

Business Name	Street Address	City	State	Zip Code	Service Provided Category	NAICS (See Instructions)	Business Size (According to Establishment)
<i>Sample Business</i>	<i>123 Main St.</i>	<i>Anytown</i>	<i>EveryState</i>	<i>63104</i>	<i>Accessing Untapped Labor Pools</i>	<i>44-45</i>	<i><250</i>
ChildHelp	23164 Dragoon Rd	Lingum	VA	22726	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Atlantic Constructors	1401 Battery Brooke Pkwy	Richmond	VA	23237	Accessing Untapped Labor Pools	23 - Construction	<250
Vocelli's Pizza	1605 Jefferson Daivs Hwy	Fredericksburg/Stafford	VA	22401	Accessing Untapped Labor Pools	72 - Accommodation and Food Services	<250
Lumbee Tribe Entreprises	125 Woodstream Blvd Suite 307	Stafford	VA	22556	Accessing Untapped Labor Pools	54 - Professional, Scientific and Technical Services	<250
LifeCAre Medical Transports	1170 International Parkway	Fredericksburg	VA	22406	Accessing Untapped Labor Pools	62 - Health Care and Social Assistance	<250
Falls Run	140 Brimley Drive	Fredericksburg	VA	22401	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Dominion Youth Services	1931 PLank Road	Fredericksburg	VA	22401	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Mary Washington Hospital	1001 Sam Perry Blvd	Fredericksburg	VA	22401	Accessing Untapped Labor Pools	62 - Health Care and Social Assistance	250+
TopSide Federal Credit Union	2004 Augustine Avenue	Fredericksburg	VA	22401	Accessing Untapped Labor Pools	52 - Finance and Insurance	<250
Liberty Tax	Locations throughout PD16	Fredericksburg	VA	22407	Accessing Untapped Labor Pools	52 - Finance and Insurance	<250
Compass Entertainment Complex Group	100 Entertainment Drive	Irvington	VA	22480	Workforce Recruitment Services	72 - Accommodation and Food Services	<250
Lowe's	Locations throughout PD16	Fredericksburg/Stafford	VA	22408	Workforce Recruitment Services	44-45 - Retail Trade	250+
Surge Staffing	10705 Courthouse Rd	Fredericksburg	VA	22407	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	<250
Parent Child Development Program	602 Main Street	West Point	VA	23181	Accessing Untapped Labor Pools	61 - Educational Services	<250
Rappahannock Goodwill Industries	4701 Market Street, Suite 100	Fredericksburg	VA	22408	Accessing Untapped Labor Pools	81 - Other Services (Except Public Administration)	250+

Business Name	Street Address	City	State	Zip Code	Service Provided Category	NAICS (See Instructions)	Business Size (According to Establishment)
Designated Logistics	9912 Governor Lane Blvd.	Williamsport	MD	21795	Workforce Recruitment Services	48-49 - Transportation and Warehousing	<250
Marshall CDL Driving School	12204 Dumfries Rd.	Mannassas	VA	20112	Training Services	48-49 - Transportation and Warehousing	<250
Mathews Dept. of Social Services	536 Church St	Mathews	VA	23109	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Reeds Moving Systems	1072 Dropoff Rd.	Summerville	SC	29483	Workforce Recruitment Services	48-49 - Transportation and Warehousing	<250
M & M Building Supply	10859 General Puller Hwy.	Hartfield	VA	23071	Workforce Recruitment Services	23 - Construction	<250
Chesapeake Mechanical	4206 Stonewall Ave.	Richmond	VA	23225	Workforce Recruitment Services	22 - Utilities	<250
Enchantment Resort	525 Boynton Canyon Rd.	Sedona	AZ	86336	Workforce Recruitment Services	71 - Arts, Entertainment and Recreation	<250
Johnson, Inc.	7098 Isaiah Rd.	Gloucester	VA	23061	Workforce Recruitment Services	23 - Construction	<250
APS Transport, LLC.	603 7th Street	Laurel	MD	20707	Workforce Recruitment Services	48-49 - Transportation and Warehousing	<250
Yorktown Convalescent Center	133 Battle Rd.	Yorktown	VA	23692	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Foley Material Handling	PO Box 289	Ashland	VA	23005	Workforce Recruitment Services	23 - Construction	<250
Riverside Regional Medical Center	608 Denbeigh Blvd. #701	Newport News	VA	23608	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Commonwealth Senior Living	511 Cedar Grove Rd	Farnham	VA	22460	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Bad Boy Construction	PO Box 963	Urbanna	VA	23175	Workforce Recruitment Services	23 - Construction	<250
J&E Logging	PO Box 1123	Saluda	VA	23149	Workforce Recruitment Services	11 - Agriculture, Forestry, Fishing and Hunting	<250
National Freight Inc.	7801 Pocahontas Trail	Williamsburg	VA	23185	Workforce Recruitment Services	48-49 - Transportation and Warehousing	<250
Middlesex County Dept. of Social Services	2893 General Puller Hwy.	Saluda	VA	23169	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Tidewater Physicians Multispecialty Group	860 Omni Blvd.	Newport News	VA	23606	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Tidewater Soil and Water Conservation	6969 Foxhunt Lane	Gloucester	VA	23061	Workforce Recruitment Services	92 - Public Administration	<250
New Kent Dept. of Social Services	7911 Courthouse Way	New Kent	VA	23124	Workforce Recruitment Services	62 - Health Care and Social Assistance	250+
Richmond County Social Services	5579 Richmond Rd.	Warsaw	VA	22572	Workforce Recruitment Services	62 - Health Care and Social Assistance	250+
Westmoreland County Social Services	18849 Kings Hwy.	Montross	VA	22520	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Northern Neck regional Jail	3908 Richmond Rd.	Warsaw	VA	22572	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	250+
Carry-On Trailer	159 Industrial Park Dr.	Montross	VA	22520	Training Services	31-33 - Manufacturing	250+
Lancaster High School	8815 Mary Ball Road	Lancaster	VA	22503	Workforce Recruitment Services	61 - Educational Services	<250
Lancaster County Boys & Girls Club	517 N Main Street	Kilmarnock	VA	22482	Workforce Recruitment Services	71 - Arts, Entertainment and Recreation	<250
Walmart	200 Old Fairgrounds Way	Kilmarnock	VA	22482	Employer Information and Support Services	44-45 - Retail Trade	250+
Riverside Walter Reed Hospital	7519 Hospital Drive	Gloucester	VA	23061	Employer Information and Support Services	62 - Health Care and Social Assistance	250+
Fortress Doors	3000 Mine Road	Fredericksburg	VA	22408	Employer Information and Support Services	44-45 - Retail Trade	<250
Victor Randall Logging	15140 New Kent Highway	Lanexa	VA	23089	Employer Information and Support Services	11 - Agriculture, Forestry, Fishing and Hunting	<250
Autumn Care	7600 Autumn Parkway	Mechanicsville	VA	23116	Employer Information and Support Services	62 - Health Care and Social Assistance	<250
Haven Shelter	102 Walnut Street	Warsaw	VA	22572	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Mary Washington Small Business Development Center	479 Main Street	Warsaw	VA	22572	Workforce Recruitment Services	61 - Educational Services	<250
MPNN CSB	414 Main Street	Warsaw	VA	22572	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Commonwealth Senior Living	511 Cedar Grove Rd.	Farnham	VA	22460	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Dollar General Store	1098 General Puller Hwy.	Hartfield	VA	23071	Workforce Recruitment Services	44-45 - Retail Trade	<250
Lancaster High School	8815 Mary Ball Road	Lancaster	VA	22503	Workforce Recruitment Services	61 - Educational Services	<250
Three Rivers Health Department	2780 General Puller Highway	Saluda	VA	23149	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
DARS	8004 Ferry Farms Drive	Henrico	VA	23229	Consulting Services	62 - Health Care and Social Assistance	<250
Northern Neck Technical Center	13946 Historyland Highway	Warsaw	VA	22572	Workforce Recruitment Services	61 - Educational Services	<250
Mission BBQ	13439 Hull Street Rd	Midlothian	VA	23112	Employer Information and Support Services	72 - Accommodation and Food Services	<250
Northern Neck Lumber	16056 Historyland Hwy	Warsaw	VA	22572	Employer Information and Support Services	11 - Agriculture, Forestry, Fishing and Hunting	<250
Pit Stop	10162 Kings Dominion Blvd	Doswell	VA	23047	Employer Information and Support Services	44-45 - Retail Trade	<250
Union Bank	2811 Fall Hill Avenue	Fredericksburg	VA	22401	Employer Information and Support Services	52 - Finance and Insurance	<250

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<i>Sample Business</i>	<i>123 Main St.</i>	<i>Anytown</i>	<i>EveryState</i>	<i>63104</i>	<i>Accessing Untapped Labor Pools</i>	<i>44-45</i>	<i><250</i>
Eastern Shore Rural Health	20280 Market Street	Onancock	Virginia	23417	Incumbent Worker Training Services	62 - Health Care and Social Assistance	<250
GradCast	12200 Ford Rd	Dallas	Texas	75234	Accessing Untapped Labor Pools	54 - Professional, Scientific and Technical Services	<250
The Blarney Stone Pub	10 North Street	Onancock	Virginia	23417	Layoff Aversion	72 - Accommodation and Food Services	<250
CDS	6200 Jefferson Davis Highway	Woodford	Virginia	22560	Training Services	54 - Professional, Scientific and Technical Services	<250
ESVA Chamber of Commerce	19056 Parkway	Melfa	Virginia	23410	Engaged in Strategic Planning/Economic Devel	51 - Information	<250
Virginia Department of Labor	600 E Main Street	Richmond	Virginia	23219	Engaged in Strategic Planning/Economic Devel	92 - Public Administration	<250
Northampton County EMS	16404 Courthouse Road	Eastville	Virginia	23347	Accessing Untapped Labor Pools	54 - Professional, Scientific and Technical Services	<250
Accomack County EMS	PO Box 426	Parksley	Virginia	23421	Accessing Untapped Labor Pools	61 - Educational Services	<250
Sentiel Robotics Solutions Group	33531 VA-175	Wallops Island	Virginia	23337	Accessing Untapped Labor Pools	54 - Professional, Scientific and Technical Services	<250
NASA Wallops Flight Facility	175 Chincoteague	Wallops Island	Virginia	23337	Workforce Recruitment Services	61 - Educational Services	<250
Eastern Shore Regional Jail	5211 The Hornes	Eastville	Virginia	23347	Other	61 - Educational Services	<250
Virginia Employmnet Commission	25036 Lankford Highway	Onley	Virginia	23418	Employer Information and Support Services	51 - Information	<250

Business Name	Street Address	City	State	Zip Code	Service Provided Category	NMCS (See Instructions)	Business Size (According to Establishment)	Notes
Sample Business	123 Main St	Alytown	Everywhere	63001	Accessing Untapped Labor Pools	44-45	<250	
Ruoh Lawn and Landscaping	112 River Place	Tappahannock	VA	22540	workforce recruitment services	66 - Administrative Support and Waste Management	<250	landscaper
Hand n heart	471 McLaw Circle	Williamsburg	VA	23185	workforce recruitment services	62 - Health Care and Social Assistance	<250	nurse aide
Carlton & Edwards Lumber	9402 Tidewater Trail	Urbana	VA	23175	workforce recruitment services	42 - Wholesale Trade	<250	laborer
Antonio's Pizzeria	6215 Chesapeake Circle	New Kent	VA	23104	workforce recruitment services	72 - Accommodation and Food Services	<250	waitstaff
Williams Industrial Services	2401 King William Avenue	West Point	VA	23181	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	industrial maintenance
Allied Universal	3038 Adhalee Road	Arlund	VA	23025	workforce recruitment services	56 - Administrative Support and Waste Management	>250	security
Hanley Electrical	230 Sandstone	Whiteside	VA	22718	workforce recruitment services	23 - Construction	>250	electrical
Havenstone Correctional	421 Barnfield Way	Haynesville	VA	22472	workforce recruitment services	92 - Public Administration	>250	corrections officers/virtual job fair registration
Walman	20036 Landford Road	Onley	VA	23418	workforce recruitment services	44-45 - Retail Trade	>250	customer service /virtual job fair registration
Carry on Trailer	159 Industrial Park Drive	Montross	VA	23062	workforce recruitment services	31-33 - Manufacturing	>250	manufacturing/virtual job fair registration
King William Laundrymat	694 Sharon Rd st L	King William	VA	23066	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	customer service /virtual job fair registration
Shark Reflections	694 Sharon Rd	King William	VA	23066	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	hair and nails
Portrait Reflections	694 Sharon Rd st D	King William	VA	23066	workforce recruitment services	84 - Professional, Scientific, and Technical Services	>250	customer service /virtual job fair registration
Pamunkey Riverside Guns	694 Sharon Rd st Q	King William	VA	23066	workforce recruitment services	42 - Wholesale Trade	>250	gun smithing
Old Rappahannock Tap House	130 Main St	Warsaw	VA	22572	workforce recruitment services	72 - Accommodation and Food Services	>250	bar and grill
Daisy Queen	5031 Richmond Rd	Warsaw	VA	22572	workforce recruitment services	72 - Accommodation and Food Services	>250	fast food
Lomburg Café	2919 Wainwright Rd	Callo	VA	22435	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Northumberland Public Library	7204 Northumberland Hwy	Heathsville	VA	22473	workforce recruitment services	51 - Information	>250	public library
Lancaster Public Library	125 Town Center Drive	Kilmarnock	VA	22482	workforce recruitment services	51 - Information	>250	public library
King William Library	694 Sharon Rd	King William	VA	23066	workforce recruitment services	51 - Information	>250	public library
St Stephens Post Office	12280 Richmond Tapo Hwy	St Stephens Church	VA	23148	workforce recruitment services	51 - Information	>250	Post office
Bella Pizzeria	1673 Tappahannock Blvd	Tappahannock	VA	22560	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Hong Kong Chinese Rest	4915 Richmond Tapo Hwy	Aylett	VA	23009	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Andy's Automate	123 Commerce park Dr	Manassas	VA	22106	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	automotive
Dragon Run Brewing	1401 Centerville Road	Shackelfords	VA	23156	workforce recruitment services	72 - Accommodation and Food Services	>250	brewery
Salon Central	4915 Richmond Tapo Hwy	Aylett	VA	23009	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	hair salon
Vineries	4915 Richmond Tapo Hwy	Aylett	VA	23009	workforce recruitment services	72 - Accommodation and Food Services	>250	winery
Food Lion	4915 Richmond Tapo Hwy	Aylett	VA	23009	workforce recruitment services	44-45 - Retail Trade	>250	grocery
Family Dollar	4915 Richmond Tapo Hwy	Aylett	VA	23009	workforce recruitment services	44-45 - Retail Trade	>250	retail
Verizon	4915 Richmond Tapo Hwy	Aylett	VA	23009	workforce recruitment services	51 - Information	>250	phone service and retail
Middle Pen NN CB	530 General Puller Highway	Saluda	VA	23149	workforce recruitment services	62 - Health Care and Social Assistance	>250	Mental health services
The Lazy Cow	714 Main St	West Point	VA	23181	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
United Services Team	18422 Heath Drive	Bartholomew	VA	23020	workforce recruitment services	56 - Administrative Support and Waste Management	>250	service technicians and drivers
Newport News Shipbuilding	4101 Washington Ave	Newport News	VA	23607	workforce recruitment services	31-33 - Manufacturing	>250	manufacturing/virtual job fair registration
Midmonds	432 14th St	West Point	VA	23181	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Burger King	432 14th St	West Point	VA	23181	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Pizza Hut	420 14th St	West Point	VA	23181	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Sub Way	418 14th St	West Point	VA	23181	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Dollar Tree	418 14th St	West Point	VA	23181	workforce recruitment services	44-45 - Retail Trade	>250	retail
501 Bar and Grill	9700 Mill Pond Rd	Toano	VA	23168	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Gloucester County Sheriff	7500 State Drive 2	Gloucester	VA	23064	workforce recruitment services	92 - Public Administration	>250	police
Mums and Bubs	154 Richmond Tapo Hwy	Tappahannock	VA	22560	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	children and mothers programs
Hand n heart	471 McLaw Circle	Williamsburg	VA	23185	workforce recruitment services	62 - Health Care and Social Assistance	>250	nurse aide
Amazon	3901 Meadville Park Parkway	Chester	VA	23836	workforce recruitment services	48-49 - Transportation and Warehousing	>250	warehouse
Hole in the Wall Grill	584 61st Ferry Road	Grimstead	VA	23044	workforce recruitment services	72 - Accommodation and Food Services	>250	fast food
Mechanics Fried Chicken	7901 Mechanicville Turnpike	Mechanicsville	VA	23111	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Cookout	7114 Mechanicville Turnpike	Mechanicsville	VA	23111	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Arby's	1100 Mechanicville Turnpike	Mechanicsville	VA	23111	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Town of Warsaw	78 Belleville Lane	Warsaw	VA	22572	workforce recruitment services	56 - Administrative Support and Waste Management	>250	Administrative Assistant
Miller Tavern Post Office	600 Millers Tavern Hwy	Millers Tavern	VA	23115	workforce recruitment services	48-49 - Transportation and Warehousing	>250	postal workers
Color Crew	600 Millers Tavern Hwy	King William	VA	23066	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	hair salon
Sons Bank	20 Commerce Lane	King William	VA	23066	workforce recruitment services	52 - Finance and Insurance	>250	banking
Rapleys Restaurant	694 M Sharon Rd	King William	VA	23066	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Watts Store	6548 Richmond Hwy	Millers Tavern	VA	23115	workforce recruitment services	44-45 - Retail Trade	>250	retail
Tan U	1633 Tappahannock Blvd	Tappahannock	VA	22560	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	tanning salon
Cut N Style Salon	Tappahannock Hwy	Tappahannock	VA	22560	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	hair salon
Essex Nail and Tan	1647 Tappahannock Blvd	Tappahannock	VA	22560	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	tanning salon
Beauty Town	1308 Tappahannock Blvd	Tappahannock	VA	22560	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	beauty salon
Mk Landing Childrens Center	1413 Teakwood	Tappahannock	VA	22560	workforce recruitment services	62 - Health Care and Social Assistance	>250	child care
Race Way Express One	12444 Richmond Tappahannock Hwy	Tappahannock	VA	22560	workforce recruitment services	44-45 - Retail Trade	>250	retail
Indus Pools	Rt 33	Shackelfords	VA	23166	workforce recruitment services	23 - Construction	>250	pool construction
J & W Seafood	16552 General Puller HWY	Deltaville	VA	23043	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Meds Service Center	3000 King William Ave	West Point	VA	23181	workforce recruitment services	56 - Administrative Support and Waste Management	>250	Administrative Assistant
Perdue	22520 Landford Hwy	Ackmack	VA	23301	workforce recruitment services	31-33 - Manufacturing	>250	chicken farm labor
Telemon	Landford Hwy	Onley	VA	23418	workforce recruitment services	62 - Health Care and Social Assistance	>250	case workers
Tecon	11224 Landford Hwy	Temperanceville	VA	23442	workforce recruitment services	31-33 - Manufacturing	>250	case workers
Community Services Board	3462 Main St	Emore	VA	23330	workforce recruitment services	62 - Health Care and Social Assistance	>250	counselors
Walman	26088 Landford Hwy	Onley	VA	23418	workforce recruitment services	44-45 - Retail Trade	>250	retail
Tractor Supply Only	25044 Landford Hwy	Onley	VA	23418	workforce recruitment services	44-45 - Retail Trade	>250	retail
Hibbit Sports	25068 Landford Hwy	Onley	VA	23418	workforce recruitment services	44-45 - Retail Trade	>250	retail
Ace Hardware	4102 Landford Hwy	Emore	VA	23300	workforce recruitment services	44-45 - Retail Trade	>250	retail
Food Lion	4092 Landford Hwy	Emore	VA	23300	workforce recruitment services	44-45 - Retail Trade	>250	retail
Holiday Inn Emore	3446 Landford Hwy	Emore	VA	23300	workforce recruitment services	72 - Accommodation and Food Services	>250	front desk housekeeping
Hampton Inn Emore	4126 Landford Hwy	Emore	VA	23300	workforce recruitment services	72 - Accommodation and Food Services	>250	hotel
Sunset Beach Resort	32254 Landford Hwy	Cape Charles	VA	23310	workforce recruitment services	72 - Accommodation and Food Services	>250	hotel
Dolar General Emore	3435 Landford Hwy	Emore	VA	23300	workforce recruitment services	44-45 - Retail Trade	>250	retail
Island House Restaurant	17 Atlantic Ave	Wachapreague	VA	23480	workforce recruitment services	72 - Accommodation and Food Services	>250	waitstaff
Rozes	25274 Landford Hwy	Onley	VA	23418	workforce recruitment services	44-45 - Retail Trade	>250	retail
Caros	25056 Landford Hwy	Onley	VA	23418	workforce recruitment services	44-45 - Retail Trade	>250	cashiers
McDonalds Drive	17 Atlantic Ave	Wachapreague	VA	23480	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Hardless Emore	4151 Landford Hwy	Emore	VA	23300	workforce recruitment services	72 - Accommodation and Food Services	>250	food service
Cape Charles Yacht Center	1011 Bayshore Rd	Cape Charles	VA	23310	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	laborer
Food Lion Cape Charles	12485 Landford Hwy	Cape Charles	VA	23310	workforce recruitment services	44-45 - Retail Trade	>250	retail
Quality Inn Emore	2543 Landford Hwy	Emore	VA	23300	workforce recruitment services	72 - Accommodation and Food Services	>250	retail
Little Italy	10227 Rogers Dr	Nassawadox	VA	23413	workforce recruitment services	72 - Accommodation and Food Services	>250	waitstaff
Parent Child Development Center	602 Main St	West Point	VA	23181	workforce recruitment services	61 - Educational Services	>250	child care
Etham Auto Clinic	18430 Etham Rd	West Point	VA	23181	workforce recruitment services	44-45 - Retail Trade	>250	retail
Sunshine	5527 Lewis B Puller Hwy	Shackelfords	VA	23166	workforce recruitment services	44-45 - Retail Trade	>250	laborer
Texas Courts Inc	12423 Richmond Tapo Hwy	Aylett	VA	23009	workforce recruitment services	23 - Construction	>250	construction
Essex Concrete	480 Arroyo Rd	Tappahannock	VA	22560	workforce recruitment services	23 - Construction	>250	construction
Hobbs Hole Golf	1267 Hobbs Hole Dr	Tappahannock	VA	22560	workforce recruitment services	71 - Arts, Entertainment and Recreation	>250	golf course
Mimers Golf	1527 Tappahannock Blvd	Tappahannock	VA	22560	workforce recruitment services	44-45 - Retail Trade	>250	retail
Goodwill Industries	1529 Tappahannock Blvd	Tappahannock	VA	22560	workforce recruitment services	44-45 - Retail Trade	>250	cashier
Walman Tapo	1660 Tappahannock Blvd	Tappahannock	VA	22560	workforce recruitment services	44-45 - Retail Trade	>250	cashiers, stocker
Lowes Tapo	1900 Tappahannock Blvd	Tappahannock	VA	22560	workforce recruitment services	44-45 - Retail Trade	>250	cashier
Tappahannock Free Clinic	317 Duke St	Tappahannock	VA	22560	workforce recruitment services	62 - Health Care and Social Assistance	>250	nurse aide
Curtis Contracting	7481 Thiers Rd	West Point	VA	23181	workforce recruitment services	23 - Construction	>250	construction
Carriegen Place	1150 Main St	Tappahannock	VA	22560	workforce recruitment services	52 - Finance and Insurance	>250	construction
Essex County Sheriff	304 Prince St	Tappahannock	VA	22560	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	construction
Abbott small engine repair	390 James B Memorial Hwy	Kilmarnock	VA	22482	workforce recruitment services	48-49 - Transportation and Warehousing	>250	warehouse
Advance Auto parts	200 Old Farm ground way	Kilmarnock	VA	22482	workforce recruitment services	44-45 - Retail Trade	>250	retail
America Plus	129 S Main St	Kilmarnock	VA	22482	workforce recruitment services	62 - Health Care and Social Assistance	>250	nurse aide
Annas Pizzeria	150 Old Farm Ground Way	Kilmarnock	VA	22482	workforce recruitment services	72 - Accommodation and Food Services	>250	retail
Atlantic Boardband	25 Office Park Drive	Kilmarnock	VA	22482	workforce recruitment services	51 - Information	>250	retail
Best Western	599 N Main St	Kilmarnock	VA	22482	workforce recruitment services	72 - Accommodation and Food Services	>250	front desk housekeeping
Big T The Pies	581 Main St	Kilmarnock	VA	22482	workforce recruitment services	44-45 - Retail Trade	>250	retail
Blower Sealoff & Deli	409 Main St	Kilmarnock	VA	22482	workforce recruitment services	72 - Accommodation and Food Services	>250	waitstaff
Center for Innovation and Development	447 N Main St	Kilmarnock	VA	22482	workforce recruitment services	81 - Other Services (Except Public Administration)	>250	retail
Booth Landscaping	86 N Main St	Kilmarnock	VA	22482	workforce recruitment services	11 - Agriculture, Forestry, Fishing and Hunting	>250	retail
Ti Ti Supermarket	81 Hampton Rd	Kilmarnock	VA	22482	workforce recruitment services	44-45 - Retail Trade	>250	retail
The shoe store	28 West Church Rd	Kilmarnock	VA	22482	workforce recruitment services	44-45 - Retail Trade	>250	cashiers
B & B Seafood	212 Plantation Rd	Callo	VA	22435	workforce recruitment services	72 - Accommodation and Food Services	>250	laborer
Bank of Lancaster	18 Sandy St	Callo	VA	22435	workforce recruitment services	52 - Finance and Insurance	>250	retail
Callo Bay Rite	58 Northumberland Hwy	Callo	VA	22435	workforce recruitment services	44-45 - Retail Trade	>250	retail
Callo Dairy Freeze	352 Northumberland Hwy	Callo	VA	22435	workforce recruitment services	72 - Accommodation and Food Services	>250	retail
Callo Supermarket	352 Northumberland Hwy	Callo	VA	22435	workforce recruitment services	44-45 - Retail Trade	>250	retail
Athena Vineyards	3138 Jessie Dupont Hwy	Heathsville	VA	22473	workforce recruitment services	11 - Agriculture, Forestry, Fishing and Hunting	>250	laborer
Northumberland Health Department	6173 Northumberland Hwy	Heathsville	VA	22473	workforce recruitment services	62 - Health Care and Social Assistance	>250	retail
Montross Brewery & Beer Garden	15883 King Hwy	Montross	VA	23020	workforce recruitment services	44-45 - Retail Trade	>250	cashier
Angelos Pizzeria	15883 King Hwy	Montross	VA	23020	workforce recruitment services	72 - Accommodation and Food Services	>250	nurse aide
Bar Aging	17113 King Hwy	Montross	VA	23020	workforce recruitment services	62 - Health Care and Social Assistance	>250	nurse aide
Carroll Cottage	15804 Kings Hwy	Montross	VA	23020	workforce recruitment services	44-45 - Retail Trade	>250	retail
Rappahannock Regional Library	56 Pohl St	Montross	VA	23				

Instructions for Completing Business Services Report

Virginia workforce agencies are required to report on the number of businesses served by their workforce programs, as well as the industry and size category of each business served and the types of services that were provided. This data will be used to report to the Governor on Virginia's progress toward meeting annual goals for serving businesses, and it will be used to determine the employer penetration rate for WIOA performance reporting to the U.S. Department of Labor. The focus of these particular initiatives is on reporting the number of businesses served, not the number of business services provided; therefore, the report has been designed to collect data accordingly.

Each partnering program will designate one individual to share the business services report (BSR) with the Virginia Employment Commission (VEC). Please provide the name and e-mail address of this individual, along with their respective program they will be reporting for, to Paul Daniels (Paul.Daniels@vec.virginia.gov) and Katrina Pettaway (Katrina.Pettaway@vec.virginia.gov). At the beginning of each program year, the program designee will be e-mailed a blank BSR. This should be used to track businesses served throughout the program year in order to build a cumulative report by year-end. A new template will be provided for each new reporting year.

On a quarterly basis, each workforce program designee should submit their report to the Virginia Employment Commission (VEC) so that progress toward annual goals may be reported. This report will need to include the name, address, NAICS code, business size and type of service provided for businesses served. Businesses will be reported at the establishment-level, so each physical location of a business should be counted. This will aid in the de-duplication of businesses; it will also allow reports to be generated to determine the number of businesses served by the workforce system as a whole, as well as businesses served by workforce program, industry category, and establishment size. This data will also be used to report performance to DOL for the Effectiveness in Serving Employers measure, as required by WIOA.

In order to fill out the two digit NAICS code, please follow the following instructions:

Option A) Search NAICS based on business name and address, utilizing InfoGroup data from the Virginia Labor Market Information website at <https://virginialmi.com>

- 1) On the left hand menu, under "Labor Market Profiles," click on "Employers" and then select "Employer Profiles."
- 2) Type business name into search bar
- 3) Select the appropriate business/address
- 4) Employer size and NAICS codes are listed in the "Other Information" block at the top of the page
- 5) For size, only classify as <250, or 250+
- 6) For NAICS, only copy the first two digits of the number (EX. 561311 becomes just 56)
- 7) In instances where a business has multiple NAICS codes listed, choose the one most appropriate to the location and services you have provided

For example, did you assist a windows company with their retail or with their manufacturing?

Option B) Utilize your knowledge of the business served to input the appropriate NAICS. You may draw on either resource listed below to assist you.

1) North American Industrial Classification System search tool from the US Census Bureau at <https://www.census.gov/eos/www/naics/index.html>

Step 1: In instances where you know what the business does (i.e. manufacturing, law firm, sales, etc.), but you do not know the NAICS code, utilize this tool

Step 2: Type the keyword for what the business primary work is into the 2017 NAICS search box, located at the top left of the screen.

For example, if you assist Enterprise, type "car rental" into the search bar. You find that "car rental agencies" are listed with the NAICS code 53: Real Estate and Rental & Leasing.

Again, utilize only the first two digits of the NAICS code.

Step 3: If you have any questions, you can click on the NAICS code to obtain a description of that sector and ensure that it matches with what you know about the business

2) Refer to the NAICS code guide on the spreadsheet, or attached to the email.

The VEC will collect data on businesses served by workforce programs, on a quarterly basis, in order to prepare summary reports for the Virginia Board of Workforce Development and the State Level Business Services team. Each quarter, workforce programs should continue adding data to the version of the report that was last submitted to the VEC, so that a cumulative report of the year-to-date data is provided each time. A blank template will be sent next program year to restart the process. Business addresses and services should be recorded in the Excel document when the service is provided so that the report will remain up-to-date. Each workforce program designee should provide their completed report to the VEC each quarter, according to the following schedule:

Quarter 1 (Jul. 1-Sep 30, 2019) - October 15, 2019

Quarter 2 (Oct. 1-Dec. 31, 2019) - January 15, 2020

Quarter 3 (Jan. 1-Mar. 31, 2020) - April 15, 2020

Quarter 4 (Apr. 1-Jun. 30, 2020) - July 15, 2020

The intent of this report is not to measure workforce program productivity, but it is instead to determine the number of unique businesses served. As a result, only one service per category, per business, needs to be reported. Each unique business should be entered as a separate row for each type of service provided, but a unique business that receives multiple instances of the same type of service should only be entered once. Furthermore, in alignment with the VEC's Quarterly Census of Employment and Wages report, each individual establishment will count as a unique business. As a result, if a workforce program provides services to employees at multiple locations of the same business, then each individual location should be reported separately in the data collection tool. The following is an example of a correct and incorrect way to capture business services.

Example 1: Correct

Business Name	Street Address	City	State	Zip Code	Service Provided Category
Capital One	123 Main St.	Anytown	EveryState	63104	Recruitment Services
Capital One	123 Main St.	Anytown	EveryState	63104	Labor Market Information
Capital One	123 Main St.	Anytown	EveryState	63104	Consulting Services
Capital One	456 Elm St.	Anytown	EveryState	63205	Consulting Services

Example 2: Incorrect

Business Name	Street Address	City	State	Zip Code	Service Provided Category
Capital One	123 Main St.	Anytown	EveryState	63104	Recruitment Services
Capital One	123 Main St.	Anytown	EveryState	63104	Recruitment Services
Capital One	123 Main St.	Anytown	EveryState	63104	Recruitment Services

When providing business names and addresses, please use full names and pay close attention to accuracy. Nicknames and errors will make de-duplicating, much more difficult. Additionally, please do not edit the template or format of the report in any way. This will make it difficult to summarize results.

A drop-down menu is provided in the template for the service categories, NAICS code, and Business Size. Please use the definitions provided below to identify the services that your staff provided to businesses. Do not include referrals to other programs unless the referral is the nature of the service.

Accessing Untapped Labor Pools – Businesses that established pipeline activities in partnership with the public workforce system. Activities include, but are not limited to: outreach to youth, veterans, individuals with disabilities, older workers, ex-offenders, and other targeted demographic groups; industry awareness campaigns; joint partnerships with high schools, community colleges, or other education programs to improve skill levels; and programs to address limited English proficiency and vocational training.

Assessments – Businesses that received an assessment service that may include the following: individual client assessments, Work Keys profiles, career readiness, foundational skills assessment, assistive technology assessments, ergonomic assessments.

Consulting Services – Businesses that received a consulting service that may include pre-event preparation for hiring events, initial engagement with employers for registered apprenticeship, diversity consultations, business plans, rehabilitation engineer services, assistive technology, assistance in creating 503 employment/outreach plans for targeted employers that hire persons with disabilities, and initial rapid response consultation.

Employer Information and Support Services – Businesses that received staff-assisted services designed to educate them about and engage them in the local job market/economy and the range of services available through the local One-Stop delivery system. These services may be provided in a variety of service interventions, including orientation sessions, workshops, or other business consultations (e.g., initial site visits). Services include, but are not limited to, providing information on: state and federal tax credits or workforce investment incentives (state and federal tax credits (WOTC) or workforce investment information on state, regional and local labor market conditions, industries, occupations, and the characteristics of the workforce, skills businesses need, local employment dynamics information such as workforce availability, worker supply and demand, business turnover rates, job creation, and job identification of high growth and high demand industries; and proactive linkage and referral of establishments to community resources that support their workforce needs.

(The following are **NOT** reportable under this category: information and support services that are delivered through mass mailings or communications, "cold" calling or other follow-up contacts, and regular establishment newsletters, brochures, or publications.)

Engaged in Strategic Planning/Economic Development – Businesses that engaged in either workforce investment strategic planning or business growth and economic development strategic planning. These activities include, but are not limited to: participating in community-based strategic planning; sponsoring employer forums; securing information on industry trends; providing information for the purpose of corporate economic development planning; and partnering in collaborative efforts to identify workforce challenges and developing strategies to address those challenges.

Incumbent Worker Training Services – Businesses that received with publicly-funded incumbent worker training assistance.

Labor Market Information (LMI) – Businesses that were provided with a LMI service that may include conducting economic impact analysis, developing targeted labor market information, and conducting NAICS (North American Industry Classification System) and SOC (Standard Occupational Classification) Code searches for employers and economic development. (Employer self-service through the Virginia Workforce Connection (VaWC) does **NOT** count as a service.)

Layoff Aversion – Businesses that received a layoff aversion service that assists employers in retaining their business or jobs. This may include early intervention for firms assessed at risk to help avoid layoffs; feasibility studies; incumbent worker training resulting in workers maintaining a current job or moving to other positions to avoid layoffs (this specific instance may be double-counted with training for incumbent worker training); a business connection to private loan program, or other local, state, or federal government resources that helps business remain open, reorganize under new ownership, or be purchased by a new owner, resulting in jobs being maintained; connection to economic development resources resulting in business assistance; and referrals to business focused organizations such as MATA AC (Mid-Atlantic Trade Adjustment Assistance Center) or GenEdge resulting in business assistance.

Planning Layoff Response – Businesses that received an initial on-site visit or contact, as required by WIOA section 3(S1)(A), to plan a layoff response following notification of a current or projected permanent closure or mass layoff, including natural or other disasters.

Rapid Response/Business Downsizing Assistance – Businesses that received an initial on-site visit or contact to either (a) discuss the range of rapid response services and other assistance available to workers and employers affected by layoff, plant closures, or natural disasters, or (b), as required by WIOA section 3(S1)(A), plan a layoff response following notification of a current or projected permanent closure or mass layoff, including natural or other disasters.

Registered Apprenticeships – Businesses that received a registered apprenticeship service that may include business enrollment into the registered apprenticeship program, holding a business development meeting, business registration, occupation registration, apprentice registration, apprentice completion, quality assurance assessment, and EEO evaluations.

Tax Incentives and Credits – Businesses that received a service pertaining to the Work Opportunity Tax Credit (WOTC) and other tax incentives and credits for hiring individuals defined in the authorizing program. (Please do **NOT** include referrals to a program such as WOTC, unless your program directly provides the incentive or service.)

Training Services – Businesses that received publicly-funded training assistance, including customized training, on-the-job training, and incumbent worker training.

Virginia Jobs Investment Program (VJIP) – Businesses that received VJIP services.

Workforce Recruitment Services – Businesses that received workforce recruitment assistance from staff or remotely through electronic technologies. Activities include, but are not limited to, assisting employers to meet their human capital and skilled workforce needs by: supporting employers' search for qualified candidates; securing information on job requirements and providing employers with One-Stop staff support for candidate screening and pre-employment interviews at the One-Stop Career Center (or affiliate site) or on site at the place of business; taking job order information and promoting the employment opportunities (e.g., advertising the opening to the workforce); conducting special recruitment efforts including out-of-area or out-of-state recruitment for candidates with special skills; organizing, conducting, and/or participating in job fairs; providing employers with meeting/work space at the One-Stop Career Center (or affiliate site) for screening or interviewing; conducting pre-employment testing, background checks and assistance in completion of the I-9 paperwork; and providing employers with job and task analysis services, and absenteeism analysis.

Two-Digit NAICS Codes By Industry

72 - Accommodation and Food Services

56 - Administrative Support and Waste Management

11 - Agriculture, Forestry, Fishing and Hunting

71 - Arts, Entertainment and Recreation

23 - Construction

61 - Educational Services

52 - Finance and Insurance

62 - Health Care and Social Assistance

51 - Information

55 - Management of Companies and Enterprises

31-33 - Manufacturing

21 - Mining, Quarrying and Oil & Gas Extraction

81 - Other Services (Except Public Administration)

54 - Professional, Scientific and Technical Services

92 - Public Administration

53 - Real Estate and Rental & Leasing

44-45 - Retail Trade

48-49 - Transportation and Warehousing

22 - Utilities

42 - Wholesale Trade