



Bay Consortium Workforce Development Board, Inc.

Bay Consortium Workforce Development Board, Inc.

Executive Committee

Wednesday, July 27, 2022

Northern Neck Planning District Commission

457 Main Street, Warsaw, VA 22572

11:00 am



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Draft Agenda

Bay Consortium Workforce Development Board

Executive Committee

Wednesday, July 27, 2022

11:00 am

<https://us02web.zoom.us/j/82580656195?pwd=YnFVU3hhRVVPSmttZjhhamg2SzNVQT09>

- I. Call to order
- II. Welcome and Introductions
- III. Roll Call
- IV. Approval of Minutes – April 27, 2022
- V. Public Comment
- VI. Standing Committees
 - A. One-Stop Committee
 - B. Performance and Accountability Committee
 - C. Labor Market Committee
 - i. ETP – Justice Academy
 - D. Board Development Committee
 - E. Youth Council
- VII. Old Business
- VIII. New Business
 - A. Revised PY22-23 Budget
 - B. Fraud Policy
 - C. Self-Sufficiency Policy
 - D. Travel Form
 - E. Quarterly Reports
 - F. Alternate v. Proxy
- IX. Executive Director’s Update
- X. Other Items for Discussion
- XI. Public Comment
- XII. Adjournment

Draft Executive Committee Minutes
Bay Consortium Workforce Development Board, Inc.
Wednesday, April 27, 2022
11:00 a.m.

The Executive Committee met Wednesday, April 27, 2022 at the Northern Neck Planning District Commission.

Call to Order: Dennis Parsons called the meeting to order at 11:00 a.m.

Roll Call: Present were Dennis Parsons, Marjorie Lampkin, Greg Moon, Debbye Warf, Vanesa Livingstone, and Josh Gemerek. Others present were Jackie Davis, Steven Golas, and Katlyn Moss, Bay WDB Staff.

Approval of Minutes: A motion was made to approve the Executive Committee meeting minutes from the January 26, 2021 meeting. The motion was seconded and carried by a unanimous vote.

Public Input: There was no public input.

One-Stop Committee: Debbye Warf gave the committee report, noting changes made to update the On the Job Training Manual, to increase training payments from \$4,000 to \$6,000 as pay rates have increased. A motion was made to send the proposed increase in the On the Job Training Manual for training payments from \$4,000 to \$6,000, which was seconded and approved, with Marjorie Lampkin abstaining.

Performance & Accountability Committee: Vanesa Livingstone gave a review of the Quarterly Reports. Jackie Davis noted that Rappahannock Community College had been down staff, and Marjorie Lampkin stated that interviews would be occurring soon.

Labor Market Committee: Greg Moon gave the committee update. He stated that Vital Phlebotomy Institute and LifeCare Medical Transports had been proposed as additions to the Eligible Training Provider List. A motion was made to send Vital Phlebotomy Institute and LifeCare Medical Transports to the Board for approval on the Eligible Training Provider List, which was seconded and approved. Jackie Davis reviewed the updates made to the Strategic Plan.

Board Development Committee: Josh Gemerek gave the committee report, with Jackie Davis reviewing the Slate of Officers for PY 22-23. The meeting schedule for committee and board meetings in PY 22-23 was reviewed. Jackie Davis reviewed the proposed committee assignments with members.

Youth Council: Marjorie Lampkin gave the committee report, noting that youth enrollment was low across the state. She also noted the ongoing discussion of the need for a parent representative on the council. Jackie Davis discussed the Summer Youth Initiative with members.

Old Business: There was no old business.

New Business: Jackie Davis reviewed the proposed PY 22-23 Budget, noting that she accounted for a decrease in funding and was conservative when calculating carry over funds. She did note that locality supports were not fully included, and they would go towards covering the Business Services position, and that would put funding back into the provider's accounts. A motion was made to send the proposed budget to the Board for approval, which was seconded and approved, with Marjorie Lampkin abstaining. Jackie Davis discussed the Electronic Participation Policy, noting that it would still require a physical quorum present, and that the electronic participation would have to be approved by the quorum present. She also noted that the reason for electronic participation must be provided ahead of time.

Executive Director Update: Jackie Davis discussed the new hire for the Business Services position, and that she seemed like a good fit and excited to join. Jackie Davis stated that she was working with Steven Golas to create a campaign for back to work the BC WDB area. She also discussed her efforts in the K-12 systems throughout the area.

Other Items for Discussion: Jackie Davis reminded members of the May 4th Eastern Shore Board meeting. She also led a discussion on the Navigator position in the Virginia Career Works Fredericksburg Center.

Public Input: There was no public input.

There being no further business, the meeting was adjourned at 11:55 p.m.

Respectfully submitted,
Katlyn Moss

**One-Stop Committee
Draft Minutes
Tuesday, July 12, 2022
10:00 a.m.**

The One-Stop Committee met Tuesday, July 12, 2022 via Zoom.

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

Roll Call: Present were Debbye Warf, Tracy Harrington, and Hosey Burgess.. Not present were Patrick Tompkins and Steve Cox. In addition, present was Jessica Weber, JoAnn Murchison, Kristina Allen, Steven Golas, and Jackie Davis.

Public Input: There was no public input.

Approval of Minutes: The notes from the April 12, 2022 meeting were accepted as presented.

New Business: The Debbye Warf and Tracy Harrington are the Chair and Vice Chair of the One-Stop Committee. The Committee had a brief discussion about the Chair and Vice Chair position. It was decided that Debbye Warf and Tracy Harrington would remain in their roles for another year.

Jackie Davis discussed with the Committee the difference between an Alternate and Proxy for the Board meeting.

Old Business: There was no old business.

One Stop Manager Update: Jessica Weber updated members on current activities at the Virginia Career Works Centers across the Bay Consortium Region. She noted that foot traffic was down which is typical for the summer. She also discussed about the strategic planning that was done for the Virginia Career Works Fredericksburg Center.

Business Services Update: JoAnn Murchison provided an update on the business services activities. She is still working on building relationships and understanding the region. She is also working on a GOVA Grant that will assist with building talent pipelines, relationships with K-12 and attracting talent to the region.

Other Items for Discussion: Jackie Davis stated that the next meeting is at the Warsaw Town Office on August 3, 2022 at 11:00am. Tracy Harrington gave an update on DARS operations. Debbye Warf gave an update of VEC operations.

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

Respectfully submitted,
Jackie Davis

Performance and Accountability Committee Meeting
Draft Minutes
Tuesday, July 19, 2022
10:00 A.M.

The Performance and Accountability Committee met Tuesday, July 19, 2022 via Zoom.

Call to Order: Vanesa Livingstone called the committee meeting to order at 10 a.m.

Roll Call: Present were Gary Wilson, Beverly Davis, Steve Goodall, Jennifer Bowhey and Vanesa Livingstone. In addition, present were Jackie Davis, Steven Golas and Kristina Allen. A quorum was present.

Public Input: There was no public input.

Approval of Minutes: A motion was made to approve the minutes from the April 19, 2022 meeting, which was seconded and approved.

New Business: The VAWC was down, so there were no quarterly reports. The reports will be sent out next week. The Committee nominated Vanesa Livingstone for Chair and Jennifer Bowhey for Vice-Chair. There was a discussion about what an alternate and proxy for the Board meeting.

Old Business: There was no old business.

Other Items for Discussion: Jackie Davis noted that the next Board meeting would be August 3, 2022 at 11:00am in Warsaw with lunch being provided.

Respectfully submitted,
Jackie Davis

Success Stories

Rappahannock Goodwill Industries

Adult/Dislocated Worker Success Story – George Washington

In 2021, during the Covid-19 Pandemic, JJ was working as a Personal Care Attendant caring for her grandmother, while also caring for and supervising her children's virtual learning. JJ also supported her husband while he was working full-time and participating in the WIOA program attended CDL training. In spite of their best efforts, they struggled to make ends meet. After her husband secured his CDL license and a new job as a CDL driver, JJ said she was ready to enroll in the WIOA program. JJ wanted to obtain additional healthcare related credentials and secure a full-time position in the healthcare industry. JJ went on to complete the CNA and Medication Aid trainings in under 2 months and earned credentials in both of these areas. Afterwards, JJ obtained full time employment as a CNA and Medication Aid Attendant at Mary Washington Healthcare. The WIOA program has supported JJ and her family to achieve sustainable earnings towards self-sufficiency.

Rappahannock Community College

Adult/Dislocated Worker Success Story - Northern Neck

T. came to RCC in the fall of 2020. She had worked at various jobs and decided she wanted to enroll in nurse aide training. She applied to WIOA and was determined eligible as an adult. Attending training sessions in the middle of a pandemic was very challenging, to say the least. Eventually, she completed her training and passed her exam in July 2021. After that, T. continued with training in the medication aide program. She earned her medication aide license in June 2022. T. has been a joy to work with. She is employed at a group home with individuals that are mentally challenged. She always expresses appreciation for what we have done for her.

Rappahannock Community College

Adult/Dislocated Worker Success Story – Middle Peninsula

25-year-old K. came to RCC in September 2021. He had spent his earlier years in foster care and was convicted of armed robbery at the age of 17. K. was determined to turn his life around. He applied to WIOA and was determined eligible as an adult. He was enrolled in CDL training. He passed his RCC training and then his exam. He earned his CDL license on 12/22/21 and started a new job on 1/3/22. K. is doing great! He always expresses thanks for our assistance.

Eastern Shore Community College

Adult/Dislocated Worker Success Stories – Eastern Shore

Story #1

AA is an adult participant who entered the program after being honorably discharged from the US Marine Corps with a medical discharge before completing basic training. AA had no idea what was available to her, but she wanted to complete the training as an emergency medical technician for which she joined the military. After assessing and assisting AA in researching the profession of her choice, she was able to locate a training site that offered all the specific modules she desired to meet her goal of working as an emergency medical technician.

AA enrolled in training, attended classes regularly, completed the training, and passed the state and national certification exams with high scores. AA started her job search even before completing the training and was impressed with two employers and applied. AA was hired by one of those employers and had to meet that

company's paid EMT training. It was mandatory that she learn and incorporate specific company best practices, and she passed that exam as well. She is no longer on probation and is employed full-time in Richmond for a private organization as a full-time EMT, and she is elated!

Story #2

CC was a dislocated worker who lost his job several years ago. He had a wife and two elementary-aged sons to support, but he wanted to fulfill his dream of becoming a barber. After praying and talking to his wife, T, she supported his decision, and they took the leap of faith together. He enrolled in barber training and started cutting hair in their kitchen after completion. After a few weeks, his wife could not take it anymore and insisted that he find someplace else to cut hair. He decided to rent a shed that his pastor used as his barbershop years prior. He soon outgrew that space and began looking to rent a larger building, but that did not work out. Today he is in a building large enough to accommodate his growing clientele, and he has space for other barbers and stylists to come to do what they do. CC cuts the hair of all textures, at all ages, and for all genders. He can design your cut for you, or he can cut your hair according to your specifications. CC cuts afros, fades, low-cuts, high-tops, beards, mustaches, dreads, and eyebrows. You name it, and he can help you out; even if you need a little fill-in.

We celebrate CC because he is the exact model for the program. He completed training, earned his license, went to work using the training he learned and has now opened his own business. Known as “Big C da Barber”, CC says, “I can get you right with a fresh cut today.” If you're in Cheriton and need a fresh cut, stop by Kindom Kutz and ask for Big C da Barber. He will get you right! CC takes walk-ins, but to save yourself waiting time, download “theCut” app to schedule your appointment. Prices are affordable, and customer service is always a priority at Kingdom Kutz! [Kingdom Kutz | Facebook](#)

Rappahannock Goodwill Industries Youth Success Story – George Washington

STAR entered the WIOA Youth program with multiple barriers, including language, disability, and no previous work experience. STAR worked closely with WIOA staff to create a plan to build upon her soft skills, work readiness, and leadership development. She completed financial literacy trainings which helped to increase her skills and confidence to better manage the money she earns through employment. STAR is also working with the Rappahannock Area Regional Adult Education (RARAE) program to develop her skills needed to obtain a GED.

STAR independently initiated scheduling interviews and securing employment at Walmart and at the Dollar Tree for the Associate/Cashier positions. STAR learned about various tasks such as stocking products and operating a cash register. STAR developed customer service skills with the public as well as with her teammates. She also learned about various management styles. STAR learned many things through these work experiences. Most importantly, she learned what type of position would be a better fit for her. STAR then applied and secured employment at Walmart for a stocking position. This position offers a more supportive team approach each shift. STAR is happy and thriving in this new Stocking position at Walmart.

Rappahannock Community College Youth Success Story – Northern Neck

SS came to the WIOA program with a strong passion for helping and the goal of becoming a Certified Nurse Aide (CNA) working in a Nursing Home. She enrolled in the CNA program and faithfully attended classes but struggled with the final exam and was not able to become certified. After much discussion with her case

manager, SS decided to take the Personal Care Aide (PCA) program. She passed that class and exam with flying colors! She has since become employed with a local nursing home facility and has won the most valuable employee award. SS plans to capitalize on the experience she is gaining working at the nursing home and pursue the CNA again after about a year of working.

Rappahannock Community College Youth Success Story – Middle Peninsula

DK, from King William County, was homeless and unemployed when referred to us. He has been staying with a friend or family member in various locations. His parents are not actively involved in his life and do not live nearby. After working with his case manager on career exploration and goal setting, he chose welding as his career goal. He has excelled every step of the way overcoming significant barriers as he earned multiple credentials. He was co-enrolled in RCC's Power UP program to increase access to needed supports. He participated in a work experience and has now gained employment. As he prepares for his final welding class, he is on his way to earning the highest 6G certification. He referred another student to the program and they are looking at possible permanent housing options they could share as roommates. His confidence has grown exponentially and he now believes his future is bright. Once he completes, he plans to pursue employment at Newport News Shipbuilding.

Eastern Shore Community College Youth Success Stories – Eastern Shore

AA graduated with a bachelor's degree in exercise science from the University of Maryland Eastern Shore in 2021. She has since enrolled in the master's degree program to earn a degree in rehabilitation counseling. In 2025, AA's goal is to enroll in the physical therapy doctorate program to become a physical therapist.

After completing her DPT, she plans to open her own business where she will cater to college and professional athletes. AA understands that those who sustain an injury heal physically but still suffer from the fear of re-injuring themselves, preventing them from competing at their maximum level. Her ultimate goal is to serve the athlete physically and emotionally. She will hire a licensed dietician to address her client's nutritional needs when her plan materializes. With this three-prong strategy, AA will be a one-stop shop for her client-athletes.

AA's goals are high, and we are cheering her on every step of the way!

**Labor Market Committee Meeting
Draft Minutes
Wednesday, July 6, 2022
11:00 a.m.**

The Labor Market Committee met Wednesday, July 6, 2022 via Zoom.

Call to Order: Jackie Davis called the Labor Market meeting to order at 11:00 a.m.

Roll Call: Present was Shawn Hildebrand, Nick Minor, Felicia Ainsa, and Ian Ginger. Not present was Melvin Carter and David Mann. In addition, also present was Jackie Davis, Kristina Allen, and Steven Golas. A quorum was present.

Approval of Minutes: The minutes from the April 6, 2022 meeting were reviewed. The meeting notes were accepted as presented.

Public Input: There was no public input.

New Business: Jackie Davis and Steven Golas reviewed the Justice Academy application for inclusion on the Eligible Training Provider List (ETPL) with the Committee. There was some discussion from the Committee about the various course offerings. A recommendation was made by the Labor Market Committee to approve the Justice Academy for inclusion on the ETPL. There was no further discussion. The floor was open for nomination for a Chair and Vice Chair for the Committee. Slate of Officers selected are: Shawn Hildebrand, Chair and Nick Minor, Vice Chair. The Committee agreed on the Slate of Officers for the Committee

Old Business: There was no old business.

Other Topics: Jackie Davis announced that the next Board meeting will be held in Warsaw at the Town Office at 11:00 a.m. There being no further business, the meeting was adjourned at 11:20 a.m.

Respectfully submitted,
Jackie Davis

Board Development Committee Meeting

This committee did not meet.

**Youth Council
Draft Minutes
Monday, July 18, 2022
10:00 a.m.**

The Youth Council met Monday, July 18, 2022, via Zoom.

Call to Order: David Ferguson called the Youth Council Meeting to order at 10 a.m.

Roll Call: Present were David Ferguson, Chris Giles, Tina Taylor, and Hope Mothershead. Not present were Marjorie Lampkin, Roger Gross, and Hutt Williams. In addition, present were Jackie Davis, Kristina Allen, and Steven Golas.

Approval of Minutes: A motion was made to approve the minutes from the April 25, 2022 meeting, which was seconded and approved.

Public Input: There was no public input.

New Business: The VAWC has been so there were no reports to review. The reports will be sent out next week. The Council agreed that Marjorie Lampkin will serve as the Chair and David Ferguson will serve as the Vice-Chair. There was a discussion about the Workforce Board hiring another position that would act as the Liaison between K-12, employers and post-secondary education. The Council is in favor of this as it is much needed. It was noted that the Council now has a parent representative.

Old Business: There were no topics for discussion.

Other Topics: Jackie Davis informed the Council that there were 20 young adults to participate in the Youth Initiative. Also, the GoVA grant was discussed with the Council. There being no further business, the meeting was adjourned at 10:13 a.m.

Respectfully submitted,
Jackie Davis

Fraud, Program Abuse, and Criminal Misconduct Policy
Bay Consortium Workforce Development Board

Policy Number: 22-01
Effective Date: August 3, 2022
Title: BCWDB Fraud, Program Abuse, and Criminal Misconduct Policy

PURPOSE

To establish expectations and procedures for reporting alleged, suspected, or known fraud, program abuse and criminal misconduct to the Bay Consortium Workforce Development Board (BCWDB) and the Department of Labor's (DOL) Office of Inspector General (OIG). 20 CFR 683.620 and TEGL 2-12 provide expectations and requirements for immediately reporting information and complaints involving criminal fraud, waste, abuse, or other criminal activity that must be reported to OIG.

REFERENCES

- [20 CFR 683.620](#) – How are complaints and reports of criminal fraud and abuse addressed under WIOA?
- [DOL TEGL 2-12](#) – ETA Grant Recipient Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct

POLICY

This policy establishes appropriate internal expectations or procedures for all subrecipients, including the BCWDB, to prevent and detect fraud, abuse, gross mismanagement or misuse of program funds and criminal activity and to follow the procedures set forth herein for documenting, immediately reporting, and following-up on instances of alleged, suspected or known fraud, program abuse and criminal misconduct involving recipients or subrecipients of federal funds under the Workforce Innovation and Opportunity Act (WIOA).

The [Incident Report \(IR\) form](#), Office of Inspector General (OIG) 1-156 is the official form to be used for reporting allegations of criminal and other illegal or improper activities in WIOA funded programs. When the OIG receives an IR, they determine whether the allegations have merit and, when appropriate, conduct or arrange for an investigation and/or audit. If the OIG determines that the case does not have investigative or audit merit, the case is referred back to ETA for resolution.

No action will be taken against any individual who discloses information concerning criminal or improper activities or makes a valid complaint to proper authorities. These individuals may remain anonymous. If an individual believes that his/her position will be compromised by

reporting information through the IR system, he/she may send the report directly to the OIG (see contact information below).

Reporting procedures do not supersede the responsibility for subrecipients, including WFC, to safeguard WIOA funds by taking prompt and appropriate corrective action when any evidence of a violation of WIOA or its implementing regulations is found. Whenever the entity reporting the

allegation of an incident believes that immediate action to prevent further financial loss or other damage is necessary, or recovery of funds or property may be impeded if immediate action is not taken, the reporting entity has the responsibility

to take any action it deems appropriate, including contacting the local law enforcement agency. Any immediate action taken or planned by the reporting entity must be reported to ESD (see contact information below) when the incident report is submitted.

PROCEDURES

All incident reports, emergency or other, must be sent to BCWDB and the OIG using the contact information provided below. BCWDB and their subrecipients must use the [IR form](#) to immediately document and report suspicions, allegations or complaints involving:

- WIOA-related fraud,
- Misfeasance, nonfeasance or malfeasance,
- Misapplication of funds,
- Gross mismanagement,
- Employee/participant misconduct, or
- Other potential or suspected criminal actions.

Situations involving imminent health or safety concerns, or the imminent loss of funds exceeding \$50,000 are considered emergencies and must immediately be reported to BCWDB and the OIG. The BCWDB and its subrecipients must submit incident reports to the following entities:

<p>Bay Consortium Workforce Development Board (BCWDB) <i>(Choose one method)</i></p> <ul style="list-style-type: none"> • Phone: 804-333-4048 • Mail: Executive Director Attention: WIOA Incident Reporting P.O. Box 1117 Warsaw, VA 22572 	<p><u>AND*</u></p>	<p>Office of Inspector General: <i>(Choose one method)</i></p> <ul style="list-style-type: none"> • Hotline Online Complaint Form: https://www.oig.dol.gov/hotline.htm • FAX: (202) 693-7020 • Mail: Attention: Hotline Office of Inspector General U.S. Department of Labor 200 Constitution Avenue, N.W. Room S-5514 Washington, D.C., 20210 • Hotline for emergency situations: 1-800-347-3756 or 202-693-6999 <p>COPY: Employment and Training Administration <i>(Choose one method)</i></p> <ul style="list-style-type: none"> • Attention: Regional Administrator US Department of Labor Employment and Training Administration 1835 Market Street Mailstop ETA/20 Philadelphia, PA 19103-2968 • Email: RO2-RA-PHL@dol.gov • Phone: 215-861-5202 • Fax: 215-861-5260
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Per requirements at 20 CFR 683.620 to copy Department of Labor Employment and Training Administration (DOLETA) on incident reports, ESD will forward any incident reports it receives to DOLETA on behalf of the reporting agency.

*If BCWDB is the subject of the incident report, the incident should only be reported to the OIG with a copy provided directly to DOLETA by the reporting entity.

DEFINITIONS

The definitions of employee/participant misconduct; fraud, misfeasance or malfeasance; gross mismanagement; and misapplication of funds included below were developed to provide guidance for the purpose of implementing TEGL 2-12. These definitions are illustrative and are not intended to be either fully inclusive or restrictive.

Emergency - A situation involving imminent health or safety concerns or the imminent loss of funds exceeding \$50,000.

Employee/Participant Misconduct – BCWDB, subrecipient, partner, contractor, or participant actions occurring during or outside work hours that reflect negatively on BCWDB and/or the U.S. Department of Labor or its mission including, but not limited to: conflict of interest or the appearance of conflict of interest involving outside employment, business and professional activities; the receipt or giving of gifts, fees, entertainment, and favors; misuse of federal property; and/or misuse of official information and such other activities as might adversely affect the confidence of the public in the integrity of the government.

Fraud, Misfeasance, Nonfeasance or Malfeasance – Any alleged deliberate action which may be in violation of federal statutes and regulations. This category includes, but is not limited to: indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants or contractors, intentional payments to a contractor without the expectation of receiving services, payments to ghost enrollees, misuse of appropriated funds, and misrepresenting information in official reports.

Gross Mismanagement – Actions or situations arising out of management ineptitude or oversight and leading to a major violation of the legislative process, regulations, or contract/grant provisions. Such actions or situations have the potential to severely hamper accomplishment of program goals, waste government resources, and jeopardize future support for a particular project. This category includes, but is not limited to un-auditable records, unsupported costs, highly inaccurate fiscal reports or program reports, payroll discrepancies, payroll deductions not paid to the Internal Revenue Service (IRS), and lack of good internal control procedures.

Incident Report (IR) (OIG I-156) – This is the form for reporting instances of fraud, misapplication of funds, gross mismanagement, and any other incidents of known or suspected criminal or other serious activities. The IR OIG I-156 may also be used to provide interim and final reports.

Misapplication of Funds – Any alleged deliberate use of funds, assets or property not authorized or provided for by legislation or regulations, grants, or contracts. This category includes, but is not limited to: nepotism, political patronage, use of participants for political activity, ineligible enrollees, conflict of interest, failure to report income from federal funds, violation of contract/grant procedures, and the use of federal funds for other than specified purposes. An incident report should be filed when there appears to be an intent to misapply funds rather than merely for a case of minor mismanagement.

Subrecipient – An entity, that receives federal assistance passed through from a prime recipient or another subrecipient to carry out or administer a WIOA program. Distinguishing characteristics of a subrecipient include:

- Determining eligibility for assistance,
- Performance measured against meeting the objectives of the program
- Responsibility for programmatic decision making
- Responsibility for applicable program compliance requirements

Self-Sufficiency Policy
Bay Consortium Workforce Development Board

Policy Number:	15-01
Effective Date:	July 1, 2019
Revised Date:	July 1, 2022
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, 2023.

REFERENCES:

Federal Register, January 21, 2022 – *Federal Register* – 86 FR 7732, Department of Health and Human Services, Annual Update of the HHS Poverty Guidelines

Federal Register, April 9, 2022 – U.S. Department of Labor – Employment and Training Administration

WIOA: Lower Living Standard Income Level

Virginia Workforce Letter (VWL) 22-01

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 Adult’s, 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 survivor’s 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 2022 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.

2022 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Size of Family Unit Poverty Guideline	
1	\$13,590
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630

For family units with more than 8 members, add \$4,720 for each additional member.

Federal Register, January 21, 2022 – *Federal Register* – 86 FR 7732, Department of Health and Human Services, Annual Update of the HHS Poverty Guidelines

70% LOWER LIVING STANDARD INCOME LEVEL CHART (2022)

PY 2022 INCOME GUIDELINES	County CD FIPS	Locality Name	70% Lower Living Standard Income Level for WIOA Program Eligibility						Family Size Addition
			Family Size						
WDB			1	2	3	4	5	6	
Bay Consortium	001	Accomack County	13,590	18,310	23,030	27,997	33,039	38,638	5,599
Bay Consortium	033	Caroline County	13,590	18,310	23,349	28,826	34,021	39,790	5,768
Bay Consortium	057	Essex County	13,590	18,310	23,030	27,997	33,039	38,638	5,599
Bay Consortium	097	King and Queen County	13,590	18,310	23,349	28,826	34,021	39,790	5,768
Bay Consortium	099	King George County	13,590	18,310	23,030	27,997	33,039	38,638	5,599
Bay Consortium	101	King William County	13,590	18,310	23,349	28,826	34,021	39,790	5,768
Bay Consortium	103	Lancaster County	13,590	18,310	23,030	27,997	33,039	38,638	5,599
Bay Consortium	115	Mathews County	13,590	18,310	23,349	28,826	34,021	39,790	5,768
Bay Consortium	119	Middlesex County	13,590	18,310	23,030	27,997	33,039	38,638	5,599
Bay Consortium	131	Northampton County	13,590	18,310	23,030	27,997	33,039	38,638	5,599
Bay Consortium	133	Northumberland County	13,590	18,310	23,030	27,997	33,039	38,638	5,599
Bay Consortium	159	Richmond County	13,590	18,310	23,030	27,997	33,039	38,638	5,599
Bay Consortium	177	Spotsylvania County	13,590	21,099	28,961	35,749	42,191	49,343	7,151

Bay Consortium	179	Stafford County	13,590	21,099	28,961	35,749	42,191	49,343	7,151
Bay Consortium	193	Westmoreland County	13,590	18,310	23,030	27,997	33,039	38,638	5,599
Bay Consortium	630	Fredericksburg City	13,590	21,099	28,961	35,749	42,191	49,343	7,151
Bay Consortium	073	Gloucester County	13,590	18,310	23,349	28,826	34,021	39,790	5,768
Bay Consortium	127	New Kent County	13,590	18,310	23,349	28,826	34,021	39,790	5,768
Bay Consortium	137	Orange County	13,590	18,310	23,030	27,997	33,039	38,638	5,599
Bay Consortium	047	Culpeper County	13,590	18,310	23,030	27,997	33,039	38,638	5,599

200% LOWER LIVING STANDARD INCOME LEVEL CHART (2022)
Individuals EXCEEDING these amounts are deemed SELF SUFFICIENT

PY 2022 INCOME GUIDELINES	County CD FIPS	Locality Name	200% Lower Living Standard Income Level for Self-Sufficiency Determination						Family Size Addition
			Family Size						
WDB	County CD FIPS	Locality Name	1	2	3	4	5	6	Family Size Addition
Bay Consortium	001	Accomack County	28,820	47,212	64,800	79,992	94,398	110,396	15,998
Bay Consortium	033	Caroline County	29,664	48,604	66,710	82,360	97,204	113,686	16,482
Bay Consortium	057	Essex County	28,820	47,212	64,800	79,992	94,398	110,396	15,998
Bay Consortium	097	King and Queen County	29,664	48,604	66,710	82,360	97,204	113,686	16,482
Bay Consortium	099	King George County	28,820	47,212	64,800	79,992	94,398	110,396	15,998
Bay Consortium	101	King William County	29,664	48,604	66,710	82,360	97,204	113,686	16,482
Bay Consortium	103	Lancaster County	28,820	47,212	64,800	79,992	94,398	110,396	15,998
Bay Consortium	115	Mathews County	29,664	48,604	66,710	82,360	97,204	113,686	16,482
Bay Consortium	119	Middlesex County	28,820	47,212	64,800	79,992	94,398	110,396	15,998
Bay Consortium	131	Northampton County	28,820	47,212	64,800	79,992	94,398	110,396	15,998
Bay Consortium	133	Northumberland County	28,820	47,212	64,800	79,992	94,398	110,396	15,998
Bay Consortium	159	Richmond County	28,820	47,212	64,800	79,992	94,398	110,396	15,998
Bay Consortium	177	Spotsylvania County	36,786	60,284	82,746	102,136	120,546	140,978	20,432
Bay Consortium	179	Stafford County	36,786	60,284	82,746	102,136	120,546	140,978	20,432
Bay Consortium	193	Westmoreland County	28,820	47,212	64,800	79,992	94,398	110,396	15,998
Bay Consortium	630	Fredericksburg City	36,786	60,284	82,746	102,136	120,546	140,978	20,432
Bay Consortium	073	Gloucester County	29,664	48,604	66,710	82,360	97,204	113,686	16,482
Bay Consortium	127	New Kent County	29,664	48,604	66,710	82,360	97,204	113,686	16,482
Bay Consortium	137	Orange County	28,820	47,212	64,800	79,992	94,398	110,396	15,998
Bay Consortium	047	Culpeper County	28,820	47,212	64,800	79,992	94,398	110,396	15,998