

Business Name	Street Address	City	State	Zip Code	Service Provided Category	NAICS (See Instructions)	Business Size (According to Establishment)
<i>Sample Business</i>	123 Main St.	Anytown	EveryState	63104	Accessing Untapped Labor Pools	44-45	<250
1st Quarter Report PY2020							
ChildHelp	23164 Dragon Rd	Lignum	VA	22726	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Atlantic Constructors	1401 Battery Brooke Pkwy	Richmond	VA	22327	Accessing Untapped Labor Pools	23 - Construction	<250
Vocelli's Pizza	1605 Jefferson Davis Hwy	Fredericksburg/Stafford	VA	22401	Accessing Untapped Labor Pools	72 - Accommodation and Food Services	<250
Lumbee Tribe Enterprises	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	Ivington	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+
2nd Quarter Report PY2020							
Coca-Cola Consolidated Inc	4100 Coca Cola Plaza	Charlotte, NC	NC	28211	Workforce Recruitment Services	31-33 - Manufacturing	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
ChildHelp	23164 Dragon Rd	Lignum	VA	22726	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	Workforce Recruitment Services	62 - Health Care and Social Assistance	250+
RACS	600 Jackson Street	Fredericksburg	VA	22401	Workforce Recruitment Services	62 - Health Care and Social Assistance	250+
The Choice Group	4807 Radford Avenue, Suite 106	Richmond	VA	23230	Employer Information and Support Services	62 - Health Care and Social Assistance	<250
Pathfinder Transportation LLC	1320 Central Park Blvd, Suite 200	Fredericksburg	VA	22401	Employer Information and Support Services	48-49 - Transportation and Warehousing	<250
Rock Solid Janitorial	2705 W Mercury Blvd	Hampton	VA	23666	Employer Information and Support Services	81 - Other Services (Except Public Administration)	<250
Lumbee Tribe Enterprises	125 Woodstream Blvd	Stafford	VA	22556	Employer Information and Support Services	54 - Professional, Scientific and Technical Services	<250
Complete Quality Contracting	10829 Courthouse Rd	Fredericksburg	VA	22408	Employer Information and Support Services	23 - Construction	<250
Rosie's Gaming Emporium	10515 Colonial Downs Pkwy	New Kent	VA	23124	Employer Information and Support Services	81 - Other Services (Except Public Administration)	<250
City of Fredericksburg	715 Princess Anne Street	Fredericksburg	VA	22401	Employer Information and Support Services	92 - Public Administration	<250
Service Source	2046 Jefferson Davis Highway, Suite 103	Stafford	VA	22554	Employer Information and Support Services	62 - Health Care and Social Assistance	<250
Staphens Cable Construction	675 Helms Drive	Fredericksburg	VA	22406	Workforce Recruitment Services	23 - Construction	<250
Rappahannock Electric Cooperative	247 Industrial Ct	Fredericksburg	VA	22408	Workforce Recruitment Services	92 - Public Administration	250+
Michelle Brizzi	5 Greenhaven Court	Stafford	VA	22554	Employer Information and Support Services	51 - Information	<250
LifeCare Medical Transports	1170 International Parkway	Fredericksburg	VA	22406	Accessing Untapped Labor Pools	62 - Health Care and Social Assistance	<250
Spotsylvania Food Service-Sodexo	8720 Courthouse Road	Fredericksburg	VA	22553	Workforce Recruitment Services	72 - Accommodation and Food Services	250+
Greenchip	10 Harkness Blvd	Fredericksburg	VA	22407	Workforce Recruitment Services	31-33 - Manufacturing	<250
Bald Eagle dba The UPS Store	2215 Plank Road	Fredericksburg	VA	22401	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	<250
Mary Washington Hospital	1001 Sam Perry Blvd	Fredericksburg	VA	22401	Accessing Untapped Labor Pools	62 - Health Care and Social Assistance	250+
3rd Quarter Report PY2020							
Coca-Cola Consolidated	57 Commerce Pkwy,	Fredericksburg	VA	22406	Workforce Recruitment Services	48-49 - Transportation and Warehousing	<250
Service Source	2046 Jefferson Davis Hwy,	Stafford	VA	22554	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	250+
Pathfinder Transportation LLC	5200 Jefferson Davis Hwy	Fredericksburg	VA	22408	Workforce Recruitment Services	48-49 - Transportation and Warehousing	<250
GreenChip Recycling	540 Kingsland Ave	Brooklyn	NY	11222	Workforce Recruitment Services	56 - Administrative Support and Waste Management	<250
Rosie's Gaming Emporium	18069 Triangle Shopping Plaza	Dumfries, VA	VA	22026	Workforce Recruitment Services	71 - Arts, Entertainment and Recreation	<250
Complete Quality Contracting	10829 Courthouse Rd, Suite A	Fredericksburg	VA	22408	Workforce Recruitment Services	23 - Construction	<250
Spotsylvania County Schools	8720 Courthouse Rd.	Spotsylvania	VA	22553	Workforce Recruitment Services	61 - Educational Services	250+
The UPS Store	2215 Plank Rd,	Fredericksburg	VA	22401	Workforce Recruitment Services	44-45 - Retail Trade	<250
The Choice Group	4807 Radford Ave Suite 106,	Richmond	VA	23230	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
University of Mary Washington	1001 Sam Perry Blvd	Fredericksburg	VA	22401	Workforce Recruitment Services	62 - Health Care and Social Assistance	250+
Dominion Youth Services	1931 Plank Rd #101,	Fredericksburg	VA	22401	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
ChildHelp	23164 Dragon Rd,	Lignum	VA	22726	Workforce Recruitment Services	62 - Health Care and Social Assistance	250+
Rappahannock Goodwill	4701 Market Street, Suite A	Fredericksburg	VA	22408	Workforce Recruitment Services	44-45 - Retail Trade	<250
Portco	800 Loudoun Avenue	Portsmouth	VA	23707	Workforce Recruitment Services	56 - Administrative Support and Waste Management	250+
Lowes	1361 Carl D. Silver Pkwy,	Fredericksburg	VA	22401	Workforce Recruitment Services	44-45 - Retail Trade	250+
James River Ground Management	11008 Washington Hwy	Glenn Allen	VA	23059	Workforce Recruitment Services	56 - Administrative Support and Waste Management	<250
Surge Staffing	10705 Courthouse Rd,	Fredericksburg	VA	22407	Workforce Recruitment Services	56 - Administrative Support and Waste Management	250+
UVA Healthcare	1300 Jefferson Park Ave,	Charlottesville	VA	22903	Workforce Recruitment Services	62 - Health Care and Social Assistance	250+
Jiffy Lube	3300 Plank Rd,	Fredericksburg	VA	22407	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	250+
Bay Aging	5306 Old Virginia St.	Urbanna	VA	23175	Workforce Recruitment Services	62 - Health Care and Social Assistance	250+
Fed-Ex	12101 Amos Lane	Fredericksburg	VA	22407	Workforce Recruitment Services	48-49 - Transportation and Warehousing	250+
See Sommerville Solutions LLC	111 Bonair St	Stafford	VA	22405	Workforce Recruitment Services	56 - Administrative Support and Waste Management	<250

Notes

Business Name	Street Address	City	State	Zip Code	Service Provided Category	NAICS (See Instructions)	Business Size (According to Establishment)
Sample Business							
1st Quarter Report PY2020	123 Main St.	Anytown	EveryState	63104	Accessing Untapped Labor Pools	44-45	<250
Eastern Shore Rural Health	20280 Market Street	Onancock	VA	23417	Incumbent Worker Training Services	62 - Health Care and Social Assistance	<250
GradCast	12200 Ford Rd	Dallas	TX	75234	Accessing Untapped Labor Pools	54 - Professional, Scientific and Technical Services	<250
The Blarney Stone Pub	10 North Street	Onancock	VA	23417	Layoff Aversion	72 - Accommodation and Food Services	<250
CDS	6200 Jefferson Davis Highway	Woodford	VA	22560	Training Services	54 - Professional, Scientific and Technical Services	<250
ESVA Chamber of Commerce	19056 Parkway	Melfa	VA	23410	Engaged in Strategic Planning/Economic Develop	51 - Information	<250
Virginia Department of Labor	600 E Main Street	Richmond	VA	23219	Engaged in Strategic Planning/Economic Develop	92 - Public Administration	<250
Northampton County EMS	16404 Courthouse Road	Eastville	VA	23427	Accessing Untapped Labor Pools	54 - Professional, Scientific and Technical Services	<250
Accomack County EMS	PO Box 426	Parkley	VA	23421	Accessing Untapped Labor Pools	61 - Educational Services	<250
Sentinel Robotics Solutions Group	33531 VA-175	Wallops Island	VA	23337	Accessing Untapped Labor Pools	54 - Professional, Scientific and Technical Services	<250
NASA Wallops Flight Facility	175 Chincoteague	Wallops Island	VA	23337	Workforce Recruitment Services	61 - Educational Services	<250
Eastern Shore Regional Jail	5211 The Hornes	Eastville	VA	23347	Other	61 - Educational Services	<250
Virginia Employment Commission	25036 Lankford Highway	Onley	VA	23418	Employer Information and Support Services	51 - Information	<250
2nd Quarter Report PY2020							
Virginia Department Of Conservation and Rec	3540 Kiptopeke Drive	Cape Charles	VA	23310	Workforce Recruitment Services	11 - Agriculture, Forestry, Fishing and Hunting	<250
Tian Fei DDS	24277 Cooke Street	Parkley	VA	23421	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	<250
Shore Accounting & Tax Svc Inc	21190 N Bayside	Cheriton	VA	23316	Workforce Recruitment Services	52 - Finance and Insurance	<250
Meyers & Tabakin	25131 Lankford Highway	Onley	VA	23418	Workforce Recruitment Services	31-33 - Manufacturing	<250
Eastern Shore Community Services Board	10129 Rogers Drive	Nassawadox	VA	23413	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Cherrystone Family Camping Resort	15111 Townfield Drive	Cape Charles	VA	23310	Workforce Recruitment Services	71 - Arts, Entertainment and Recreation	<250
A & N Electric	21275 Cooperative Way	Tasley	VA	23441	Workforce Recruitment Services	22 - Utilities	<250
Pizza Hut Onley	25092 Lankford Hwy	Onley	VA	23418	Workforce Recruitment Services	72 - Accommodation and Food Services	<250
3 Knots Taphouse	8 North R	Onancock	VA	23417	Workforce Recruitment Services	72 - Accommodation and Food Services	<250
Maurice	145 Market St	Onancock	VA	23417	Workforce Recruitment Services	72 - Accommodation and Food Services	<250
Best Western Chincoteague	7105 Maddox Blvd	Chincoteague	VA	23336	Workforce Recruitment Services	72 - Accommodation and Food Services	<250
Dons Seafood	4113 Main St	Chincoteague	VA	23336	Workforce Recruitment Services	72 - Accommodation and Food Services	<250
Chincoteague Dinner	7085 Maddox	Chincoteague	VA	23336	Workforce Recruitment Services	72 - Accommodation and Food Services	<250
The Shanty	33 Marina Rd	Cape Charles	VA	23310	Workforce Recruitment Services	72 - Accommodation and Food Services	<250
Cape Charles Brewery	2198 Stone Rd	Cape Charles	VA	23319	Workforce Recruitment Services	72 - Accommodation and Food Services	<250
Rommel's Ace Hardware	4102 Lankford Hwy	Exmore	VA	23350	Workforce Recruitment Services	44-45 - Retail Trade	<250
Walgreens	4053 Lankford Hwy	Exmore	VA	23350	Workforce Recruitment Services	44-45 - Retail Trade	<250
Riverside Shore Memorial	20480 Market St	Onancock	VA	23417	Workforce Recruitment Services	62 - Health Care and Social Assistance	250+
Stuckey's	14439 Lankford Hwy	Mappsville	VA	23407	Workforce Recruitment Services	44-45 - Retail Trade	<250
Accomack Animal Hospital	26157 Onley Rd	Onley	VA	23418	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	<250
AutoZone	25075 Lankford	Onley	VA	23418	Workforce Recruitment Services	44-45 - Retail Trade	<250
Bagley Walker DDS	25529 East Main St	Onley	VA	23418	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Bojangles	26206 Lankford Hwy	Onley	VA	23418	Workforce Recruitment Services	72 - Accommodation and Food Services	<250
Royal Farms	25220 Lankford	Onley	VA	23418	Workforce Recruitment Services	44-45 - Retail Trade	<250
ESVA Chamber	19056 Parkway	Melfa	VA	23410	Engaged in Strategic Planning/Economic Develop	54 - Professional, Scientific and Technical Services	<250
Chincoteague Chamber	6733 Maddox Blvd	Chincoteague	VA	23336	Engaged in Strategic Planning/Economic Develop	54 - Professional, Scientific and Technical Services	<250
Northampton Chamber	16429 Courthouse Rd	Cape Charles	VA	23310	Engaged in Strategic Planning/Economic Develop	54 - Professional, Scientific and Technical Services	<250
Virginia Sports Hall of fame	206 High Street	Portsmouth	VA	23709	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	<250
ES Community Services Board	24233 Lankford Highway	Tasley	VA	23441	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Visit Baltimore	400 E Pratt St 10th Floor	Baltimore	MD	21202	Other	81 - Other Services (Except Public Administration)	<250
Staff Home Health	25379 Lankford Highway	Onancock	VA	23417	Assessments	62 - Health Care and Social Assistance	<250
University of Maryland Shore Regional Health	250 W. Pratt St	Baltimore	MD	21202	Accessing Untapped Labor Pools	62 - Health Care and Social Assistance	250+
Northampton County EDA	5250 Willow Oak Road	Eastville	VA	23347	Labor Market Information	11 - Agriculture, Forestry, Fishing and Hunting	<250
Ack NHC Planning District Commission	23372 Front Steet	Accomack	VA	23301	Employer Information and Support Services	55 - Management of Companies and Enterprises	<250
BB & T Bank	25386 Lankford Highway	Onley	VA	23418	Assessments	52 - Finance and Insurance	<250
Hampton Roads Driving School	2955 Virginia Beach Blvd	Virginia Beach	VA	23452	Training Services	61 - Educational Services	<250
Eastern Shore Academy of Cosmetology	4247 Nelson Road	New Church	VA	23415	Training Services	61 - Educational Services	<250
Woodwright	9782 Church Neck	Machipongo	VA	23405	Accessing Untapped Labor Pools	54 - Professional, Scientific and Technical Services	<250
Eastern Shore Rural Health	20398 Badger Lane	Onancock	VA	23417	Incumbent Worker Training Services	62 - Health Care and Social Assistance	<250
Sentinel Robot Solutions Group	33531 VA-175	Wallops Island	VA	23337	Registered Apprenticeships	54 - Professional, Scientific and Technical Services	<250
3rd Quarter Report PY2020							
Bay Creek Resort LLC	1 Clubhouse Road	Cape Charles	VA	23310	Workforce Recruitment Services	71 - Arts, Entertainment and Recreation	<250
Greenhouse Nursery	18273 County Road	Parkley	VA	23421	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	<250
Harbour Towne Enterprises Inc	26151 Lankford Highway	Belle Haven	VA	23306	Workforce Recruitment Services	23 - Construction	<250
Meyers & Tabakin	25131 Lankford Highway	Onley	VA	23418	Workforce Recruitment Services	31-33 - Manufacturing	<250
A & N Electric Cooperative	21275 Cooperative Way	Tasley	VA	23441	Workforce Recruitment Services	22 - Utilities	<250
Northampton County DSS	5265 The Thomes	Eastville	VA	23347	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Waterford Printing Company	12133 Bank Avenue	Exmore	VA	23350	Workforce Recruitment Services	31-33 - Manufacturing	<250
A & N Electric Cooperative	21275 Cooperative Way	Tasley	VA	23441	Workforce Recruitment Services	22 - Utilities	<250
Charter Communications	21222 Fairgrounds Road	Tasley	VA	23441	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	250+
Dollar General Corp	Lankford Highway	Exmore	VA	23350	Workforce Recruitment Services	44-45 - Retail Trade	<250
Advantage Lawn Care & Landscaping	21419 Lankford Highway	Parkley	VA	23421	Workforce Recruitment Services	44-45 - Retail Trade	<250
Waterside Motor Inn, Inc.	3761 Main Street	Chincoteague Island	VA	23336	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	<250
Turner Sculpture	27316 Lankford Highway	Onley	VA	23418	Workforce Recruitment Services	71 - Arts, Entertainment and Recreation	<250
Northampton County DSS	5265 The Thomes	Eastville	VA	23347	Workforce Recruitment Services	62 - Health Care and Social Assistance	<250
Eastern Shore Regional Jail	5245 The Hornes	Eastville	VA	23347	Workforce Recruitment Services	81 - Other Services (Except Public Administration)	<250
Northampton County parks & Rec	P.O. Box 66	Eastville	VA	23347	Workforce Recruitment Services	71 - Arts, Entertainment and Recreation	<250
Quest Auto Body	3306 Lankford Hwy	Exmore	VA	23350	Workforce Recruitment Services	48-49 - Transportation and Warehousing	<250
A & N Electric Cooperative	21275 Cooperative Way	Tasley	VA	23441	Workforce Recruitment Services	22 - Utilities	<250
Dons Seafood Restaurant	4113 Main Street	Chincoteague Island	VA	23336	Workforce Recruitment Services	72 - Accommodation and Food Services	<250
A & N Electric Cooperative	21275 Cooperative Way	Tasley	VA	23441	Workforce Recruitment Services	22 - Utilities	<250
Coastal Tire	3502 Main Street	Exmore	VA	23350	Workforce Recruitment Services	44-45 - Retail Trade	<250
ESVA Chamber	19056 Parkway	Melfa	VA	23410	Engaged in Strategic Planning/Economic Develop	54 - Professional, Scientific and Technical Services	<250
Eastern Shore Rural Health	20398 Badger Lane	Onancock	VA	23417	Incumbent Worker Training Services	62 - Health Care and Social Assistance	<250
Visit Baltimore	400 E Pratt St 10th Floor	Baltimore	MD	21202	Other	81 - Other Services (Except Public Administration)	<250
Ack NHC Planning District Commission	23372 Front Steet	Accomack	VA	23301	Employer Information and Support Services	55 - Management of Companies and Enterprises	<250
VIP Salon & Spa	4247 Nelson Road	New Church	VA	23415	Training Services	61 - Educational Services	<250
Hampton Roads Driving School	2955 Virginia Beach Blvd	Virginia Beach	VA	23452	Training Services	61 - Educational Services	<250
Chincoteague Chamber	6733 Maddox Blvd	Chincoteague	VA	23336	Engaged in Strategic Planning/Economic Develop	54 - Professional, Scientific and Technical Services	<250
Parr Real Estate	22493 Lankford Highway	Cape Charles	VA	23310	Other	53 - Real Estate and Rental & Leasing	<250
RB Construction	4064 Mill Rd	Vienna	VA	21869	Labor Market Information	23 - Construction	<250
Town of Onancock	15 North Street	Onancock	VA	23417	Engaged in Strategic Planning/Economic Develop	92 - Public Administration	<250
CDS	6200 Jefferson Davis Highway	Woodford	VA	22560	Training Services	54 - Professional, Scientific and Technical Services	<250
Accomack County EMS	PO Box 426	Parkley	VA	23421	Accessing Untapped Labor Pools	61 - Educational Services	<250
NASA Wallops Flight Facility	175 Chincoteague	Wallops Island	VA	23337	Workforce Recruitment Services	61 - Educational Services	<250
A & N Electric Cooperative	21275 Cooperative Way	Tasley	VA	23441	Consulting Services	22 - Utilities	<250
Ancora Educational Resources	8701 Bedford Ewells Rd Ste. 400	Hurst	TX	76053	Employer Information and Support Services	22 - Utilities	<250
Shipper's Choice	6163 Jefferson Ave. Ste. C	Newport News	VA	23605	Accessing Untapped Labor Pools	48-49 - Transportation and Warehousing	<250
Tyson Foods	11224 Lankford Highway	Temperanceville	VA	23442	Registered Apprenticeships	11 - Agriculture, Forestry, Fishing and Hunting	250+
SRS Group	33531 Chincoteague Rd	Wallops Island	VA	23337	Other	31-33 - Manufacturing	<250
Coldwell Banker Real Estate	200 Market Street	Onancock	VA	23417	Other	53 - Real Estate and Rental & Leasing	<250

Notes

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 WIDA 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 Pettway (Katrina.Pettway@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 WIDA.

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 to 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 program year to restart the process. Business addresses and services should be recorded on 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	01204	Recruitment Services
Capital One	123 Main St.	Anytown	EveryState	01204	Labor Market Information
Capital One	123 Main St.	Anytown	EveryState	01204	Consulting Services
Capital One	456 Elm St.	Anytown	EveryState	01205	Consulting Services

Example 2 - Incorrect

Business Name	Street Address	City	State	Zip Code	Service Provided Category
Capital One	123 Main St.	Anytown	EveryState	01204	Recruitment Services
Capital One	123 Main St.	Anytown	EveryState	01204	Recruitment Services
Capital One	123 Main St.	Anytown	EveryState	01204	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 Unemployed 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 SO3 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 incentives); customized workforce 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 (VWC) 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 MATIAC (Mid-Atlantic Trade Adjustment Assistance Center) or GenEdge resulting in business assistance.

Business Layoff Response - Businesses that received an initial on-site visit or contact, as required by WIDA section 8(5)(1)(A), to plan a layoff response to a current or projected permanent closure or mass layoff, including natural or other disasters.

Rapid Response Business Reopening 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 layoffs, plant closures, or natural disasters, or (b), as required by WIDA section 8(5)(1)(A), plan a layoff response following notification of a current or projected permanent closure or mass layoff, including natural or other disasters.

Registered Apprenticeship - 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, 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 Job 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 in areas or out-of-state recruitment for candidates with special skills; organizing, conducting, and participating in job fairs; providing employers with meeting/work space at the One-Stop Career Center (or an 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