

**DRAFT
AGENDA**

**Bay Consortium Workforce Development Board, Inc.
One Stop Committee
Tuesday, July 14, 2020
10:00 A.M.**

- I. Call to Order
- II. Roll Call
- III. Public Input
- IV. Approval of Meeting Notes from January 14, 2020 Meeting
- V. New Business
 - A. Board Manual
- VI. Old Business
 - A. Work Experience Procedure Policy
 - B. Youth Incentive Policy
 - C. Self Sufficiency Policy
 - D. Trade Adjustment ACT and WIOA Dislocated Worker Co-Enrollment Policy
 - E. Strategic Priorities
 - F. Conflict of Interest Form
- VII. Other Topics for discussion
- VIII. Adjournment

Bay Consortium Workforce Development Board, Inc.
One-Stop Committee Meeting
Draft Minutes
Tuesday, January 14, 2020
10:00 a.m.

The One-Stop Committee met Tuesday, January 14, 2020 at the Fredericksburg Workforce Center.

Call to Order: Debbye Warf called the committee meeting to order at 10:00 a.m.

Roll Call: Present in person were Debbye Warf, Rebecca Mann, and Tracy Harrington Calling in was Nikole Cox. Not present was Cherlanda Sidney-Ross. In addition, present was Jackie Davis and Kristina Allen, WDB Staff. A quorum was present.

Public Input: There was no public input.

Approval of Minutes: There was a motion to approve the October 15, 2019 minutes. The motion was seconded and approved.

New Business: Jackie Davis reviewed the Personally Identified Information Policy and Priority of Service verification update with members. A motion was made to approve the Personally Identified Information Policy and Priority of Service verification, which was seconded and approved.

Old Business: There was no old business.

Other Items for Discussion: Jackie Davis let members know about monthly technical assistance calls being available on the second Monday of the month. There was discussion about the lack of a common intake form. A discussion regarding future meeting dates for the committee and Board took place.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Kristina Allen

Bay Consortium Workforce Development Board

Policy Number: 20-02
Effective Date: February 5, 2020
Revised Date: August 5, 2020
Title: WIOA Work Experience Procedure Policy

PURPOSE

To provide policy direction for the implementation of Work Experiences (WEXs) for WIOA eligible adults, dislocated workers and youth.

REFERENCES

- WIOA Sec. 129 (c)(2)(C); 134(c)(2)(A);188(a)(2) and (3)
- 20 CFR 680.170; 680.830; 680.840; 681.600; 683.270 and 280.
- US DOL Wage and Hour Division

BACKGROUND

An internship or work experience for adults and dislocated workers is defined at [20 CFR 680.170] as a planned, structured, time-limited learning experience that takes place in a workplace. An internship or work experience may be paid or unpaid, as appropriate. An internship or work experience may be provided in the private for-profit, non-profit, or public sectors.

For the WIOA youth program, work experience is similarly defined at [20 CFR 681.600] with the additional requirement that youth work experiences must include academic and occupational education.

WEXs are a contractual exchange between the WIOA service provider, WEX employer, and WEX participant. A WEX is not designed to replace an existing employee or position. Wages are provided by the WIOA service provider and paid directly to the participant developing an employer/employee relationship between the service provider and the WEX participant. Labor standards apply in any WEX where an employee/employer relationship exists, as defined by the Fair Labor Standards Act. Employers are not monetarily compensated.

WIOA includes a major focus on providing youth with work experience opportunities. WIOA prioritizes work experiences with the requirement that local areas must spend a minimum of 20 percent of local area funds on WIOA youth work experiences. WIOA youth program funds spent on paid and unpaid work experiences, including wages and staff costs must be tracked and reported as part of the local WIOA youth financial reporting.

Note:

- WIOA does not discern between “work experience (WEX)” or “internship”. The definition of both is the same.

- WIOA permits local areas to offer transitional jobs which are limited work experiences, that are subsidized and for those individuals with barriers to employment because of chronic unemployment or inconsistent work history. [20 CFR 680.830] There are limits on the amount of funds local areas may use.

POLICY

WEXs must provide a planned and structured learning experience that will contribute to the achievement of the participant's employment goals through a measurable training component.

WEX agreements must be signed by all parties prior to the start of the WEX. Work experiences for youth must include academic and occupational education.

A. Participant Eligibility

All WEX participants must meet program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment resulting in the development of an Individual Service Strategy or Individual Employability Plan that documents the participant's need for and benefit from a WEX.

Individuals who have received funding through an ITA, cohort or other WIOA funded training are also eligible for WEX. Funding for training and WEXs are separate.

B. Employer Eligibility

The WEX Employer:

- Must be registered with the Internal Revenue Service (IRS) and have an account with the Virginia Employment Commission for Unemployment Insurance and carry Workman's Compensation Insurance; [20 CFR 683.280]
- Must be licensed to operate in the Commonwealth of Virginia and provide their Federal Employer Identification Number (FEIN);
- Must have safe and healthy working conditions with no previously reported health and safety violations that have been reported but have not been corrected;
- Does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations or age; [WIOA Sec. 188(a)(2)]
- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with a WEX participant or as the result of having a WEX participant; [20 CFR 683.270]
- Shall not allow the WEX activity to result in the infringement of promotional opportunities of their current employees; [20 CFR 683.270]
- Shall not allow the participant to be involved in the construction, operation or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place for religious worship. [20 CFR 188(a)(3)]

C. WEX Timeframe

There are no regulations governing the amount of time a participant may be placed in a WEX. Typically, WEXs average between 2-10 weeks; all WIOA Service Providers will adhere to the [Fair Labor Standards Act](#) (FLSA) when determining the number of work experience hours appropriate for participants. When determining the duration of a WEX activity, the following should be considered:

- Objectives of the WEX;
- Length of time necessary for the participant to learn the skills identified in the learning plan;
- The employer having sufficient quantity of meaningful work activities for the participant; and
- Service provider budget.

D. Compensation

Participants enrolled in a paid WEX shall be compensated an hourly **stipend** at not less than the State or local minimum wage, whichever is higher. Participants shall be paid only for the hours worked during the WEX as documented on the participant's WEX time sheet.

WEX participants shall not be paid for:

- Sick leave;
- Vacation breaks;
- Lunch breaks; or
- A holiday recognized by the service provider as a "paid holiday".

WEX participants are not authorized to work overtime.

When determining the hourly wage for a WEX participant, the following considerations should be taken into consideration. This list is not intended to be all inclusive:

- Objectives of the WEX;
- Type of work performed during the WEX;
- Skill set of the participant;
- Skill set required for the WEX; and/or
- Service provider budget.

E. WEX Funding Limits

WEXs are subject to the same maximum dollar limits (\$4,000) as described in BCWDB Individual Training Account Policy 00-02.

PROCEDURES

A. Participant File Documentation

The following WEX documents must be located in the participant file:

- Comprehensive Assessment identifying a WEX as an appropriate service;
- Completed ISS/IEP documenting the WEX services and outcomes;
- WEX Agreement (completed prior to the start of the WEX);
- Learning Plan (completed by **participating WEX Business** prior to the start of the WEX);
- Pre- and Post-Assessments;
- Time cards/sheets; and
- Case notes according to BCWDB Case Note Policy 14-01.

B. WEX Agreement

WEX Agreements must contain, at a minimum, the following:

- Clear statement of purpose;
- Identification of all parties including the WEX participant;
- Requirements of the employer, participant and WIOA service provider;
- WEX start and end dates;
- Training job title and responsibilities;
- Required tools, equipment or uniforms, if applicable;
- Supportive services that are needed by the participant, if applicable;
- Detailed computation of the anticipated **stipend** to be earned;
- Concurrence between employer and union when WEX is under a collective bargaining agreement, if applicable;
- A training plan that is incorporated by reference in the body of the contract; and
- Signature and dates of all parties to the agreement.

A single WEX Agreement may be written for group training with a single training site provided the working conditions, job description, training plan, wage rates and terms of the Agreement are the same for all participants covered by the Agreement.

C. Modifications

WEX agreements may be modified. All modifications must be in writing and signed by all parties prior to the effective date of the modification. Verbal modifications of WEX agreements are not valid.

D. Monitoring

Service providers must ensure regular and on-going monitoring and oversight of the WEX. Monitoring may include on-site visits and phone/email communication with the employer/trainer and participant to review the participant's progress in meeting training plan objectives. Any deviations from the WEX agreement should be dealt with promptly.

The WIOA service provider's oversight of the WEX participant's training and payroll records may be reviewed by Federal, State and local fiscal and program monitors. These entities will

have the right to access, examine and inspect any site where any phase of the WEX program is being conducted. The service provider will maintain its records and accounts in such a way as to facilitate the audit. Records must be maintained for five (5) years after the conclusion of the WEX.

DEFINITIONS

Learning Plan – A signed agreement between the worksite supervisor, the participant and the WIOA service provider that describes the goals and project requirements during the WEX.

Pre-Assessment – A documented evaluation of the participant’s skills prior to, or at the beginning of the WEX.

Post-Assessment – A documented evaluation of the participant’s skills at the end of the WEX. The assessment is intended to show improvement, or lack thereof, during the WEX.

Subsidized Work Experience – A paid, planned, structured learning experience that takes place in a workplace for a limited period of time.

Transitional Jobs – provides limited work experience that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment because of chronic unemployment or inconsistent work history.

Unsubsidized Work Experience – An unpaid, planned, structured learning experience that takes place in a workplace for a limited period of time.

Work Experience Agreement – A written agreement between the WEX employer, the participant, and the WIOA service provider that outlines the program requirements and expected outcomes.

Bay Consortium Workforce Development Board

Policy Number: 20-01

Effective Date: February 5, 2020

Revised Date: August 5, 2020

Title: WIOA Youth Incentive Policy

PURPOSE

The purpose of this policy and procedure is to establish guidelines for the provision of incentives for youth for recognition and achievement of goals that are tied to individualized career activities.

REFERENCE

- Reference P.L.113-128 Workforce Innovation and Opportunity Act (WIOA) sections 129 and 150.
- 20 CFR § 681.640,650
- 2CFR 200.302 (b)(4) & 303
- TEGL 8-15

YOUTH INCENTIVE

Incentives are designed to encourage successful participation in youth program activities. These incentives must support the goals of BCWDB Youth programs as documented in the client's Individual Services Strategy (ISS). Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills and/or basic skills attainment goals as stated in the client's ISS and documented in accordance with applicable WIOA regulations. Incentives will be in the form of a check or other documentable means (i.e. gift card without fees). Under no circumstances may a client be given cash. **These incentives are intended to recognize the youth's achievements in an activity.**

PROCEDURE

Programmatic goals shall be documented in the client's Individual Service Strategy. Goals must be specific and measurable in objective terms. Based on funding availability, incentives can be given up to the amounts listed for each goal achieved. If there are questions regarding funding availability, contact the BCWDB staff to discuss funding concerns. If it is jointly determined by the BCWDB and service provider that funding is not available, the BCWDB staff will send confirmation to WIOA Service Providers that incentives have been placed on hold until the beginning of the next program year.

Achievements eligible for an incentive award require documentation for the award. Award amounts include:

1. Attain high school diploma or GED, evidenced by copy of high school diploma or GED: \$100.00
2. Career pathway exploration activities or Leadership activities, evidenced by attendance sheets documenting completion of 3 activities: \$60.00 total.
3. Complete basic work readiness, or occupational skills attainment goals, evidenced by attendance sheets documenting completion of 3 Skills to Success activities: \$20.00 for each set of activities completed not to exceed \$60.00 total.
4. Complete TABE post-test demonstrating attainment educational functioning levels , evidenced by printed TABE results: \$25.00 per post-test, maximum of 2 payments
5. Attain a post-secondary credential (occupational certificate, diploma or degree), evidenced by copy of the credential: \$100.00

Youth incentive awards are limited to a lifetime amount of up to \$500.00 maximum per eligible youth. Exceptions may be granted by the BCWDB staff. Requests for a waiver must be submitted in writing and clearly state why an exception should be made for that particular client. Approved waivers must be in place prior to the exception activity.

Attainment of goals identified in the ISS also must be clearly documented in the client's file and in the Virginia Workforce Connection System. An Incentive Tracking Log must be maintained and list all incentives awarded to each youth; the log is provided by the BCWDB. Incentive awards shall be made in a uniform and consistent manner, as explained in this policy and procedure, that ensures all participants receive equal rewards for equal achievement.

DOCUMENTATION

Case managers must maintain an Incentive Tracking Log provided by BCWDB staff, listing all incentives awarded to each youth. Attainment of goals must be clearly documented in the client's file and in the Virginia Workforce Connection System. The client's receipt of checks, cash equivalents, or a material reward shall be acknowledged by them in the form of a signature documented on the Participant Receipt Form. The Incentive Tracking Log shall include, at a minimum, the client's name, VAWC State ID number, funding stream, specific goal accomplished that is being rewarded, and the amount and type of incentive. The Incentive Tracking Log shall be maintained in the client's folder, with a copy submitted for reimbursement. The Incentive Tracking Log shall be signed by the client receiving the incentive and by the case manager who delivered it to them.

Program operators must track the costs of incentives to the specific funding stream in which the client receiving the reward is participating and shall bill the BCWDB accordingly. Checks and

Bay Consortium Workforce Development Board

Policy Number: 15-01

Effective Date: July 1, 2019

Revised Date: August 5, 2020

Title: Self-Sufficiency Policy

PURPOSE:

The purpose of this policy is to provide guidance for effective Self-Sufficiency practices to support service strategies that assist WIOA eligible individuals reach their employment goals. The Lower Living Standard Income Levels expire **June 30, 2021**.

REFERENCES:

Federal Register, **January 17, 2020** – *Federal Register* – 80 FR 3236, Department of Health and Human Services, Annual Update of the HHS Poverty Guidelines

Federal Register, **April 30, 2020** – U.S. Department of Labor – Employment and Training Administration WIOA: Lower Living Standard Income Level

Virginia Workforce Letter (VWL) TBD

DEFINITION OF ECONOMIC SELF-SUFFICIENCY:

The Workforce Innovation & Opportunity Act (WIOA) requires a local definition of economic self-sufficiency as a condition for providing training or re-training services to Adults, including Employed Adults, and Dislocated Workers.

The following policy is established to broaden the range of populations served in the Bay Consortium Local Workforce Development Area XIII and to encourage participation in the services provided, and to maximize the use of funding received in the Bay Consortium Local Workforce Development Area XIII.

The Bay Consortium Local Workforce Development Area XIII defines the term “low income individual” as an individual who:

- Receives or is a member of a family that receives, cash payments under a Federal, State or local income-based public assistance program;
- Received an income or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, cash payments under a Federal, State or local income-based public assistance program; and old age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of:
 - The poverty line, for an equivalent period; or
 - 70 percent of the lower living standard income level, for an equivalent period (see chart below);

Any individual who is considered to be “low income”, as defined above, is eligible to receive WIOA funded training services in the Bay Consortium Local Workforce Development Area XIII. Below are the charts detailing the **2020** Poverty Guidelines for the 48 Contiguous States and the District of Columbia, the 70% Lower Living Standard Income Level Chart and the 100% Lower

Living Standard Income Level Chart for the Bay Consortium Local Workforce Development Area XIII.

2020 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Size of Family Unit Poverty Guideline	
1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,680
6	\$35,160
7	\$39,640
8	\$44,120

For family units with more than 8 members, add \$4,480 for each additional member.
Federal Register, [January 17, 2020](#) – *Federal Register* – 80 FR 3236, Department of Health and Human Services, Annual Update of the HHS Poverty Guidelines

70% LOWER LIVING STANDARD INCOME LEVEL CHART (2020)

PY 2020 INCOME GUIDELINES	70% Lower Living Standard Income Level for WIOA Program Eligibility								
			Family Size						
WDB	County CD FIPS	Locality Name	1	2	3	4	5	6	Family Size Addition
Bay Consortium	001	Accomack County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	033	Caroline County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	057	Essex County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	097	King and Queen County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	099	King George County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	101	King William County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	103	Lancaster County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	115	Mathews County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	119	Middlesex County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	131	Northampton County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	133	Northumberland County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	159	Richmond County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	177	Spotsylvania County	12,760	19,934	27,362	33,775	39,862	46,618	6,756
Bay Consortium	179	Stafford County	12,760	19,934	27,362	33,775	39,862	46,618	6,756
Bay Consortium	193	Westmoreland County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	630	Fredericksburg City	12,760	19,934	27,362	33,775	39,862	46,618	6,756
Bay Consortium	073	Gloucester County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	127	New Kent County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	137	Orange County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	047	Culpeper County	12,760	17,240	21,720	26,425	31,184	36,469	5,285

200% LOWER LIVING STANDARD INCOME LEVEL CHART (2020)
Individuals EXCEEDING these amounts are deemed SELF SUFFICIENT

PY 2020 INCOME GUIDELINES		200% Lower Living Standard Income Level for Self-Sufficiency Determination							
WDB	County CD FIPS	Locality Name	Family Size						Family Size Addition
			1	2	3	4	5	6	
Bay Consortium	001	Accomack County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	033	Caroline County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	057	Essex County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	097	King and Queen County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	099	King George County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	101	King William County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	103	Lancaster County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	115	Mathews County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	119	Middlesex County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	131	Northampton County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	133	Northumberland County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	159	Richmond County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	177	Spotsylvania County	34,754	56,956	78,178	96,500	113,892	133,194	19,302
Bay Consortium	179	Stafford County	34,754	56,956	78,178	96,500	113,892	133,194	19,302
Bay Consortium	193	Westmoreland County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	630	Fredericksburg City	34,754	56,956	78,178	96,500	113,892	133,194	19,302
Bay Consortium	073	Gloucester County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	127	New Kent County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	137	Orange County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	047	Culpeper County	27,202	44,562	61,160	75,500	89,098	104,196	15,098

Bay Consortium Workforce Development Board

Policy Number: 18-03

Effective Date: November 7, 2018

Revised Date: August 5, 2020

Title: Trade Adjustment Act and WIOA Dislocated Worker Co-Enrollment Policy

PURPOSE

To establish procedures for the *Trade Act* and *Dislocated Worker programs* are well coordinated and delivered within the workforce system in a manner that is seamless to clients and responsive to their needs.

REFERENCE

Training Employment Guidance Letter 3-15

PROCEDURES

1. When there is a layoff of 25 or more with Trade Act certified petition, state rapid response procedures are followed (<http://www.vwn.virginia.gov/rapidresponse.cfm>) (For less than 25 employees the flow will start with number 2 below). Employer and employee briefings are scheduled and planned. At the Employee Briefing or Rapid Response Mass Meeting, which is to provide basic services and next steps, representatives from the VEC, WIOA, Virginia Career Works Center and other mandated and optional partners provide program information. Examples:
 - a. VEC - Job services and unemployment filing, documentation requirements and TAA services and training
 - b. WIOA - WIOA-available intensive services, supportive services and training
 - c. Other WIOA partners - the number of partners will vary by employer(s) requests
 - d. NOTE: WIOA will create a sign-up sheet for employees interested in training, basic and intensive services.
2. Trade affected employees must file Trade Eligibility Claim forms. Times and dates of the Trade claims taking sessions will be set by VEC. Notice will be mailed to address provided by the employer layoff list (May be prior to, or following the layoff date).
 - a. Register for Unemployment Insurance by telephone, online or staff assisted, if not already done so.
 - b. Register for job services to begin job search.

- c. Host Trade Act claim taking session. Complete paperwork to establish Trade eligibility; process paperwork and send to Richmond; await receipt of entitlement determination.
 - d. Schedule one-on-one meeting for reemployment options.
3. Client reports to WIOA Service Provider to:
- a. Participate in program orientation, (*but not required*)
 - b. Complete program application
 - c. Determined eligibility
 - d. Complete enrollment process
 - e. Receive initial assessment

NOTE to WIOA Provider Staff and VEC staff:

- i. Customers identified via the WIOA Provider sign-up sheet will be contacted by a WIOA case manager to determine interest in training, career services.*
 - ii. Based on circumstances, WIOA Provider may conduct a mass enrollment/assessment session and/or one-on-one enrollment/assessment by appointment.*
 - iii. Following enrollment, assessment and determination of training preference and recommendation, WIOA case manager will provide documentation to the VEC's trade representative.*
4. Before Trade Act assistance is provided:
- a. Customers required to be enrolled into WIOA, assessed and training needs determined before documentation is submitted to VEC's trade representative.
 - b. Trade will utilize assessments and training recommendation documentation from WIOA and determine appropriate training for client if training is determined to be needed
 - c. Training is approved or disapproved by the VEC/Trade staff.
 - d. If the client is issued a waiver due to: enrollment not available, health, or training not available, **WIOA Provider must do an assessment.**
 - e. If client desires training or career services and client has not met with WIOA case

manager, make a referral to WIOA for dislocated worker assistance. In this case, await assessment results from WIOA case manager.

5. Additional WIOA and VEC staff responsibilities and/or steps to follow:

- a. WIOA case manager will provide initial one-on-one contact to attendees following the Rapid Response session(s) (may be prior to, or following layoff date)
 - i. Contact clients who signed up for intensive services or training. Make an appointment for enrollment and assessment.
 - ii. Group enrollment and assessment - Have an initial interview (explain WIOA program requirements, assessments and training relationship between Trade, WIOA and the client), document basic services, create client folder, determine eligibility, enroll and assess.
 - iii. For Trade purposes, clients that are 50 years of age and/or older that DO NOT plan to participate in training, are not required to complete the assessment process.
- b. WIOA case manager also will implement the following actions:
 - i. Meet one-on-one with client to discuss basic services, intensive services, training and supportive service needs.
 - ii. Enroll client into Virginia Workforce Connection system (VWC)
 - iii. Ensure that a printout of revoked waiver status case note is included in client case file.
 - iv. Work with client to develop an IEP in the VWC system and complete other required file enrollment
 - v. Determine appropriate reemployment options based upon client choice, TABE assessment, Career Scope assessment, labor market analysis and other relevant variables.
 - vi. Complete Training Recommendation section in the IEP.
 - vii. Refer client to VEC's trade representative via email (insert email address) to discuss training options if training is justified and approved.
 - viii. Forward assessments, IEP, LMI and Co-enrollment Consent to VEC's Trade representative via email (insert email address)

- ix. Based upon eligibility for Trade and other considerations, client may be enrolled in WIOA's dislocated worker program for training.
- x. NOTE to WIOA staff: For purposes of eligibility, there must be a basic service entered into the VWC system prior to dislocated worker program involvement. The sign-up sheet from the Rapid Response Meeting plus the layoff letter provided by the company can serve as proof that a basic service was provided to the client. If WIOA funds are used for any training activity, the WIOA training provider list will be used. If Trade uses a training provider not on the WIOA state or local training provider list, WIOA case manager will ensure the client is made aware that WIOA funds cannot be used to pay for tuition and/or books should the need arise.

6. Co-enrollment and case management:

a. WIOA Dislocated Worker Program

- i. Maintain IEP, case notes, training and/or fiscal documentation as required under WIOA local policies.
- ii. Have client sign co-enrollment agreement signed by all three parties. One copy is retained for file.
- iii. Provide 30 day follow up to client to support positive outcome and case management as needed in accordance with WIOA local policies.
- iv. Maintain on-going contact with VEC trade representative on customer status via VWC case notes.

7. Case Closure

- a. VEC trade representative will notify WIOA case manager if client ceases or completes training activity and/or enters employment. WIOA will reciprocate the same.
- b. WIOA case manager will exit the client when appropriate and notify VEC trade representative.
- c. NOTE: In the VWC, soft exits will require that all service activity is entered by both WIOA case manager and VEC trade representative.

8. Follow up

- a. WIOA case manager provides follow up for one year or based on the individual need of the customer following case closure by WIOA dislocated worker program.

Strategic Priorities

Strategic Priority Number One: Funding – Performance and Accountability

Goal: Maximize funding opportunities to support strategic priorities

Objectives:

1. Diversify streams of revenue to support the strategic priorities
2. Support professional grant writing to supplement existing revenue
3. Monitor funds for correlation with goals
4. Evaluation – Review Quarterly reports, annual budgets, and grant revenue

Strategic Priority Number Two: Program Development and Implementation – One Stop

Goal: Lead workforce system of partners to provide comprehensive programs and services

Objectives:

1. Provide responsive and innovative employer services
2. Provide responsive and innovative training and support services for jobseekers
3. Ensure WIOA compliance through technical assistance, tracking and documentation
4. Evaluation – Review quantity and quality of services provided to job seekers and employers

Strategic Priority Number Three: Business and Community Engagement –Board Development

Goal: Enhance outreach and connectivity to business and community partners

Objectives:

1. Enhance connections with regional employers through ongoing outreach and resource promotion
2. Enhance communication and collaboration with local elected officials
3. Coordinate and collaborate with community partners to promote and align resources of all stakeholders without duplicating services
4. Evaluation – Track business and community outreach by WDB members and staff

Strategic Priority Number Four: Marketing – Labor Market

Goal: Enhance visibility and viability of WDB as an important key community resource

Objectives:

1. Align WDB marketing activities with VA Career Works initiative to support strategic priorities
2. Pursue sponsorships and partnerships to support program initiatives
3. Build rapport with industry and business community through ongoing needs assessment, resource promotion, and service enhancement
4. Evaluation – Institute feedback methods to capture community opinion and usage of workforce services