for the disbursement of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].
6. Provide the name, title, organization name, address, telephone number and e-mail address of the Administrative/Fiscal Agent's signatory official.
7. Attach a copy of the Administrative Entity/Fiscal Agent's organizational chart with an 'effective as of date'. Name document: Administrative Entity Name Organizational Chart.
8. Provide the Administrative Entity's Data Universal Numbering System (DUNS) number and assurance that the 'System for Award Management' (SAM) status is current. Administrative Entities must register at least annually on the SAM website (<https://www.sam.gov/ccr/>) to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

*Composition of the local Workforce Development Boards shall comply with WIOA Section 107. Local Workforce Development Board Membership Requirements have been provided as reference at Appendix C.*

9. Provide the Workforce Development Board member's name, business title, business name and address, telephone number and e-mail address. The first block is reserved to identify the Board chairperson. Indicate all required representation and indicate if vacant. [WIOA Section 107(b)(2)]. Name document: Local Area Name WDB List.

**Note:** Check the block on provided form certifying compliance with required WIOA local Workforce Development Board business nomination process.

\* Use form provided and identify categories as indicated on the form. Do not change required category names.

10. Attach the Workforce Development Board By-laws including date adopted/amended. Name document: Local Area Name WDB By-laws.

*Sunshine Provision - The local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the Local Plan prior to submission of the Plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the local board. [WIOA Section 107(e)]*

11. Describe how the Workforce Development Board meets the Sunshine Provision.

*Public Comment - The workforce development board shall make copies of the proposed Local Plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30 day period beginning on the date the proposed plan is made available; and, include with submission of the Local Plan any comments that represent disagreement with the Plan. [WIOA Section 108(d)]*

12. Describe how the workforce development board will make copies of the proposed Local Plan available to the public. [WIOA Section 108(d)]
13. Attach a copy of the Local Workforce Development Board's organizational chart with an 'effective as of date.' Include position titles. Name document: Local WDB Name Organizational Chart.
14. Provide the Local Workforce Development Board's planned meeting schedule to include time, dates and location.
15. List the county/counties that comprise the Local Area. List the July 1, 2016 population estimates by county (ies) in the Local Area. (Reference: North Carolina State Demographics "County/State projections," found at [www.demog.state.nc.us](http://www.demog.state.nc.us) or, if another source is used, identify source.)
16. Attach a copy of the signed 'Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions' (form provided). [Required by

the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities.] Name document: Local Area Name Debarment Form.

**Note:** Document must bear the original signature of the Administrative Entity signatory official. Mail the signed Certification form original to Division Planner.

17. Submit the original Workforce Development Board and Chief Elected Official (CEO) Signatory Page (form provided), bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman and attach a copy of the signed document. Name document: Local Area Name Signatory Page.

**Note:** Mail the signed original Signatory Form to Division Planner.

## **B. Local Area Planning**

*Each local Workforce Development Board shall develop and submit a comprehensive four-year local Plan. The local Workforce Development Board is encouraged to keep the Plan up to date and fluid as events and funding changes occur which may require local area responses. Local Plans will require a modification at least every two years to reflect labor market changes and economic conditions.*

1. Provide a description of the Workforce Development Board's strategic vision and goals for preparing an educated and skilled workforce including youth and individuals with barriers to employment. Include goals relating to the performance accountability measures based on primary indicators of performance in order to support regional economic growth and economic self-sufficiency. [WIOA Section 108(b)(1)(E)]
2. Taking into account the analyses described in the Regional Strategic Planning section, describe strategies to work with the entities that carry out the core programs that align resources available to the Local Area to achieve the strategic vision and goals described in B.1. [WIOA Section 108(b)(1)(F)]
3. Describe Local Area's workforce development system, including identifying the programs included in the system, and how the Workforce Development Board will work with the entities administering core programs and other workforce development programs to support alignment and provision of services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.). [WIOA Section 108(b)(2)]
4. Provide a description of how the Workforce Development Board, working with the entities carrying out core programs, will expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Include how the Workforce Development Board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary

credential including a credential that is an industry-recognized certificate or certification, portable, and stackable. [WIOA Section 108(b)(3)]

5. Describe how the Workforce Development Board coordinates and promotes entrepreneurial skills training and microenterprise services. [WIOA Section 108(b)(5)]
6. Describe how the Workforce Development Board enhances the use of apprenticeships to support the regional economy and individuals' career advancement.
7. Provide a description of how the Workforce Development Board coordinates workforce investment activities carried out in the Local Area with statewide rapid response activities as described in WIOA Section 134(a)(2)(A). [WIOA Section 108(b)(8)]
8. Provide a description of plans, strategies and assurances concerning maximizing coordination of services provided under the Wagner-Peyser Act and services provided in the Local Area through the NCWorks Career Center system. Include how improved service delivery and avoidance of duplication of services are/will be achieved. [WIOA Section 108(b)(12)]
9. Provide a description of how the Workforce Development Board coordinates workforce investment activities carried out in the Local Area with the provision of Adult Education and Literacy activities. [WIOA Section 108(b)(13)]
10. Provide a description of cooperative agreements, as defined in WIOA Section 107(d)(11), between the Workforce Development Board and other local entities described in Section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. [WIOA Section 108(b)(14)]
11. Provide a detailed description of the competitive process used to award subgrants and contracts in the Local Area for activities carried out under WIOA Title I. [WIOA Section 108(b)(16)]
12. Describe methods used to track Adult, Dislocated Worker and Youth performance measures throughout each Program Year and plans for continuous improvement of performance.
13. Provide a brief description of the actions the Workforce Development Board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the NCWorks Commission. [WIOA Section 108(b)(18)]
14. Describe how Performance Data, Data Validation, and NCWorks Online oversight is provided by the local Workforce Development Board?

### **C. NCWorks Career Centers (One-Stop Delivery System)**

*The Workforce Innovation and Opportunity Act (WIOA) establishes a one-stop workforce delivery system and requires there be at least one One-Stop location (NCWorks Career Center) in each local workforce development area. These NCWorks Career Centers provide workforce development services as well as access to other programs and activities carried out by One-Stop partners identified in the WIOA.*

*A Tier 1 NCWorks Career Center is a physical location, open full-time as defined by the local Workforce Development Board, at which integrated services delivery is fully implemented and where services on-site include at least Trade Adjustment Act, Veterans Employment Services, Wagner-Peyser, Title I WIOA Adult and Title I WIOA Dislocated Worker.*

*A Tier 2 NCWorks Career Center is a physical location, open to the public at least 16 hours a week, at which paid, trained staff are available to serve customers during all hours of operation. These are locations whose primary purpose is to provide workforce services and are considered by the workforce development board to be a part of their one-stop delivery system. These locations are staffed by at least two paid, trained staff personnel who are paid by a federal workforce funding stream.*

*WIOA authorizes career services for adults and dislocated workers. There are three types of "career services": basic career services, individualized career services, and follow-up services. These services can be provided in any order; there is no sequence requirement for these services. Career services under this approach provide local areas and service providers with flexibility to target services to the needs of the customer.*

*In addition to providing career and training services to individuals who are unemployed, there remains a significant population of job seekers who are underemployed. Individuals who are underemployed may include:*

- Individuals employed less than full-time who are seeking full-time employment;*
- Individuals who are employed in a position that is inadequate with respect to their skills and training;*
- Individuals who are employed who meet the definition of a low-income individual in WIOA Section 3(36); and*
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.*

*Individuals who are underemployed and meet the definition of low-income individual may receive career and training services under the Adult program on a priority basis (Also reference Priority of Services pages 16-17).*

*Basic career services must be made available to all individuals seeking services served in the one-stop delivery system, and include initial assessment of skill levels including literacy, numeracy, English language proficiency, as well as aptitudes, abilities (including skills gap), supportive service needs, and more.*

*If one-stop center staff determine that individualized career services are appropriate for an individual to obtain or retain employment, these services must be made available to the individual. These services must be available in all one-stop centers.*

*Individualized Career Services include outreach, intake and orientation, initial assessment of skills levels, labor exchange services (job search and placement, in-demand occupation information); business services for employers; and appropriate referrals to partners and workforce programs. Additional services include specialized assessment, in-depth interviewing, development of an individual employment plan, career planning; internships and work experiences; financial literacy services; English language acquisition and follow-up services for not less than 12 months after the first day of employment.*

*Follow-up services must be provided as appropriate for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Counseling about the workplace is an appropriate type of follow-up service.*

*After receiving an interview and evaluation, adults and dislocated workers who are determined unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through the career services, or be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; or have the skills and qualifications to successfully participate in the selected program of training services; and who select programs of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the adults or dislocated workers are willing to commute or relocate; and who are determined to be eligible in accordance with the priority system may be enrolled for Training Services.*

*Training Services may include occupational skills training, on-the-job training, skill upgrading and retraining, entrepreneurial training; transitional jobs or job readiness training, adult education and literacy activities, including activities of English language acquisition, and more.*

1. Provide a brief description of the NCWorks Career Center system and include how Career and Training Services are provided. [WIOA Section 121(e), 134(c)]
2. Describe how local Workforce Development Boards determine the need for enrollment in Training Services.
3. Describe how follow-up services are provided through the NCWorks Career Centers. [WIOA Section 134(c)(2)(xiii)]
4. Describe how new NCWorks Career Center staff are trained in the integrated services delivery system, dual enrollment of customers in WIOA Titles I & III and have full access to NCWorks.gov and the timeline for accomplishing the training for new staff. Describe the staff development activities that reinforce and improve the initial training efforts.

5. Describe how the Workforce Development Board works to improve Career Center operations by working with state and regional Division of Workforce Solutions staff.
6. Describe how the Workforce Development Board holds the NCWorks Career Center operator and contractors accountable for activities and customer outcomes in the Center.
7. Describe how the Workforce Development Board facilitates access to services provided through the NCWorks Career Center delivery system, including remote areas, through the use of technology and through other means. [WIOA Section 108(b)(6)(B)]
8. Describe Local Area strategies and services that will be used to strengthen linkages between the NCWorks Career Center system and unemployment insurance programs. [WIOA Section 108(b)(4)(A)(iv)]
9. Describe how the Local Workforce Development Board connects NCWorks integrated services to:
  - a) persons with disabilities;
  - b) returning veterans and skilled military retirees;
  - c) Temporary Assistance to Needy Families (TANF) recipients;
  - d) Trade Adjustment Act (TAA) and Rapid Response Activities;
  - e) individuals with other barriers to employment; and
  - f) additional specific populations, if applicable.
10. Describe how entities within the NCWorks Career Center system, including Career Center operators and partners, will comply with Section 188, if applicable, and provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities. [WIOA Section 108(b)(6)(C)]
11. Describe the integrated customer service process for participants. Attach a flow chart for services to include initial one-on-one interviews with customers, including NCWorks.gov dual registration, skills assessments, and determination of further services. Name document: *Local Area Name Service Flow Chart 2016*.
12. Attach the Memorandum of Understanding (MOU) among the local Workforce Development Board and partners concerning operation of the NCWorks Career Center system. (A MOU guide is attached for your reference as Appendix D). [WIOA Section 121(b)(A)(iii)]. Name document: *Local Area Name NCWorks Career Center MOU*.
13. Describe how the Workforce Development Board uses a portion of funds available to the Local Area to maintain the NCWorks Career Center system, including payment of the infrastructure costs of Career Centers. [WIOA Section 121(b)(1)(A)(ii) and (h)]
14. Describe the roles and any resource contributions of the NCWorks Career Center partners. [WIOA Section 108(b)(6)(D)]

**Note:** Per USDOL FAQ January 28, 2016, local agreements for funding one-stop infrastructure costs must be in place by Program Year 2017 and must satisfy the requirements of WIOA Section 121(h).

15. Describe the Workforce Development Board's method for planning oversight, review process and frequency of review for the NCWorks Career Center system in the Local Area, including processes for ensuring quality customer service. [WIOA Section 121(a)(3)]
16. Describe how NCWorks Career Centers are using the integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by NCWorks Career Center partners. [WIOA Section 108 (b)(21)]
17. Identify NCWorks Career Center location(s) including Tier 1 and Tier 2 sites; on-site partners; how NCWorks Career Center operator(s) are designated; provider(s) of WIOA career services and method of selection; whether youth services provider is on-site and, if so, youth services offered. Use form provided. [WIOA Section 121(b)(1)(A) and (b)(1)(B)] Name document: Local Area Name Career Centers.

#### **D. WIOA Title I Programs**

##### **Adult and Dislocated Worker Services**

1. Describe the local Workforce Development Board's vision for serving the WIOA eligible Adults and Dislocated Workers to include high level goals, outreach strategies, service delivery and expected outcomes. Describe how this vision will improve the employment outcomes for this population.
2. Provide an analysis of the strengths and weaknesses of existing Adult and Dislocated Worker education and training services. Include how services are provided and the capacity to address the identified education and skill needs of the workforce and the employment needs of employers. Describe plans to address any weaknesses identified. [WIOA Section 108(b)(1)(D)]
3. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that insures an arm's length relationship between the Workforce Development Board and service delivery. Include any service provider contract extensions.

**Note:** While NPRM Section 679.410(b) and (c) provide exceptions to the competitive procurement process, WDBs *must* have an arm's length relationship to the delivery of services.

4. Provide the date and process for the competitive procurement of the One-Stop Operator(s).

**Note:** By June 30, 2016, every Local Board must demonstrate it is taking steps to prepare for competition of its one-stop operator. [NPRM Sec. 436.635(b)]

5. Attach the Local Workforce Development Board's Adult and Dislocated Worker (DW) service providers chart effective July 1, 2016. Name document: Local Area Name Adult and DW Providers 2016.
6. Describe how and when eligible training providers are reviewed at the local level and how customers are informed they have choices in choosing their providers. Define what "significant number of competent providers" means in the local area. Include whether the local Workforce Development Board uses more strict performance measures to evaluate eligible training providers. Attach if a separate policy. Name document: Local Area Name Eligible Training Providers. [Division Policy Statement 21-2015]
7. Provide a description of how the Workforce Development Board will ensure the continuous improvement of eligible providers of services and ensure that such providers meet the employment needs of local employers, workers and jobseekers. [WIOA Section 108(b)(6)(A)]
8. Describe how the Workforce Development Board will meet all federal and state Adult and Dislocated Worker performance outcomes and training expenditure requirements.

### **Youth Services**

**Note:** A reference to Youth Services and Activities is provided as Appendix E.

9. Provide an analysis of Title I WIOA eligible youth by Local Workforce Development Board area. Include the following information for the local Workforce Development Board area:

#### In-School Youth Analysis

- a) Number of Youth ages 14-21
- b) Youth ages 14-21 represent what % of the population?
- c) What percentage of these youth are low-income (eligible for WIOA In-school program)?
- d) Current school dropout statistics

#### Out-of-School Analysis

- a) Number of Youth ages 16-24
- b) Youth ages 16-24 represent what % of the population?
- c) What are the general educational levels of this age group?
- d) What is the general employment status of this age group?

10. Describe the local Workforce Development Board's new vision for serving the WIOA eligible Youth to include high level goals, outreach strategies, planned interactions, service delivery, concepts and expected outcomes. Describe how this vision will improve the employment outcomes for this population.
11. Provide a description and assessment of the type and availability of youth workforce activities in the Local Area, including activities for youth who are individuals with disabilities. Include identification of successful models of such youth workforce investment activities being used and/or planned. [WIOA Section 108(b)(9)]
12. Will the Workforce Development Board have a standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)]
  - a) If no, describe how oversight to planning, operational, and other issues relating to the provision of services to youth will be provided.
  - b) If yes, please provide a response to the following questions.
    - 1) Provide the committee's purpose/vision.
    - 2) Provide the planned Program Year meeting schedule.
    - 3) List the members to include members' agency/organization, one of which must be a community based organization with a demonstrated record of success in serving eligible youth.
    - 4) Provide the Committee's Chair information (who must be a Workforce Development Board member.) [WIOA Section 107(b)(4)(A)(ii)]
13. Provide the Workforce Development Board's approach to meeting the required 75% minimum youth expenditures on out-of-school youth and include special outreach efforts and highlight planned program design. [WIOA Section 129(a)(4)(A)]
14. Provide the Workforce Development Board's approach to meeting the required 20% minimum for work experience to include an estimate of expenditures that will be paid wages to youth. [WIOA Section 129(c)(4)]
15. Describe how the local Workforce Development Board partners, aligns, and leverages, as appropriate with:
  - Title II Adult Education and Family Literacy Act program resources and policies;
  - Title IV Vocational Rehabilitation program resources and policies;
  - Integrates adult education with occupational education and training and workforce preparation, as well as the creation of career pathways for youth. [USDOL TEGL 8-15]

16. Describe how each of the required fourteen program elements will be made available to youth. Complete the Youth Program Elements chart on the provided form. Name document: Local Area Name Youth Program Elements.
17. Describe how follow-up services will be provided for youth.  

**Note:** All youth participants must receive some form of follow-up for a minimum duration of twelve months.
18. Provide the date and process for when the competitive procurement of the Youth Programs were completed to include any contract extensions.
19. Attach the Local Workforce Development Board youth service providers chart, effective July 1, 2016 using the provided form. Complete each column to include specifying where Youth Services are provided. Name the document: Local Area Name Youth Providers.
20. Describe how the Workforce Development Board will meet all federal and state Youth performance outcome requirements.
21. Specify if the Local Workforce Development Board plans to offer incentives for youth. If yes, attach the Youth Incentive Policy to include: a) criteria to be used to award incentives; b) type(s) of incentive awards to be made available; c) whether WIOA funds will be used and d) the Local Workforce Development Board has internal controls to safeguard cash/gift cards. Name document: Local Area Name Youth Incentive Policy.

**Note:** Federal funds may not be spent on entertainment costs.

## **E. Policies**

1. Provide a description of the Local Workforce Development Board oversight and monitoring process including processes for program and fiscal monitoring. [WIOA Section 107(d)(8)]. Attach a copy of the monitoring policy and tools. Name document: Local Area Name Oversight and Monitoring PY 2016.
2. Describe processes to ensure individuals are not discriminated against on the basis of age, disability, sex, race, color or national origin. [WIOA Section 188]
3. Attach the Local Workforce Development Board's current Equal Opportunity (EO) Complaint Grievance Procedure to address EO requirements [29 CFR Part 37.71]. Name document: Local Area Name EO Complaint Grievance Procedure 2016.
4. Provide the Workforce Development Board policy(ies) on supportive services for Adults, Dislocated Workers and Youth (i.e., amount, duration, qualifying criteria).

[WIOA Section 134(d)(2)]. Name document: Local Area Name Supportive Services Policy.

5. Does the Workforce Development Board provide Needs-Related Payments? If yes, provide the Workforce Development Board policy(ies) on Needs-Related Payments for Adults, Dislocated Workers and Youth. The policy should include amount, duration, qualifying criteria. [WIOA Section 134(d)(3)]. Name document: Local Area Name Needs-Related Payments Policy.
6. Does the Workforce Development Board provide local Incumbent Worker Training? If yes, provide the Workforce Development Board policy for local Incumbent Worker Training. The policy should include eligibility and the non-Federal share for employers. [WIOA Section 134(d)(4)]. Name document: Local Area Name Incumbent Worker Policy.

**Note:** The Workforce Development Board may use not more than 20 percent of WIOA Adult and Dislocated Worker funds to pay for the federal share of the cost of training through a training program for incumbent workers.

7. Does the Workforce Development Board provide local Transitional Jobs Training? If yes, provide the Workforce Development Board policy for local Transitional Jobs. [WIOA Section 134(d)(5)]. Name document: Local Area Name Transitional Jobs Plan.

**Note:** The Workforce Development Board may use not more than 10 percent of Adult and Dislocated Worker funds to provide Transitional Jobs Training.

8. Describe the Local Area's planned use of On-the-Job Training (OJT). Provide the Local Area's On-the-Job Training policy(ies). [WIOA Section 134(c)(3)(H)]. Name document: Local Area Name OJT Policy.

*Priority of Services - Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, one-stop center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services.*

*Individuals who are underemployed and meet the definition of a low-income individual may receive career and training services under the Adult program on a priority basis. Additionally, individuals who meet the definition of an individual with a barrier to employment (WIOA 3(24)) who are underemployed may also be served in the Adult program. [USDOL TEGL 3-15]*

*Individuals who are underemployed may include:*

- *Individuals employed less than full-time who are seeking full-time employment;*

- *Individuals who are employed in a position that is inadequate with respect to their skills and training;*
- *Individuals who are employed who meet the definition of a low-income individual in WIOA section 3(36); and*
- *Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment, per State and/or local policy.*

*Veterans and eligible spouses continue to receive priority of service for all USDOL-funded job training programs, which include WIOA programs. However, as described in TEGl 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:*

- First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.*
- Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.*
- Third, to veterans and eligible spouses who are not included in WIOA's priority groups.*
- Last, to non-covered persons outside the groups given priority under WIOA.*

*Priority for services does not preclude service to individuals who are not low-income or not receiving public assistance or not a veteran, but rather establishes the order of precedence for service as provided at WIOA and section 134(b)(3)(E).*

***Note:** When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213.*

*With respect to funds allocated to a local area for adult employment and training activities priority shall be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of career services and training services. In addition, Veterans and eligible spouses continue to receive priority of service for all USDOL-funded job training programs, which include WIOA programs.*

*Under WIOA, an individual may receive training services after an interview, evaluation, or assessment, and career planning if the one-stop operator or partner determines the individual is unlikely or unable, by only receiving career services, to retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment. Additionally, the one-stop operator or partner must also determine that the training the individual receives would result in employment leading to economic self-sufficiency or wages*

*comparable to or higher than wages from previous employment. The one-stop operator or partner must also determine that the individual has the skills and qualifications to successfully participate in and complete the training. [NPRM 680.210]*

9. Describe the Local Workforce Development Board’s process and policy to meet priority of service requirements for Adult Training Services. If the Local Workforce Development Board has a policy, attach the document and name document: Local Area Name Priority of Service Policy.
  
10. How does the Local Workforce Development Board define self-sufficiency?
  
11. Provide the Local Workforce Development Board Individual Training Account (ITA) Policy and include the following elements in summary. [WIOA Section 108(b)(19)]. Name document: Local Area Name ITA Policy.

<b>Individual Training Accounts (ITA) Summary</b>	
<b>Dollar Amount Limits annually</b>	
<b>Dollar Amount Lifetime Limits</b>	
<b>Time Limits</b>	
<b>Degree or Certificates allowed (Associate’s, Bachelor’s, other)</b>	
<b>Period of time for which ITAs are issued (semester, school year, short term, etc.)</b>	
<b>Procedures for determining case-by-case exceptions for training that may be allowed</b>	

12. Describe methods to ensure all updates and changes to the local Workforce Development Board Policies are submitted to the Division throughout the life of this Local Plan.

## **II. Regional Strategic Planning**

*North Carolina has implemented integrated services delivery with an enhanced emphasis on regional planning and services. This approach is consistent with federal, state and regional initiatives and opportunities. North Carolina’s workforce system includes businesses, organizations, agencies, employed and unemployed persons, training and educational*

*institutions, adults and youth. To enhance services to all these constituents, aligning workforce development planning and services with regional labor markets is both effective and productive. Communities and regions recognize that to have successful economic development, it must go hand-in-hand with a well-functioning workforce development system. North Carolina has built on several years of emphasizing the value of regional efforts and worked with local workforce development boards and local elected officials to establish and enhance identification of appropriate regions and the working relationships that have been developed.*

*Local Area Plans should reflect compatibility with NCWorks Commission's Strategic Plan and the North Carolina Jobs Plan, issued in December 2013 that contains recommended strategies for economic growth during the years 2014 – 2024 and the draft North Carolina WIOA State Unified Plan. A regional framework in Local Area Plans should:*

- *Promote effective and efficient use of resources;*
- *Align with North Carolina's regional economic development efforts;*
- *Identify the workforce needs of businesses, job seekers and workers, current and projected employment opportunities and job skills necessary to obtain employment;*
- *Better address the workforce issues of businesses and individuals on a labor market basis;*
- *Detail coordination with community colleges and universities;*
- *Provide a customer-focused coordinated approach to delivery of training, employment services and economic development; and*
- *Articulate a consistent and defined regional approach to workforce development.*

*Local Workforce Development Boards are to continue, or begin, formal interaction based on regional geography aligning with labor market areas. The following regional configurations will be used for submission of this Regional Plan:*

- *Western Region: Southwestern and Mountain Areas WDBs;*
- *Northwest Region: High Country, Western Piedmont, and Region C WDBs;*
- *Piedmont Triad Region: Northwest Piedmont, Guilford, DavidsonWorks, and Regional Partnership WDBs;*
- *Southwest Region: Centralina, Charlotte Works, and Gaston County WDBs;*
- *North Central Region: Kerr-Tar, Durham, and Capital Area WDBs;*
- *Sandhills Region: Lumber River, Cumberland County, and Triangle South WDBs;*
- *Northeast Region: Region Q, Northeastern, and Turning Point WDBs; and*
- *Southeast Region: Eastern Carolina and Cape Fear WDBs.*

1. Identify the Workforce Development Boards comprising the configuration for regional strategic planning and the counties each Board serves. Provide a reference name for the regional group, if applicable.
2. Describe the vision for the region and how the Workforce Development Boards collaborate to achieve that vision. Describe the regional goals that have been established and how performance towards those goals be measured?

3. Provide a brief synopsis of the region's significant accomplishments working together during the past year.
4. Describe how the regional vision aligns with the draft NC Unified State Plan.
5. Provide an analysis of the regional economic conditions to include: a) existing and emerging in-demand industry sectors and occupations; and, b) knowledge and skills needed to meet the employment needs of employers in those industry sectors and occupations. Include sources used and business involvement in determining needs. [WIOA Section 108(b)(1)(A)(i)(ii) and (B)]
6. Provide a thorough analysis of the workforce in the region, including current labor force employment and unemployment data, and information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. [WIOA Section 108(b)(1)(C)]
7. Describe strategies and services used to coordinate workforce development programs and economic development. [WIOA Section 108(b)(4)(A)(iii)]
8. Describe how the business services resources of each of the Workforce Development Boards work together on a regional basis to serve employers across the labor market.
9. Outline regional transportation issues related to workforce development and ways the region is/will address needs identified. Include a description and/or map of the regional commuting patterns. [WIOA Section 108(b)(11)]
10. Describe how the region coordinates with area secondary education, community colleges and universities to align strategies, enhance services and avoid duplication of services. [WIOA Section 108(b)(10)]
11. Provide details on how the region addresses workforce issues specifically related to its: a) cities and/or towns; b) suburban areas; and c) rural areas.
12. Provide details on how the region connects military skills to occupational demands to serve military veterans and families. Include methods the region uses to promote the hiring of military veterans.
13. Describe the Workforce Development Board's use of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies, designed to meet the needs of employers in the corresponding region in support of the regional strategy to meet the needs of businesses. [WIOA Section 108(b)(4)(B)]

## PY 2016 Local Area Plan Instructions Attachment Checklist

- Signed copy of Consortium Agreement
- Administrative Entity Organizational Chart
- Workforce Development Board List (*form provided*)
- Workforce Development Board By-laws
- Local Area Organizational Chart
- Local Area Certification Regarding Debarment \* (*form provided*)
- Local Area Signatory Form\* (*form provided*)
- Local Area Services Flow Chart
- One-Stop Memorandum of Understanding (*guide provided*)
- Local Area NCWorks Career Center System (*form provided*)
- Local Area Adult and Dislocated Worker Services Providers (*form provided*)
- Local Area Youth Program Elements (*form provided*)
- Local Area Youth Services Providers (*form provided*)
- Local Area Youth Incentive Policy
- Local Area Oversight Monitoring Policies and Tools
- Local Area Equal Opportunity Procedures
- Local Area Supportive Services Policies
- Local Area Needs-Related Policies (optional)
- Local Area Incumbent Worker Training Policy (optional)
- Local Area On-the-Job Training Policy
- Local Area Transitional Jobs Policy (optional)
- Local Area Individualized Training Account Policy

\*Mail signed and unfolded originals to assigned Division Planner at N.C. Division of Workforce Solutions, 4316 Mail Services Center, Raleigh, N.C. 27699-4316.

## **Appendices**

WIOA Acronyms	A
Helpful Definitions	B
Local Workforce Development Board Membership Requirements	C
Sample Memorandum of Understanding Guide	D
Youth Activities and Services Reference	E

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters  
Primary Covered Transactions**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters  
Instructions for Certification – Primary Covered Transactions**

1. By signing and submitting the certification signature page with this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participants, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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Printed Name and Title of Authorized Administrative Entity Signatory Official

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Signature

Date

**[Local Area Name] WIOA Board List  
(Effective DATE HERE)**

	<b>Category</b>	<b>Category Justification</b>	<b>Name and Business Title</b>	<b>Business Name and Address</b>	<b>Phone Number Email Address</b>	<b>Term</b>
1.	Business, Chair <i>(Can be one of the required small business seats.)</i>					
2.	Business					
3.	Business					
4.	Business					
5.	Business					
6.	Business					
7.	Business					
8.	Business					

**[Local Area Name] WIOA Board List  
(Effective DATE HERE)**

	<b>Category</b>	<b>Category Justification</b>	<b>Name and Business Title</b>	<b>Business Name and Address</b>	<b>Phone Number Email Address</b>	<b>Term</b>
9.	Small Business					
10.	Small Business					
11.	Labor Organization, or where none exists, other representative of employees <i>(provide organization affiliation)</i>					
12.	Labor Organization, or where none exists, other representative of employees <i>(provide organization affiliation)</i>					
13.	Joint Labor- Management, or union affiliated, registered apprenticeship program. Or where none exists, representative of registered apprenticeship program					

**[Local Area Name] WIOA Board List  
(Effective DATE HERE)**

	<b>Category</b>	<b>Category Justification</b>	<b>Name and Business Title</b>	<b>Business Name and Address</b>	<b>Phone Number Email Address</b>	<b>Term</b>
	<i>(provide representative's affiliation)</i>					
14.	Labor or Apprenticeship or Community Based Organization or organizations addressing needs of eligible youth <i>(Identify choice of category represented)</i>					
15.	Adult Education and Literacy eligible under WIOA Title II					
16.	Higher Education					
17.	Vocational Rehabilitation Program					
18.	Economic Development					

**[Local Area Name] WIOA Board List  
(Effective DATE HERE)**

	Category	Category Justification	Name and Business Title	Business Name and Address	Phone Number Email Address	Term
19.	Wagner-Peyser Act					

**Notes:**

- In obtaining nominations and making appointments, follow Workforce Innovation and Opportunity Act Section 107(b)(2) and US Department of Labor Training and Employment Guidance Letter (TEGL) 27-14.
- \*If Local Workforce Development Board Area has more than 19 total members: 1) add lines to chart and complete all columns for additional members; 2) ensure required percentages are still met.
- Use form provided and identify categories as indicated on the form. Do not change required category names.

**By submission of this form, the Workforce Development Board certifies its compliance with the appointment and nomination process of business representatives from among local business organizations and business trade associations. [WIOA Section 107(b)(2)(A)]**

# Workforce Innovation and Opportunity Act of 2014

## Four-Year Local Plan Signatory Page for

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### Local Workforce Development Area Name

We affirm that the Local Area Workforce Development Board (WDB) and the Chief Elected Official(s) of the Local Area, in partnership, have developed and now submit this comprehensive, strategic Regional and Local Area Plan in compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014 and instructions issued by the Governor under authority of the Act.

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Submission Date

Workforce Development Board Chair

Chief Elected Official

---

Typed or Printed Name

---

Typed or Printed Name

---

Typed or Printed Title

---

Typed or Printed Title

---

Signature

---

Signature

---

Date

---

Date

**[Local Area Name] NCWorks Career Center System**  
 (Reflects Local Area Structure as of July 1, 2016)

A. One-Stop Location(s) (Address and Hours)	B. Tier 1 or Tier 2	C. On-site Partners	D. Career Center Operator and Method of Selection*	E. Provider(s) of WIOA Career Services and Method of Selection	F. Provider(s) and Type of On-site Youth Services	G. Additional Partners

\*Method of Selection:  
 -Competitive Procurement  
 -Sole Source  
 -Contract Extended

## PY 2016 WIOA Local Adult & Dislocated Worker Service Providers Form

<b>WIOA Adult/Dislocated Worker Activity Provider</b> (Organization Name, Address and Telephone Number)	<b>Contact Person</b> (Name, Title and E-mail Address)	<b>County/Countries Served and where services are provide**</b> (One-Stop, Office, Both)	<b>Type of Organization</b> (State Agency, For-profit, Non-profit, other-specify)	<b>Type of Contract</b> (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify)

\*Must be updated at two-year review.

**PY 2016 WIOA Local Youth Service Providers Form**

<b>WIOA Youth Activity Provider</b> (Name, Address and Telephone Number)	<b>Contact Person</b> (Name, Title and E-mail Address)	<b>County/Countries Served and where services are provide**</b> (One-Stop, Office, Both)	<b>Type of Organization</b> (State Agency, For-profit, Non-profit, other-specify)	<b>Type of Contract</b> (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify)

\*Must be updated at two-year review.

\*\*Note where Youth Services are provided- at the One-Stop Centers, at the Office location provided, combination. Be specific.

## WIOA Youth Program Elements

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the WIOA Youth Program shall provide elements consisting of the following program elements.

Please denote whether the required WIOA Program Element will be WIOA funded by the Local Area, provided by referral, or both.

	<b>Program Elements</b>	<b>WIOA Funded</b> (Specify Provider)	<b>Referral by Agreement</b>  (Specify Provider)
1.	tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential		
2.	alternative secondary school services, or dropout recovery services, as appropriate		
3.	paid and unpaid work experiences that have as a component academic and occupational education, which  may include (i) summer employment opportunities and other employment opportunities available throughout the school year; (ii) pre-apprenticeship programs; (iii) internships and job shadowing; and (iv) on-the-job training opportunities		
4.	occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved		
5.	education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster		
6.	leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate		
7.	supportive services		
8.	adult mentoring for the period of participation and a subsequent period, for a		

	<b>Program Elements</b>	<b>WIOA Funded</b> (Specify Provider)	<b>Referral by Agreement</b>  (Specify Provider)
	total of not less than 12 months		
9.	Follow-up services for not less than 12 months after the completion of participation, as appropriate		
10.	comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate		
11.	financial literacy education		
12.	entrepreneurial skills training		
13.	services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services		
14.	activities that help youth prepare for and transition to postsecondary education and training		

## WIOA Title I Acronyms

AEFLA	Adult Education and Family Literacy Act
AOP	Agricultural Outreach Plan
ARS	Agricultural Recruitment System
BLS	Bureau of Labor Statistics
CBO	Community-based organization
CEO	Chief Elected Official
CFR	Code of Federal Regulations
CTT	Career Technical Training
DOL	U.S. Department of Labor
DWS	NC Division of Workforce Solutions
ED	Department of Education
E.O.	Executive Order
EO	Equal Opportunity
ES	Employment Service
ETP	Eligible Training Provider
ETPL	Eligible Training Provider List
FEMA	Federal Emergency Management Agency
GED	General Educational Development
HHS	Department of Health and Human Services
HSD	High School Diploma
HUD	U.S. Department of Housing and Urban Development
ISY	In-School youth
ITA	Individual Training Account
LEP	Limited English Proficiency
MOU	Memorandum of Understanding
MSFW	Migrant and Seasonal Farmworker
NEG	National Emergency Grant
NPRM	Notice of Proposed Rulemaking
OJT	On-the-Job training
OSY or OOS	Out-of-School youth
PY	Program year
RFP	Requests for proposals
TAA	Trade Adjustment Assistance
TANF	Temporary Assistance for Needy Families
TEGL	Training and Employment Guidance Letter
TEN	Training and Employment Notice
UC	Unemployment Compensation
VETS	Veterans' Employment and Training Service
VR	Vocational Rehabilitation
WP	Wagner-Peyser Act of 1933
WARN	Worker Adjustment and Retraining Notification
WDB	Workforce Development Board
WIOA	Workforce Innovation and Opportunity Act of 2014
WRIS	Wage Record Interchange System

## WIOA Title I Helpful Definitions

**Basic Skills Deficient** - The term “basic skills deficient” means, with respect to an individual—  
 (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or  
 (B) who is a youth or adult, that the individual 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. [WIOA Section 3(5)]

**Community-Based Organization** - The term “community-based organization” means a private nonprofit organization (which may include a faith-based organization), that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.

**Dislocated Worker** – There are nine separate definitions to a dislocated worker. The term “dislocated worker” means an individual who –

(A)(i) has been terminated (through no-fault of their own) or laid off, or who has received a notice of termination or layoff, from employment; (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; **and** (iii) is unlikely to return to a previous industry or occupation

**OR**

(A)(i) has been terminated (through no-fault of their own) or laid off, or who has received a notice of termination or layoff, from employment; (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; **and** (iii) is unlikely to return to a previous industry or occupation

Of the nine definitions to a dislocated worker, three pertain to rapid response. The term “dislocated worker” means an individual who --

(B)(i) has been terminated (through no-fault of their own) or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise

**OR**

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

**OR**

(B)(iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close

Of the nine definitions to a dislocated worker, four definitions pertain to specialty groups. The term “dislocated worker” means an individual who –

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

(D) is a displaced homemaker described in paragraph (16)(A)

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

**OR**

(E)(ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B) [WIOA Section 3(15)]

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

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

**OR**

(ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. [WIOA Section 3(16)]

**Dropout** - An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school is not a school dropout. [WIOA Section 3(54)]

**Recognized Postsecondary Credential.**—The term “recognized postsecondary credential” means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree. [WIOA Section 3(52)]

**Transitional Jobs** - The local board may use not more than 10 percent of the funds allocated to the local area involved under section 133(b) to provide transitional jobs under subsection(c)(3) that—

(A) are time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history; (B) are combined with comprehensive employment and supportive services; and (C) are designed to assist the individuals described in subparagraph (A) to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

## Local Workforce Development Boards Membership Requirements

Representative of Business	Who May Satisfy the Requirements
(WIOA Section 107(b)(2)(A))	<p><b>The majority</b> of the members of the Local Board must be representatives of business in the local area. At a minimum, <b>two members must represent small business</b> as defined by the U.S. Small Business Administration. Business representatives serving on Local Boards may also serve on the State Board. Each business representative must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• be an owner, chief executive officer, chief operating officer, or other individual with optimum policy making and hiring authority;</li> <li>• provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA section 3(23); and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others (in the case of organizations representing business as per WIOA Sec. 107(b)(2)(A)(ii); and</li> <li>• are appointed from among individuals nominated by local business organizations and business trade associations.</li> </ul>
Representative of Workforce  (WIOA Section 107(b)(2)(B))	<p><b>Not less than 20 percent</b> of the members of the Local Board <b>must</b> be workforce representatives. These representatives:</p> <ul style="list-style-type: none"> <li>• <b>must include two or more representatives of labor organizations</b>, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives; <i>[In North Carolina, such examples include the North Carolina Association of Educators (NCAE) or the State Employees Association of North Carolina (SEANC)].</i></li> <li>• <b>must include one or more representatives of a joint labor management, or union affiliated, registered apprenticeship</b> program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists, and <b>may include</b>:</li> </ul> <p>In addition to the representatives enumerated above, the Board <b>may</b> include the following to contribute to the 20 percent requirement:</p> <ul style="list-style-type: none"> <li>• one or more representative of community-based organizations that have demonstrated experience and expertise in addressing the employment,</li> </ul>

	<p>training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and</p> <ul style="list-style-type: none"> <li>• one or more representatives of organizations that demonstrated experience or expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.</li> </ul>
<p><b>Representatives of Education and Training</b> (WIOA Section 107(b) (2)(C))</p>	<p>The balance of Local Board membership <b>must include</b>:</p> <ul style="list-style-type: none"> <li>• <b>At least one</b> eligible provider administering <b>adult education and literacy</b> activities under WIOA Title II;</li> <li>• <b>At least one</b> representative from an <b>institution of higher education</b> providing workforce investments activities, including community colleges; and</li> <li>• <b>At least one representative</b> from each of the following governmental and economic and community development entities: <ul style="list-style-type: none"> <li>• <b>Economic and community development</b> entities;</li> <li>• The state <b>Employment Service Office</b> under the Wagner-Peyser Act (29 U.S. C. 49 et seq.) serving the local area; and</li> <li>• The programs carried out under Title I of the Rehabilitation Act of 1973, other than Sec. 112 or part C of that title.</li> </ul> </li> </ul> <p>In addition to the representatives enumerated above, the CLEO <b>may</b> appoint other appropriate entities in the local area, including:</p> <ul style="list-style-type: none"> <li>• Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education and training needs for individuals with barriers to employment;</li> <li>• Governmental and economic and community development entities who represent transportation, housing and public assistance programs;</li> <li>• Philanthropic organizations serving the local area; and</li> <li>• Other appropriate individuals as determined by the chief elected official.</li> </ul>

*Source: USDOL Training and Employment Guidance Letter (TEGL) 27-14*

## Memorandum of Understanding Guide

The [local] Workforce Development Board, with the agreement of the Chief Elected Official, shall develop and enter into this Memorandum of Understanding between the [local] Workforce Development Board and the One-Stop Partners under the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128, concerning the operation of the One-Stop delivery system.

### I. Required Partners WIOA 121 (b)(1)(B)

1. Title I Adult, Dislocated Workers, and Youth
2. Programs authorized under the Wagner-Peyser Act
3. Adult education and literacy activities authorized under title II;
4. Programs authorized under title I of the Rehabilitation Act of 1973
5. Activities authorized under title V of the Older Americans Act of 1965
6. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006
7. Activities authorized under chapter 2 of title II of the Trade Act of 1974
8. Activities authorized under chapter 41 of title 38, United States Code: Job Counseling, Training, and Placement Service for Veterans
9. Employment and training activities carried out under the Community Services Block Grant Act
10. Employment and training activities carried out by the Department of Housing and Urban Development;
11. Programs authorized under State unemployment compensation laws
12. Programs authorized under section 212 of the Second Chance Act of 2007; and
13. Programs authorized under part A of title IV of the Social Security Act: Temporary Assistance For Needy Families

### II. Additional Partners

The local Workforce Development Board may have specialized centers to address special needs, such as the needs of dislocated workers, youth, or key industry sectors or clusters. With the approval of the [local] Workforce Development Board and Chief Elected Official, the following entities may be additional One-stop partners. *[Please specify any additional partners/programs or delete this section.]*

1. Employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under section 1148 of the Social Security Act
2. Employment and training programs carried out by the Small Business Administration
3. Programs authorized under Section 6(d)(4) of the Food and Nutrition Act of 2008
4. Work programs authorized under section 6(o) of the Food and Nutrition Act of 2008
5. Programs carried out under Section 112 of the Rehabilitation Act of 1973
6. Programs authorized under the National and Community Service Act of 1990
7. Other appropriate Federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector.

### III. Roles and Responsibilities WIOA Section 121 (b)(1)(A)

Each required partners of the One-Stop Delivery System shall:

- a.) Provide access through the one-stop delivery system, including making the career services (eligibility determination, outreach, initial assessment, labor exchange service, job search, recruitment, referrals, job listings, training provider information, local area performance, supportive service information, financial aid assistance, career planning, financial literacy, and more) that are applicable to the program or activities available at the one-stop centers;
- b.) Use a portion of the funds available for the program and activities to maintain the one-stop delivery system, including payment of the infrastructure costs of one-stop centers;
- c.) Enter into a local Memorandum of Understanding (shown by signature on this document) with the local board, relating to the operation of the One-stop system;
- d.) Participate in the operation of the One-stop system consistent with the terms of this Memorandum of Understanding, the requirements of this title, and the requirements of the Federal laws authorizing the program or activities.
- e.) Use a common one-stop delivery system identifier (in North Carolina this is NCWorks)
- f.) [Additional items here]

### IV. Costs of Services (Keep checking for USDOL Guidance language)

- a.) Cash and In-Kind for Ongoing One-Stop Delivery System Operators
- b.) Infrastructure Costs One-Stop Centers

The funds provided under this paragraph by each one-stop partner shall be provided only from funds available for the costs of administration under the program administered by such partner, and shall be subject to the program's limitations with respect to the portion of funds under such program that may be used for administration

### V. Methods of Referrals

Methods to methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system.

Partners will utilize methods of referrals of individuals between one-stop operators and one-stop partners for appropriate services and activities.

### VI. Certification and Continuous Improvement

The Parties herein shall comply with established Certification and Continuous Improvement Criteria established by the State board, in consultation with chief elected officials and local boards. The objective criteria and procedures for use by local boards in assessing at least once every 3 years the effectiveness, physical and programmatic accessibility in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and continuous improvement of one-stop centers and the one-stop delivery system.

## VII. Performance and Accountability

Each partner is responsible for ensuring that its legislated programs, services, and activities are provided in the One-Stop Center in accordance with the goals, objectives and performance measures of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128 and regulations. Each partner agrees to work to support the achievement of WIOA and One-Stop performance measures.

## VIII. Confidentiality of Information

Exchange of information among partners is encouraged and expected. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving, or sharing information. Each partner agrees to collect and share information necessary to track the performance of the One-Stop Center in accordance with provisions of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128 and accompanying regulations.

## IX. Monitoring and Oversight

The Chief Elected Official, the Workforce Development Board, the Division of Workforce Solutions, United States Department of Labor, and local area administrative entity have the right to monitor activities under this MOU to ensure performance goals are being maintained, and that the MOU terms and conditions are being fulfilled. The partners shall permit on-site visits and reviews by the above mentioned agencies or their designee.

## X. Disputes

The parties shall first attempt to resolve any disputes informally. Any party shall call a meeting of the partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the local Workforce Development Board who shall place the dispute upon the agenda of a regular or special meeting of the Board's Executive Committee. The executive committee shall attempt to mediate and resolve the dispute. Finally, if the Executive Committee's resolution efforts fail, any party may file a grievance in accordance with agreed upon WIOA grievance procedures.

## XI. Duration

This MOU shall remain in effect until terminated by the repeal of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128, or otherwise by action of law.

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 60-calendar days in advance of the effective withdrawal date. Notice of withdrawal shall be given to all parties at the addresses shown within this MOU, and to the contact persons so listed, considering any information updates received by the parties.

Should any One-Stop Partners withdraw, this MOU shall remain in effect with respect to the remaining Partners until a new MOU is executed or the end of the current federal program year (July through June).

The Workforce Development Board reserves the right to terminate the participation of any partner upon 60- days notice if the partner's actions are inconsistent with the terms and conditions of this memorandum of understanding.

This memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services. [WIOA 121]

## XII. Modification and Assignment

This MOU may be modified at any time by written agreement of the parties. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties. Any assignee shall also commit in writing to the terms of this MOU.

Such other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate.

## Youth Activities

### Planning Approach/Design Framework

The intent of the Workforce Innovation and Opportunity Act (WIOA) is to provide a systematic approach that offers youth a comprehensive set of service strategies and a closer link to the labor market. WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other federal, state, local, and philanthropic resources to support in-school and out-of-school youth.

In addition, the Act requires connections between youth programs and the One-Stop system providing information on the full array of appropriate services that are available to youth.

The design framework of local youth programs must:

- Provide an objective assessment of each youth participant.
- Develop an individual service strategy for each youth participant.
- Provide preparation for post-secondary educational opportunities, provide linkages between academic and occupational learning, provide preparation for employment, and provide effective connections to employers in in-demand industries and occupations.

### Eligibility

*OUT-OF-SCHOOL YOUTH WIOA Section 129(a)(i)(b)— In WIOA Title I, the term “out-of-school youth” means an individual who is -*

- (i) *not attending any school (as defined under State law);*
- (ii) *not younger than age 16 or older than age 24; and*
- (iii) *one or more of the following:*
  - (I) *A school dropout.*
  - (II) *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.*
  - (III) *A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is—*
    - (aa) *basic skills deficient; or*
    - (bb) *an English language learner.*
  - (IV) *An individual who is subject to the juvenile or adult justice system.*
  - (V) *A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under*

*section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.*

- (VI) An individual who is pregnant or parenting.*
- (VII) A youth who is an individual with a disability.*
- (VIII) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.*

*IN-SCHOOL YOUTH WIOA Section 129(a)(i)(c)— In WIOA Title I, the term ‘in-school youth’ means an individual who is—*

- (i) attending school (as defined by State law);*
- (ii) not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;*
- (iii) a low-income individual; and*
- (iv) one or more of the following:*
  - (I) Basic skills deficient.*
  - (II) An English language learner.*
  - (III) An offender.*
  - (IV) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.*
  - (V) Pregnant or parenting.*
  - (VI) A youth who is an individual with a disability.*
  - (VII) An individual who requires additional assistance to complete an educational program or to secure or hold employment.*

In North Carolina, “requires additional assistance to complete an educational program or to secure or hold employment” is defined as all youth, including youth with a disability, who meet the criteria in either 1 or 2 below:

1. ***In School Youth and***
  - a) *Has poor attendance patterns in an educational program during the last 12 calendar months; or*
  - b) *Has been expelled from school within the last 12 calendar months; or*
  - c) *Has been suspended from school at least within the last 12 calendar months; or*
  - d) *Has below average grades; or*
  - e) *Has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months between the ages of 14-21; or*
  - f) *Has a currently incarcerated parent(s)/guardian.*
  
2. ***Out-of-School Youth and***
  - a) *Has dropped out of a post-secondary educational program during the past 12 calendar months; or*
  - b) *Has a poor work history, to include no work history, or has been fired from a job in the last 6 calendar months; or*
  - c) *Has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months between the ages of 16-21; or*
  - d) *Currently has an incarcerated parent(s)/guardian.*

*Low-Income Individual [WIOA Section 3(36)]*

*(A) In General - The term "low-income individual" means an individual who—*

*(i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;*

*(ii) is in a family with total family income that does not exceed the higher of—*

*(I) the poverty line; or*

*(II) 70 percent of the lower living standard income level;*

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

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

*(v) is a foster child on behalf of whom State or local government payments are made; or*

*(vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.*

### **Services to Out-of-School Youth**

Careful consideration must be given to the development of a year round program that substantially engages out-of-school young adults. **At least seventy-five percent of the Local Area's youth funds must be used to provide services to out-of-school youth.** To improve the general recruitment of out-of-school youth, Local Areas are encouraged to conduct intake through their NCWorks Centers. This approach may provide an additional point of entry for young adults to participate in the WIOA program and may increase the likelihood of enrolling out-of-school youth who no longer have ties to school networks.

A youth's school status is determined at the time of application. This designation remains throughout the youth's WIOA participation. For example, a youth determined to be out-of-school at the time of WIOA application can continue to be counted as out-of-school for purposes of tracking youth expenditures, even if the youth enrolls in an alternative school as part of the service strategy.

### **Exception for Persons Who Are Not Low-Income Individuals, WIOA Section 129(a)(3)(A)(ii)**

In each local area, not more than 5% of youth may be persons who are not low-income individuals. Therefore, there is an exception to being low-income for Out-of-School Youth using WIOA Section 129(a)(1)(B)(iii)(III) or (VIII) below **and** for all In-School Youth (as all In-School Youth are low-income).

The exception to being low income applies only to the following Out-of-School Youth eligibility criteria:

(III) A recipient of a secondary school diploma or its recognized equivalent who is a low-income

individual **and** is—

*(aa) basic skills deficient; **OR***

*(bb) an English language learner.*

**Or**

*(VIII) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.*

### **Limitation on In-School Youth “Needs Additional Assistance”, WIOA Section 129(a)(3)(B)**

In each local area, not more than 5% of the In-school Youth assisted may be made eligible using WIOA Section 129(a)(1)(C)(iv)(VII) as follows:

*(VII) An individual who requires additional assistance to complete an educational program or to secure or hold employment.*

The 5% “Limitation” is calculated based on all In-School Youth served in the WIOA local youth program in a given Program Year. For example, if a total of 40 In-School Youth are served, only 2 may be eligible using clause (VII) “requires additional assistance” ( $40 \times .05 = 2$ ).

### **Required Program Elements [WIOA Section 129(c)(2)]**

The WIOA comprehensive year-round approach blends a youth’s developmental activities, like leadership and mentoring, with those of the traditional employment and training system. In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the programs shall provide elements consisting of fourteen defined elements.

Local program operators must determine what program elements will be provided to each youth participant based on the objective assessment and services strategy; however, it is envisioned that each will participate in more than one of the program elements required as part of any local youth program. All youth must receive some form of follow-up services for a minimum period of twelve months.

Local programs must make the following services available to youth participants:

- (A) tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;*
- (B) alternative secondary school services, or dropout recovery services, as appropriate;*
- (C) paid and unpaid work experiences that have as a component academic and occupational education, which may include—*
  - (i) summer employment opportunities and other employment opportunities available throughout the school year;*
  - (ii) pre-apprenticeship programs;*
  - (iii) internships and job shadowing; and*
  - (iv) on-the-job training opportunities;*
- (D) occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;*

- (E) *education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;*
- (F) *leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;*
- (G) *supportive services;*
- (H) *adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;*
- (I) *follow-up services for not less than 12 months after the completion of participation, as appropriate;*
- (J) *comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;*
- (K) *financial literacy education;*
- (L) *entrepreneurial skills training;*
- (M) *services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and*
- (N) *activities that help youth prepare for and transition to postsecondary education and training.*

*At least 20% of local Youth formula funds must be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing.*

### **Follow-up [681.580]\***

*Follow-up services are one of the required youth program elements. A comprehensive system of follow-up services becomes increasingly important as retention (employment retention, as well as retention in education and training) and earnings change are part of WIOA performance measures for youth.*

All youth participants must receive some form of follow-up services for a minimum duration of twelve months after exit from the program.

Follow-up services may include

- Leadership development and supportive service activities;

- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
- Assistance in securing better paying jobs, career development and further education;
- Work-related peer support groups;
- Adult mentoring; and
- Services necessary to ensure the success of a youth in employment and/or post-secondary education.

### **Work Experiences [681.590, 681.600]\***

Work experiences for youth are planned, structured experiences that take place in a workplace for a limited period of time. Work experiences are for a limited period of time and should be based on the youth's Individual Service Strategy (ISS).

Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.

Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development. Work experiences must include academic and occupational education.

The purpose of the work experience element is to provide the youth participant with opportunities for career exploration and skill development. Work experiences may be subsidized or unsubsidized and may include the following elements:

- Exposure to various aspects of an industry;
- Progressively more complex tasks;
- Internships and job shadowing;
- Pre-Apprenticeship programs;
- On-the-Job Training opportunities as referenced at WIOA 3(44);
- The integration of basic academic skills into work activities;
- Supported work, work adjustment, and other transition activities;
- Entrepreneurship; and
- Other elements designed to achieve the goals of work experience.

If State workers' compensation law applies to a participant in a work experiences element, workers' compensation benefits must be provided. If State workers' compensation law does not apply to a participant in a work experiences element, insurance coverage must be secured to cover potential injuries to the participant that may be incurred in the course of such work experiences.

### **Incentives [681.650]\***

Youth funds may be used to provide incentives for recognition and achievement to eligible youth provided that the provision of an opportunity for an incentive is included in the participant's individual assessment and service strategy. *WIOA allows incentive payments to youth participants for recognition and achievement directly tied to training activities and work experiences.*

Local Workforce Development Boards should take into account the cost effectiveness of providing incentives based upon local youth funding levels and the capacity of the local youth program to provide a quality offering of the required youth program elements.

The local program must have written policies and procedures in place governing the awarding of incentives and must ensure that such incentive payments are:

- a) Tied to the goals of the specific program;
- b) Outlined in writing before the commencement of the program that may provide incentive payments;
- c) Align with the local program's organizational policies; and
- d) Accord with the requirements contained in 2 CFR 200.

Federal funds may not be spent on entertainment costs. Therefore, incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

Additionally, under 2 CFR part 200, there are requirements related to internal controls to safeguard cash which also apply to safeguarding of gift cards, which are essentially cash.

### **Identification of Effective Providers of Youth Activities [681.400]\***

Local Workforce Development Boards shall identify eligible providers of youth activities by awarding grants or contracts on a competitive basis, to the providers to carry out the activities, and shall conduct oversight with respect to the providers in the Local Area. If the local Workforce Development Board established a standing youth committee and assigned it this function, then the youth standing committee will provide input on the selection of the youth providers.

In accordance with North Carolina's Four-Year Strategic Plan, as required by WIOA Section 123, Local Areas will develop criteria to identify effective and ineffective youth activities and providers. In developing local criteria, Local Areas should consider activities and providers that:

- Help lead young adults to a recognized post-secondary credential;
- meet the performance accountability measures based on primary indicators of performance for youth programs;
- develop relationships between youth and caring adults;
- involve family members;

- build youth responsibility;
- develop youth citizenship and leadership skills;
- place high expectations on youth and staff;
- provide appropriate services based on age and individual youth needs;
- demonstrate involvement of the business/employer community;
- provide accommodations for special needs populations;
- demonstrate prior successes in providing employment and training services to youth;
- prepare youth for and success in employment;
- improve educational achievement;
- provide high support for youth;
- demonstrate the connection between of work and learning; and
- provide comprehensive guidance and counseling.

Local Workforce Development Boards must conduct a full and open competition to secure youth service providers according to the Federal procurement guidelines at 2 CFR parts 200 and 290, in addition to applicable State and local procurement laws.

The requirement in WIOA Section 123 that eligible providers of youth services be selected by awarding a grant or contract on a competitive basis does not apply to the design framework services when these services are more appropriately provided by the grant recipient/fiscal agent. Design framework services include intake, objective assessments and the development of individual service strategy, case management, and follow-up services.

#### **Out-of-School Exception [681.230]\***

For purposes of WIOA, the US Department of Labor does not consider providers of Adult Education under Title II of WIOA, YouthBuild programs, and Job Corps programs to be schools. Therefore, WIOA youth programs may consider a youth to be out-of-school youth for purposes of WIOA youth program eligibility if they are attending Adult Education provided under Title II of WIOA, YouthBuild, or Job Corps.

*\*NPRM are subject to change by US Department of Labor.*