

STATE OF NEVADA
GOVERNOR'S WORKFORCE DEVELOPMENT BOARD
 500 EAST THIRD STREET, #200
 CARSON CITY, NEVADA 89713
 T: (775)684-3891 F: (775)684-3908

BRIAN SANDOVAL
GOVERNOR



LUTHER W. MACK, JR.
CHAIR

*****NOTICE OF PUBLIC MEETING*****

Meeting is subject to the provisions of the Nevada Open Meeting Law – [NRS 241.020](#)

PUBLIC ENTITY:	Governor's Workforce Development Board (GWDB) <i>fka Governor's Workforce Investment Board (GWIB)</i>
DATE AND TIME:	Thursday, July 21, 2016 at 2 p.m.
LOCATION:	Department of Employment, Training and Rehabilitation 500 E. Third Street – <i>SAO Auditorium</i> Carson City, NV 89713
VIDEOCONFERENCE:	Department of Employment, Training and Rehabilitation 2800 E. St. Louis Avenue – <i>Conference Room #C</i> Las Vegas, NV 89104 1-877-810-9415 Access Code 7521358

Below is an agenda of all items to be considered. **Action may be taken on items noted **FOR POSSIBLE ACTION****. Items on the agenda may be taken out of order presented; items may be combined for consideration by the public body; and, items may be pulled or removed from the agenda at any time at the discretion of the Chairperson.

*****AGENDA*****

1. CALL TO ORDER - OPENING REMARKS	<i>Luther Mack</i> Chair
2. ROLL CALL- CONFIRMATION OF QUORUM	<i>Kristine Nelson</i> DETR's State Board Liaison
3. VERIFICATION OF PUBLIC POSTING	<i>Kristine Nelson</i>
4. FIRST PUBLIC COMMENT(S) Members of the public are invited for comment(s). NO action may be taken on a matter during public comments until the matter itself has been included on an agenda as an item for <i>possible action</i> , and properly noticed pursuant to NRS 241.020 . Due to time constraints, the Chair may limit public comments to three (3) minutes/person . Please clearly state and spell your full name.	

<p>5. *<u>FOR POSSIBLE ACTION</u> APPROVAL: Approval of the April 21, 2016 Governor’s Workforce Development Board (GWDB) meeting minutes</p>	<p style="text-align: right;"><i>Luther Mack</i> Chair</p>
<p>6. *<u>FOR POSSIBLE ACTION</u> RATIFICATION: WIOA Unified State Plan – U.S. DOL revisions</p>	<p style="text-align: right;"><i>Steve Fisher</i> Administrator, DHHS - DWSS</p>
<p>7. *<u>FOR POSSIBLE ACTION</u> RATIFICATION: Industry Sector Councils – additions/revisions</p>	<p style="text-align: right;"><i>Dale Erquiaga</i> Chief Strategy Officer Office of Governor Brian Sandoval</p>
<p>8. *<u>FOR POSSIBLE ACTION</u> RATIFICATION: State Compliance Policies (SCP) – Six (6) State Compliance Policies (new and revisions) for review and approval. Items 8(A) through 8(F).</p>	<p style="text-align: right;"><i>Grant Nielson</i> DETR’s ESD Program Chief Workforce Investment Support Services</p>
<p>9. <u>INFORMATIONAL/DISCUSSION</u> PRESENTATION: Local Workforce Development Boards: Youth Services Presentation</p>	<p style="text-align: right;"><i>Ricardo Villalobos,</i> Director, Workforce Dvlp. Programs – Workforce Connections & <i>Milt Stewart</i> Program Manager - Nevadaworks</p>
<p>10. INFORMATIONAL REPORTS (Documentation provided <u>only</u>; no presentations, unless time permits)</p>	
<p>a. DETR Research and Analysis Bureau’s economic updates</p>	<p style="text-align: right;"><i>Bill Anderson</i> DETR’s Chief Economist</p>
<p>b. Nevadaworks – Northern LWDB’s quarterly report and updates</p>	<p style="text-align: right;"><i>John Thurman</i></p>
<p>c. Workforce Connections – Southern LWDB’s quarterly report and updates</p>	<p style="text-align: right;"><i>Ardell Galbreth</i></p>
<p>d. WIOA Analysis of Expenditures for SFY 15/16</p>	<p style="text-align: right;"><i>Jennifer McEntee</i> DETR’s, C.F.O.</p>
<p>11. SECOND PUBLIC COMMENT(S) Members of the public are invited for comment(s). NO action may be taken on a matter during public comments until the matter itself has been included on an agenda as an item for <i>possible action</i>, and properly noticed pursuant to NRS 241.020. Due to time constraints, the Chair may limit public comments to three (3) minutes/person. Please clearly state and spell your full name.</p>	
<p>12. ADJOURNMENT</p>	

NOTE: Persons with disabilities who require reasonable accommodations or assistance at the meeting should notify the DETR Director’s Office, in writing at: 2800 East St. Louis Ave Las Vegas, NV 89104; or, should call (702) 486-6511; if hearing impaired, dial TTY (800) 326-6868 or Nevada Relay 711; or send a fax request to (702)486-6426 as soon as possible and **no later than close of business on Friday, July 15, 2016.**

Governor’s Workforce Development Board Members

<p align="center">Debbie Banko Business – Clark County Link Technologies</p>	<p align="center">Shelley Hendren Nevada Department of Employment, Training and Rehabilitation– Core Program Administrator - DETR’s Rehabilitation Division</p>	<p align="center">Michael Roberson Nevada State Legislature - State Senator</p>
<p align="center">Dana Bennett Business – Washoe County Nevada Mining Association</p>	<p align="center">Cory Hunt Business – Statewide Governor’s Office of Economic Development</p>	<p align="center">Patrick Sheets Business – Clark County Global C2 Integration Tech</p>
<p align="center">Stewart “Mac” Bybee Workforce/Labor - Statewide Association of Builders and Contractors</p>	<p align="center">Marilyn Kirkpatrick Local Elected Official Clark County Commissioner</p>	<p align="center">Stephen Silberkraus Nevada State Legislature - State Assemblyman</p>
<p align="center">Jo Cato Business – Clark County Periwinkle Media Group</p>	<p align="center">Todd Koch Workforce - Labor No. Nevada Buildings & Construction Trades Council</p>	<p align="center">Don Soderberg Nevada Department of Employment, Training and Rehabilitation– Core Program Director - DETR</p>
<p align="center">Jolene Dalluhn Business – Washoe County Quest Counseling</p>	<p align="center">Horacio Lopez Business – Clark County So. Nevada Courier Services</p>	<p align="center">William ‘Bill’ Stanley Workforce /Labor – No. Nevada So. Nevada Building and Construction Trades Council</p>
<p align="center">Oscar Delgado Local Elected Official Reno City Councilman</p>	<p align="center">Dr. Luther Mack, Jr. - Chair Business – Washoe County WLM, LLC.</p>	<p align="center">Dr. Alan Walker Workforce/Labor/Apprenticeship Programs - Sierra Nevada College - President</p>
<p align="center">Dave Ellis Business – Clark County DB Electric, LLC/Communication Electronic Systems, LLC.</p>	<p align="center">Manny Lamarre Governor/Designee Office of Governor Brian Sandoval</p>	<p align="center">William ‘Bill’ Welch Business - Statewide Nevada Hospital Association</p>
<p align="center">Steve Fisher Nevada Department of Health and Human Services – Core Program Administrator – DHHS’ Welfare and Support Services Division</p>	<p align="center">Jim New Workforce/Labor/Apprenticeship Programs Truckee Meadows Community College – Dean, Technical Services</p>	<p align="center">Kris Wells Business – Washoe County AT&T</p>
<p align="center">Larry Harvey Business – Carson City Click Bond, Inc.</p>	<p align="center">Mike Raponi Nevada Department of Education – Core Program Nevada Department of Education</p>	

Notice of this meeting was posted on or before 9 a.m. on the third day prior to the meeting at at least three (3) of the following locations: DETR, 2800 E. St. Louis, Las Vegas, NV; DETR, 500 East Third St., Carson City, NV; DETR, 1325 Corporate Blvd., Reno NV; NEVADA JOBCONNECT, 3405 S. Maryland Parkway, Las Vegas, NV; NEVADA JOBCONNECT, 4500 E. Sunset Road #40, Henderson, NV; NEVADA JOBCONNECT, 2827 N. Las Vegas Blvd., North Las Vegas, NV; NEVADA JOBCONNECT, 1929 N. Carson St., Carson City, NV; NEVADA JOBCONNECT, 172 Sixth St., Elko, NV; NEVADA JOBCONNECT, 480 Campton St., Ely, NV; NEVADA JOBCONNECT, 121 Industrial Way, Fallon, NV; NEVADA JOBCONNECT, 475 W. Haskell, #1, Winnemucca, NV; NEVADA JOBCONNECT, 4001 S. Virginia St., Suite G, Reno, NV; NEVADA JOBCONNECT, 2281 Pyramid Way, Sparks, NV; GRANT SAWYER OFFICE BUILDING, 555 E. Washington Ave., Las Vegas, NV; LEGISLATIVE BUILDING, 401 S. Carson St., Carson City, NV; NEVADAWORKS 6490 S. McCarran Blvd., Building A, Unit 1., Reno, NV; WORKFORCE CONNECTIONS, 6330 West Charleston Blvd. #150, Las Vegas, NV.

Notice of this meeting was posted on or before 9 a.m. on the third day prior to the meeting on the Internet at: DETR’s Public Meetings website - www.nvdetr.org, <http://nvdetr.org/publicmeetings.htm>; and Nevada’s Public Notice website at <https://notice.nv.gov/>, as required by [NRS 232.2175](#).

Supporting public material provided to Committee members for this meeting is posted on DETR’s Web site at www.nvdetr.org, <http://nvdetr.org/publicmeetings.htm>, and may be requested from the Director’s Office at 500 E. Third Street, Carson City, Nevada 89713; or call (775)684-3911; or fax (775)684-3908 **on or before the close of business on Friday, July 15, 2016.**

STATE OF NEVADA
GOVERNOR'S WORKFORCE DEVELOPMENT BOARD

Thursday, April 21, 2016 – 2:00 p.m.

**Department of Employment, Training and Rehabilitation
500 E. Third Street – SAO Auditorium
Carson City, NV 89713**

Alternate Location: Some members of the board may be attending the meeting and other persons may observe the meeting and provide testimony through a simultaneous videoconference conducted at the following location:

**Department of Employment, Training and Rehabilitation
2800 E. St. Louis Avenue – #C
Las Vegas, NV 89104**

MINUTES OF MEETING

Members Present: Luther W. Mack (Chair), Debbie Banko; Dana Bennett, Stewart “Mac” Bybee, Jo Cato, Jolene Dalluhn, Dave Ellis, Steve Fisher, Larry Harvey, Shelley Hendren, Cory Hunt, Commissioner Marilyn Kirkpatrick, Todd Koch, Horacio Lopez, Jim New, Michael Raponi, Senator Michael Roberson, Patrick Sheets, Bill Stanley, Assemblyman Stephen Silberkraus, Don Soderberg, Alan Walker, William Welch, Kris Wells and Mike Willden

Members Absent: Councilman Oscar Delgado

Also present: Kristine Nelson (DETR), Dale Erquiaga (Chief Strategy Officer, Office of Governor Brian Sandoval), Grant Nielson, Ardell Galbreth, Workforce Connections Executive Director, Dennis Perea, DETR/ Deputy Director

1. OPENING REMARKS

Chair Luther W. Mack called the meeting to order, welcomed participants and made announcements.

2. ROLL CALL - CONFIRMATION OF A QUORUM

Per direction from Chair Mack, **Kristine Nelson** took roll call and confirmed the presence of a quorum.

3. VERIFICATION OF PUBLIC NOTICE POSTING

Kristine Nelson affirmed that the agenda and notice of the Governor’s Workforce Development Board meeting on April 21, 2016 was posted pursuant to Nevada’s Open Meeting Law, NRS 241.020.

4. FIRST PUBLIC COMMENT(S) NOTICE

Chair Mack read the notice into the record as follows: “Members of the public are invited to comment at this time; however, no action may be taken on any matters during public comment until the matter itself has been included on an agenda as an item for possible action. At my discretion, in the interest of time, public comments will be limited to three minutes per person.”

Chair Mack invited comments from Carson City, Las Vegas or via telephone. There were none.

5. *APPROVAL OF MINUTES

Chair Mack called for a motion to approve the January 21, 2016 draft minutes of the Board as submitted.

It was moved by William Stanley and seconded by Horacio Lopez to approve the January 21, 2016 draft minutes. Motion carried.

6. ***APPROVAL OF MINUTES**

Chair Mack called for a motion to approve the February 18, 2016 draft minutes of the Board as submitted.

It was moved by William Stanley and seconded by Jo Cato to approve the February 18, 2016 draft minutes. Motion carried.

7. **INFORMATIONAL/DISCUSSION – Changes to Nevada’s Workforce Development System: Executive Order No. 2016-08 – Order Regarding Workforce Development, the Establishment of the Office of Workforce Innovations (OWINN)**

Dale Erquiaga, Chief Strategy Officer, Office of Governor Brian Sandoval addressed a Governor’s Executive Order, which makes substantive changes to Nevada’s Workforce Development System. Governor Sandoval embarked on a review of workforce development and postsecondary education following the 2015 legislative session. Mr. Erquiaga had previously served as Nevada’s Superintendent of Public Instruction with responsibility for K-12 education. The Governor then asked him to take on two tasks: Develop a strategic planning framework for the cabinet in general and very specifically to connect K-12 educational work with workforce development and postsecondary education. This will address the skills gap, in that not enough students are continuing their education after high school. As the economy diversifies, this skill gap worsens. The State Board must play a larger role than it has in the past. In response, the Governor issued Executive Order 2016-08.

The Executive Order orders the following:

- Creates this Executive Committee to streamline the activities of the larger Workforce Development Board
- Reorganizes/realigns economic sector councils, particularly toward adding sector councils in construction and retail services
- Creates the Office of Workforce Innovation (OWINN). OWINN will be funded for the next 15 months using federal Governor’s reserve dollars from WIO grants

A small staff will assist with career pathways, serving sector councils, this Board and the Executive Committee.

The major players included in this coordination effort include:

- DETR
- State Department of Education
- State System of Higher Education
- Department of Health and Human Services

Other players include:

- Office of Economic Development
- Office of Science, Innovation and Technology
- Department of Veteran’s Service
- Local workforce boards
- Nonprofit community
- Private businesses
- Labor organizations

8. ***FOR ACTION – Ratification: The Establishment of the GWDB’s Executive Committee – Rules of Practice**

Mr. Erquiaga stated that the Governor wanted to make it clear to this body that the Executive Committee would be bound by rules of practice. They are not a substitute for the State Board. They are empowered to take certain actions in the period between Board meetings. Their actions are subject to Board ratification. They are not allowed to spend money without Board authorization. Creation of the Executive Committee will allow more frequent meetings without requiring the attendance of the full Board. The draft rules of practice were presented.

It was moved by William Stanley and seconded by Jo Cato to approve the Rules of Practice as submitted. Motion carried.

9. * **FOR ACTION – Ratification: Restructuring of the GWDB’s Industry Sectors Council**

Mr. Erquiaga stated that sector councils are required by state law. The Governor asked DETR and the Office of Economic Development to rethink the model and to focus the sector council membership on two things. They must be labor and business representatives primarily, with higher education also reflected. They must be thought leaders in their industry, participating in human resources, skilled resources and human capital management for emerging and foundational industries in the State. The membership of the councils has been reconfigured. There will also be a reconfiguring of how the councils are used, to include very specific charges.

The Economic Forum is comprised of state economic leaders, who must digest information presented to them by specific government staff offices and then set or project the revenues to be used in balancing the State budget. This body meets in May and December and the forecasts are binding. The Governor asked that a similar model be used to create sector councils. The sector councils will serve as think tanks with the task of forecasting. The resulting information will be disseminated to all the entities identified in the law, who either receive funding or engage in this type of work. Over time, it is anticipated that this will enhance the unified WIOA plan and make the system more cohesive.

Mr. Erquiaga referenced the new recommendations to establish sector councils in the established industries identified for this Board. A couple of slots remain to be determined. He requested that the Board establish each council through a group motion. There has been significant feedback from the Executive Committee regarding the need to include workers, which is a voice that has not been reflected in previous councils.

Mr. Stanley asked about the appropriateness of establishing a construction council, as discussed during the Executive Committee session earlier in the month. **Mr. Erquiaga** referred to the agenda item and reviewed that it addresses ratification and restructuring of the GWDB industry sector councils. He suggested that the Board post establishment of the new councils as an agenda item at a future meeting.

In response to a question from Marilyn Kirkpatrick, **Mr. Erquiaga** confirmed that the Board has the ability to add individuals to the roster lists for sector councils in addition to adding council sectors.

It was moved by William Stanley and seconded by Horacio Lopez to establish the councils as submitted by staff with the promise that the to-be-determined councils will be added at a later time. Motion carried.

It was moved by William Stanley and seconded by Marilyn Kirkpatrick to agendize for a future GWDB meeting the entertainment of the addition of additional sector councils, including construction and retail.

Discussion:

Mike Raponi suggested that this Board and the Executive Committee establish a clear process for identifying and adding industry sectors, to include strategic analysis and data analysis. **Ms. Kirkpatrick** voiced agreement. **Cory Hunt** stated that the Executive Committee should have the authority to expand or shrink sector councils as necessary. In addition, he suggested that the Executive Committee enact policies that consider primary versus secondary employment.

Mr. Stanley restated his motion.

It was moved by William Stanley and seconded by Marilyn Kirkpatrick to allow the Executive Council the flexibility to determine which sector councils need to be established within the State. Motion carried.

10. * **FOR POSSIBLE ACTION – Revision of State Compliance Policy No 1.5: WIOA Memorandum of Understanding (Revision of Existing Policy)**

Grant Nielson addressed four policies.

State Compliance Policy 1.5 provides instruction to local workforce development areas and provides memorandums of understanding, as required by law. These address two phases, the services portion of the policy and the resource sharing agreement. A critical element of the MOU is how resources are shared within

the one-stop system in order to provide funding to cover operations. Both phases have deadline requirements, with the first being June 30, 2016 for creation of the services portion. The resources sharing agreement is due one year later.

Shelley Hendren referred to page two and suggested a change in terms from “objectives” to “goals” in reference to access, alignment, quality and outcomes. The policy references a requirement to review the MOU every three years. She suggested an interval of every four years, to allow it to coincide with the legislative session. **Mr. Nielson** replied that the three-year term is required by law.

It was moved by Marilyn Kirkpatrick and seconded by Horacio Lopez to approve the revisions to State Compliance Policy 1.5.

Discussion:

Ms. Kirkpatrick noted the absence of the term, “re-entry.” **Mr. Hunt** stated that the policy had been modeled directly to the WIOA legislation and draft regulations. In the MOU section, the re-entry partners are not considered a one-stop partner, which is why they were not included. He was not opposed to including this in a separate policy, if the Board wishes.

Ms. Kirkpatrick stated that she had been working independently with the Department of Labor and there is a one-stop (indiscernible) that has been put within many of the juvenile and adult jail facilities. There is a grant of up to \$500,000 to get the program up and running. They may not be a partner today, but this does not limit discussion on a future partnership. **Mr. Nielson** stated that policy only gives direction to local areas to create a local MOU. It does not prevent other partners from entering the MOU.

Mr. Stanley asked whether local participants are brought into the conversation about what the content of the MOU is or whether the content of the MOU is driven by the WIOA Act. **Don Soderberg** stated that it is a combination of both. There are certain standards within the WIOA act that the MOUs must abide by. Much of the detail will be negotiated by the various partners and the two local boards.

Mr. Willden referred to the last page of Mr. Galbreth’s communiqué, which references other suggestions regarding resources and integration and asked whether these had been addressed. **Mr. Nielson** stated that the suggestion was to replace the word “collaboration” with “integrations,” as not every part of the system is required by law to be integrated. The costs for such a requirement would be substantial.

Ms. Kirkpatrick referred to the suggestion of adding “and resources,” after funds, surmising that this was possibly in reference to transportation that is sometimes integral for individuals in training and other programs. She stressed the importance of transportation resources. **Mr. Nielson** replied that the terms “cost” and “funds” are used specifically in the Act and regulation to address an issue that came out of the Workforce Investment Act. Many people in the one-stop system wanted to pay for the system cost with other services. He referred to the specific language in the Act, which states, “Therefore, under WIOA, each required partner must contribute a portion of their cash and/or in-kind contributions fairly evaluated toward maintaining the one-stop system.”

Ardell Galbreth, Executive Director for Workforce Connections Southern Nevada Workforce Development Board addressed the rationale for use of the word “resources.” He explained that the term “funds” is more or less limited to cash, whereas resources goes far beyond, to include transportation, housing and other types of in-kind support and services.

Ms. Kirkpatrick restated the motion.

It was moved by Marilyn Kirkpatrick and seconded by Horacio Lopez to approve the revisions to State Compliance Policy 1.5 with the replacement of the term “objectives” to “goals.” Motion carried.

11. * FOR POSSIBLE ACTION – Revision of State Compliance Policy No. 1.6: Eligibility for Adult and Dislocated Worker Employment and Training Activities (Revision of Existing Policy)

Mr. Nielson stated that State Compliance Policy 1.6 addresses how to determine eligibility for the Adult and Dislocated Worker Program under WIOA. For the adult program, participants must be 18 years old and be authorized to be employed in the State. Males born on or after January 1, 1960, must register for selective service. The dislocated program includes the adult program requirements and also adds within 36 months, the

individual must have been terminated, laid off or reviewed a notification of termination or layoff from a job or have exhausted entitlement to unemployment. Others included in the policy include: Displaced homemaker, spouse of an armed forces active duty member who has experienced a loss of employment or change in duty station. The policy also discusses what documentation the Department of Labor requires in order to prove these items that are required for those served in the program.

Ms. Kirkpatrick posed two questions: (1) How will enforcement occur as it relates to information contained in the file? **Mr. Nielson** replied that monitoring provisions are contained within another policy. A team of individuals is responsible for monitoring the workforce providers. The federal monitors then review this work under their own monitoring process.

(2) Will the underemployed be able to use this as a resource for obtaining required documentation that might otherwise require payment of fees? **Mr. Nielson** stated that he was unaware of any document that requires payment. **Ms. Kirkpatrick** cited examples, including arrest records, tax returns and social security cards. **Mr. Nielson** commented that the document contained in the policy is required by the government for participation. However, as an example, there are a number of ways for an individual to prove his date of birth and only one method is required by the policy.

Mr. Galbreth stated that the program has the ability to support expenses such as costs for birth certificates or necessary security cards. This includes transportation to and from the location where certification and/or documentation is obtained.

Mr. New referred to the policy as well as the recommendations from the two local boards. However, it was difficult to determine whether there is an amended version of a prior policy. **Mr. Nielson** replied that this revised version reflects changes made after the comments were received. After discussion regarding requirements to present a Social Security card, **Mr. Galbreth** stated that those who refuse to provide their Social Security number will not be turned away and will continue to be served. He added that there are very few cases where an individual refuses to provide their number.

Mr. Stanley referred to the 36-month limitation requirement and expressed concerns, in that in the construction industry, some individuals have been out of work for an extended period. **Mr. Soderberg** stated that 36 months may be appropriate under normal conditions, however at present, the State is emerging from a severe recession with an unprecedented duration. He suggested that the time limitation requirement be extended to 48 to 60 months. **Mr. Nielson** replied that there is no “magic number,” and that the 36-month limit was reached as a result of a survey of states. He added that those who do not meet the 36-month requirement will still be eligible for the adult program, which has all the same services available. **Mr. Stanley** asked why any time frame was necessary, if the individual would be eligible for either program. **Mr. Nielson** explained that they come from different funding streams. Local boards have the ability to transfer 100 percent between programs.

Mr. Galbreth clarified that if dislocated workers are processed or served under the adult program, there is a possibility that they may have to be put in a priority of services and may then be moved down in the “food chain,” in order to receive these types of services. This was the impetus behind the suggestion that 36 months should not be the guiding limitation.

It was moved by Don Soderberg and seconded by Debbie Banko to approve the revisions to State Compliance Policy 1.6, amending the 36-month limitation to 60 months.

Discussion:

Ms. Hendren referred to page 6 of 10 and suggested that the three references to LWIB be changed to (indiscernible). She then referred to page 5 under definitions, attachment to the workforce, the verbiage, “Can be demonstrated by full-time employment of 30 hours a week or more.” She asked if this came from statute or regulation.

Mr. Nielson replied that this is a State definition pulled from another State program. **Ms. Hendren** noted that individuals with disabilities often do not work fulltime, however, this does not mean that they are not attached to the workforce and in need of employment. **Mr. Nielson** clarified that they would still be eligible for the other program.

Mike Rapooni stated that the policy was issued November, 2009 under WIOA, was revised in March and is currently going through another revision. **Mr. Nielson** replied that the current work represents a complete rewrite.

Ms. Banko asked how authorization to work will be verified if Social Security numbers are not required. **Mr. Nielson** replied that there are a number of ways to address that and multiple ways to approve authorization to work, including presentation of a document from List A and List B. He added that lack of a Social Security number is rare.

Mr. Soderberg restated his motion to include Ms. Hendren's suggested change in reference to LWIB on page 6 of 10.

Motion carried.

12. * FOR POSSIBLE ACTION – Revision of State Compliance Policy No. 2.1: Eligibility for Youth Services (Revision of Existing Policy)

Mr. Nielson explained that this is the youth counterpart to 1.6, which addresses in school and out of school youth program eligibility.

In school youth are defined as youth ages 14 to 21, who is a low income individual and has one or more of the following barriers:

- Basic skills deficient
- English language learning
- Offender or ex-offender
- Homeless individual
- Individual who is pregnant or parenting
- Individual with a disability
- Individual who requires additional assistance to enter or complete an educational program or to hold and secure employment

Out of school youth are defined as 16 to 24 years old with one or more of the following criteria:

- Dropout from school
- Have received a diploma, but are either basic skills deficient or an English language learner
- An individual subject to the juvenile or adult justice system
- Homeless individual
- Pregnant or parenting individual
- Individual with a disability
- Low income individual

The remainder of the policy discusses data collection requirements and requirements for data element validation. It provides definitions to assist local workforce development boards in dealing with youth eligibility.

It was moved by Horacio Lopez and seconded by Marilyn Kirkpatrick to approve the revisions to State Compliance Policy 2.1. Motion carried.

13. * FOR POSSIBLE ACTION – New State Compliance Policy No. 5.9: State Compliance Policy Creation and Update Procedure (New Policy)

Mr. Nielson stated that Policy 5.9 outlines the guidelines for changes to policy and when to issue technical assistance, versus policy. It provides staff with the ability to make non-substantive changes, such as typographical errors.

It was moved by Jo Cato and seconded by Marilyn Kirkpatrick to approve the revisions to State Compliance Policy 5.9. Motion carried.

14. **INFORMATION/DISCUSSION – DETR Workforce Investment Support Services: Technical Assistance Guide (T.A.G.) for Eligible Training Providers List (ETPL) Procedures**

Mr. Nielson stated that this agenda item addresses the Technical Assistance Guide (TAG), which was provided to local areas. Guidance is provided on how to implement the Eligible Training Provider List (ETPL). The ETPL is a list of training providers available to the adult and dislocated worker programs for training individuals throughout the State.

15. **INFORMATION/DISCUSSION – WIOA Unified State Plan: Problem Statement**

Dennis Perea, DETR Deputy Director stated that there was a request from the Governor's Office to come up with a problem statement for the Workforce Development System. The Governor's group that was established to write the plan for WIOA is actively discussing this now. It will come before the full Board at some point. He noted its importance, noting the volume of funding streams come from the federal government. The idea of the problem statement is the creation of asset maps, which identify funding streams and assets in the system. The Governance Group would certainly take direction from this Board as to what should be looked at in terms of problem statement and the direction of resources in the future.

16. **INFORMATIONAL ITEMS/REPORTS**

- a. **DETR Research and Analysis Bureau's Economic updates**
- b. **GWDB Industry Sector Council reports and updates**
- c. **Workforce Connections -- Southern LWDB's quarterly report and updates**
- d. **Nevadaworks -- Northern LWDB's quarterly report and updates**
- e. **WIOA Analysis of Expenditures for SFY 15/6**

(The submitted written reports for items 7(a) through (e) are provided in lieu of oral presentation)

17. **PUBLIC COMMENTS NOTICE (SECOND)**

Chair Mack read the statement into the record: "Members of the public are invited to comment at this time; however no action may be taken on any matters during public comment until the matter itself has been included on an agenda as an item for possible action. In my discretion, in the interest of time, public comment will be limited to three minutes per person." He invited comments from Carson City, Las Vegas or on the telephone. There were none.

18. **ADJOURNMENT**

The April 21, 2016 meeting was adjourned.

AGENDA ITEM #6

WIOA Unified State Plan

*To be distributed by
July 18, 2016*

ONE HUNDRED NORTH CARSON STREET
CARSON CITY, NEVADA 89701
OFFICE: (775) 684-5670
FAX No.: (775) 684-5683

STATE OF NEVADA



OFFICE OF THE GOVERNOR

555 EAST WASHINGTON AVENUE,
SUITE 5100
Las Vegas, Nevada 89101
OFFICE: (702) 486-2500
Fax No.: 702-486-2505

GOVERNOR'S WORKFORCE DEVELOPMENT BOARD INDUSTRY SECTOR COUNCILS OVERVIEW AND GUIDELINES

Mission: The mission of the Governor's Workforce Development Board (GWDB) Industry Sector Councils is to convene representatives of Nevada business, education, and labor in order to facilitate data-driven recommendations concerning sector-specific workforce needs and challenges that will help guide State workforce development efforts.

Legal Authority: NRS 232.935 requires the Governor's Workforce Development Board to establish industry sector councils. Governor Sandoval's March 2016 Executive Order 2016-08 required a reorganization of the Sector Councils in order to better align workforce development efforts in the state.

Sector Councils Established:

- Aerospace and Defense
- Natural Resources
- Health Care and Medical Services
- Information Technology
- Manufacturing and Logistics
- Mining and Materials
- Tourism, Gaming and Entertainment

Duties and Responsibilities:

- Issue recommendations based upon short- and long-term employment and occupational forecasts. (Executive Order 2016-08)
- Make recommendations concerning the necessary skill and education requirements for in-demand jobs. (Executive Order 2016-08)
- Identify job training opportunities and education programs determined to have the greatest likelihood of success in meeting Nevada's workforce needs via the development of talent pipelines/career pathways. (NRS 232.935)

Meeting Procedures and Expected Outcomes:

- Staff and/or invited presenters will present necessary background material (State Economic Development Plan, Workforce Development efforts, training program overviews, etc.) necessary to provide an appropriate foundation for discussion.
- At each meeting, at least one private sector employer, not represented on the Sector Council, will be invited to discuss his/her workforce-related challenges and issues.
- Staff and/or invited presenters will provide labor market analyses and related information.
- Council members, staff, and/or invited presenters will review and discuss these analyses and offer an assessment of the findings.
- Council members, staff, and/or invited presenters will review and discuss such topics as career pathways, in-demand jobs/skills, etc.,
- The Office of Workforce Innovation will provide insights obtained from the Sector Councils to all partners in the workforce development system.
- Workforce development partners should use these insights to align funding and guide such efforts as program design, career pathway articulation, and credentialing.
- The Office of Workforce Innovation will regularly assess the manner in which the information and guidance provided by the Sector Councils is utilized.

Organizational Policies and Procedures:

- Sector Council members are appointed by the Governor's Workforce Development Board in consultation with the Office of Workforce Innovation and the Governor's Office.
- Sector Councils will consist of seven members, with at least four members representing private sector businesses. Other members are to be representatives of education, specifically as it relates to workforce training, and organized labor.
- While there are no formal term limits for members, the Office of Workforce Innovation will regularly assess member attendance, participation, and input and, if necessary, propose membership changes to the Governor's Workforce Development Board.
- A chairperson will be elected by Council members.
- Sector Councils will meet at least twice annually.
- On a regular basis, Council members are to be briefed on various administrative items, such as Open Meeting requirements, rules governing the establishment of a quorum, voting procedures, etc.

Policy Summary

State Compliance Policy (SCP) 1.4

As part of its' responsibility to provide guidance and direction to the Local Workforce Development Areas (Local Areas), DETR follows federal guidance in creating policy to implement the Workforce Innovation and Opportunity Act (WIOA). These policies are necessary for efficient and stable operations of the workforce system in the State of Nevada. As such, DETR has provided SCP 1.4 to the Governor's Workforce Development Board (GWDB) for review and approval.

State Compliance Policy 1.4 communicates the policy, procedure and content definitions for the operation of the WIOA One –Stop Delivery System. Title I of WIOA assigns responsibility at the local, state and federal level to ensure the creation and maintenance of a one-stop delivery system that enhances the range and quality of workforce development services that are accessible to individuals seeking assistance.

**Nevada Department of Employment, Training and Rehabilitation
(DETR)
Workforce Innovation and Opportunity Act (WIOA)
State Compliance Policy**

Policy Number: 1.4

Originating Office: Workforce Investment Support Services

Subject: Workforce Innovation and Opportunity Act One-Stop Delivery System

Issued: July 2016

Revised:

Purpose: To provide guidance for the operation of the WIOA one-stop service delivery system.

Background: Title I of the Workforce Innovation and Opportunity Act (WIOA) assigns responsibility at the local, state and federal level to ensure the creation and maintenance of a One-Stop delivery system that enhances the range and quality of workforce development services that are accessible to individuals seeking assistance [§678.300].

I. One-Stop Delivery System:

- A. The one-stop delivery system brings together workforce investment, educational, and other human resource programs and funding streams in a seamless customer-focused delivery which will enhance access to services and improve long-term employment outcomes for individuals receiving assistance [§678.300(a)].
- B. The system must include at least one comprehensive physical center in each local area as described in §678.310. The system may also have additional arrangements to supplement the comprehensive center including:
 - 1. An affiliated site or a network of affiliated sites where one or more partners make programs, services, and activities available as described in §678.310. A physical location is one that includes a technologically linked access point where services funded by the program are available. All affiliated sites must be physically and programmatically accessible to individuals with disabilities, as described in §678.800. Administrative requirements for affiliated sites are further described in State Compliance Policy 1.20.
 - a) Must provide career services delivered by either a WIOA

- provider or the state's Wagner-Peyser program (W-P), or both as defined in the Workforce Innovation and Opportunity Act (WIOA) sec. 134(C)(1);
 - b) Must have representation from TANF Employment and Training;
 - c) Must have representation from Vocational Rehabilitation on either a full-time or part-time basis; and,
 - d) Must have representation from Adult Education and Family Literacy (AEFLA) under Title II of WIOA.
 - 2. A network of eligible one-stop partners, as described in §678.400 through which each partner provides one or more of the programs, services, and activities that are linked, physically or technologically, to an affiliated site or access point that assures customers are provided information on the availability of career services, as well as other program services and activities, regardless of where they initially enter the workforce system in the local area; and,
 - 3. Specialized centers that address specific needs, including those of dislocated workers, youth, or key industry sectors or clusters.
 - C. Required one-stop partner programs must provide access to programs, services, and activities through electronic means, if applicable and practical. This is in addition to providing access to services through the mandatory comprehensive physical one-stop center and any affiliated sites or specialized centers. The provision of programs and services by electronic methods such as web sites, telephones, or other means must improve the efficiency, coordination and quality of one-stop partners' services. Electronic delivery must not replace access to such services at a comprehensive one-stop center or be a substitute to making services available at an affiliated site if the partner is participating in an affiliated site. Electronic delivery systems must be in compliance with the nondiscrimination and equal opportunity provisions of WIOA in sec. 188, and its implementing regulations in 29 CFR parts 37.
 - D. The design of the local area's one-stop system must be described in the MOU executed by the one-stop partners as described in §678.500.

II. Comprehensive One-Stop Center:

- A. A comprehensive one-stop center is a physical location where jobseeker and employer customers can access the programs, services and activities of all required one-stop partners. A comprehensive one-stop center must have at least one WIOA Title I staff person physically present.
- B. The comprehensive one-stop center must provide:
 - 1. Career services described in §678.340;
 - 2. Access to training services described in §680.200;
 - 3. Access to any employment and training activities carried out under sec. 134(d) of WIOA;

4. Access to programs and activities carried out by one-stop partners listed in §678.400 through §678.410, including Wagner-Peyser employment services; and,
 5. Workforce and labor market information.
- C. Customers must have access to these programs, services, and activities during regular business days at a comprehensive one-stop center. The local workforce development board may establish other service hours, at other times, to accommodate the schedules of individuals who work on regular business days. The state workforce development board will evaluate the hours of access to service as part of the evaluation of effectiveness in the one-stop certification process described in §678.800(b).
- D. “Access” to programs and services means having either: program staff physically present at the location; having partner program staff physically present at the one-stop appropriately trained to provide information to customers about the programs, services, and activities available through partner programs; or, providing direct linkage through technology to program staff who can provide meaningful information or services.
1. A “direct linkage” means providing direct connection at the one-stop, within a reasonable time, by phone or through real-time, web-based communication to a program staff member who can provide program information or services to the customer.
 2. A “direct linkage” does not including providing a phone number or computer website that can be used at an individual’s home; providing information, pamphlets, or materials; or, making arrangements for the customer to receive services at a later time or on a different day.
- E. All comprehensive one-stops must be physically and programmatically accessible to individuals with disabilities, as described in §678.800.
- F. Required one-stop partners (§678.400) include:
1. Programs authorized under Title I of WIOA, including: Adult, Dislocated Worker, Youth, Job Corps, YouthBuild, Native American programs, and Migrant and Seasonal Farmworker programs;
 2. Employment services authorized under the Wagner-Peyser Act (29 CFR 49 et. seq.);
 3. Adult Education and Family Literacy Act (AEFLA) activities authorized under Title II of WIOA;
 4. The Vocational Rehabilitation program authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et. seq.);
 5. The Senior Community Service Employment program authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et. seq.);
 6. Career and Technical Education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et. seq.);

7. Trade Adjustment Assistance activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et. seq.);
 8. Jobs for Veterans State Grants program authorized under chapter 41 of Title 38 U.S.C.;
 9. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et. seq.);
 10. Employment and training activities carried out by the Department of Housing and Urban Development;
 11. Programs authorized under state unemployment compensation laws (in accordance with applicable federal law);
 12. Programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532); and,
 13. Temporary Assistance for Needy Families (TANF) authorized under part A of Title IV of the Social Security Act (42 U.S.C. et. seq.), unless exempted by the Governor. The Governor may determine that TANF will not be a required partner in the state, or within some specific local areas in the state. In this instance, the Governor must notify the Secretaries of the U.S. Departments of Labor and Health and Human Services in writing of this determination §678.405(b).
- G. Additional partners that carry out a workforce development program, including federal, state or local programs and programs in the private sector may serve as part of the one-stop system in the local workforce development board(s) and chief elected official(s) approve the entity's participation (§678.410). Additional partners may include:
1. Employment and training programs administered by the Social Security Administration, including the Ticket To Work and Self-Sufficiency programs established under sec. 1148 of the Social Security Act (42 U.S.C. 1320b-19);
 2. Employment and training programs carried out by the Small Business Administration.
 3. Supplemental Nutrition Assistance Program (SNAP) employment and training programs authorized under secs. 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015 (d)(4));
 4. Client Assistance Program authorized under sec. 112 of the Rehabilitation Act of 1973 (29 U.S.C. 732);
 5. Programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et. seq.); and,
 6. Other appropriate federal, state or local programs, including employment, education and training programs provided by public libraries or in the private sector.

III. Memorandum of Understanding (MOU) for the One-Stop Delivery System

- A. The MOU is the product of local discussion and negotiation, and is an agreement developed and executed between the local workforce development board(s), with the agreement of the chief local elected official(s) and the one-stop partners, relating to the operation of the

one-stop delivery system in the local area. Negotiations will be conducted in accordance with the requirements of §678.510.

- B. The MOU must include:
1. A description of services to be provided through the one-stop delivery system, including the manner in which the services will be coordinated and delivered through the system;
 2. A final plan, or an interim plan if needed, on how the costs of the services and the operating costs of the system will be funded, including funding of infrastructure costs (§678.700 through §678.755) and funding of the shared services and operating costs of the one-stop delivery system (§678.760). Appeals regarding costs will be reviewed by the state in accordance with §678.750.
 3. Methods for referring individuals between the one-stop operators and partners for appropriate services and activities.
 4. Methods to insure that the needs of workers, youth and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the one-stop delivery system.
 5. The duration of the MOU and procedures for amending it; and,
 6. Assurances that each MOU will be reviewed and, if substantial changes have occurred, renewed not less than once every three year period to insure appropriate funding and delivery of services.
- C. The MOU may contain any other provisions agreed to by the parties that are consistent with WIOA Title I, authorizing statutes and regulations of the one-stop partner programs, and the WIOA regulations (WIOA sec. 121(c)).
- D. When fully executed, the MOU must contain the signatures of the local workforce development board, one-stop partners, the chief local elected official(s), and the time period in which the agreement is in effect. The MOU must be updated not less than every three years to reflect any changes in the signatory official(s) of the local workforce development board, one-stop partners, and/or chief elected local official(s), or any changes in one-stop infrastructure funding.

IV. One-Stop Operators

- A. One-stop operators may be a single entity (public, private or non-profit) or a consortium of entities (§678.600). If the consortium of entities is one of the one-stop partners, it must include a minimum of three of the one-stop partners as described in §678.400.
- B. In consultation and collaboration with core partners and the state workforce development board, the local workforce development boards will issue a Request for Proposals (RFP) that incorporates the mandatory elements as follows:
1. An applicant's proposal must provide a cost containment plan that delineates a process for controlling the operational expenses that cap the per FTE costs to 60 percent of the average FTE costs of

- their home office, and defines program goals within pre-planned budgetary constraints.
2. Once proposals are received, the local workforce development board will convene an operator selection committee comprised of one member from the local workforce development board; the Nevada Department of Education; the Nevada Department of Health and Human Services; the Nevada Department of Employment, Training and Rehabilitation to select the one-stop operator.
 3. The local workforce development board will review the operator selection committee's recommendation for either approval/disapproval pursuant to all statutory or regulatory requirements, and provide a justification for any disapproval.
 4. The procurement process will follow Nevada's State Purchasing guidelines to insure transparency.
- C. The one-stop operator may operate one or more one-stop centers. There may be more than one, one-stop operator in a local area.
- D. The types of entities that may be a one-stop operator include:
1. An institution of higher education;
 2. An employment service state agency established under the Wagner-Peyser Act;
 3. A community-based organization, nonprofit organization, or workforce intermediary;
 4. A private for-profit entity;
 5. A government agency;
 6. A local workforce development board, with the approval of the chief local elected official(s) and the Governor; or,
 7. Another interested organization or entity, which is capable of carrying out the duties of the one-stop operator, including a local chamber of commerce or labor organization.
- E. Elementary and secondary schools are not eligible as one-stop operators except for nontraditional public secondary schools such as night and adult schools, or technical education schools.
- F. The state and local workforce development boards must insure that, in carrying out WIOA programs and activities, one-stop operators:
1. Disclose any potential conflict of interest (§679.430);
 2. Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term career and training services;
 3. The one-stop operator can have no familial relationship to the 3rd degree of consanguinity, business, financial, or political ties with any member of the local workforce development board or its staff, or the local elected officials consortium, or any employee of a mandatory core program located within the one-stop center; and,

4. Comply with federal and state regulations and procurement policies, including §683.292, 2 CFR chapter II, Nevada Administrative Code (NAC) 333, and other applicable regulations and policies.

V. One-Stop Certification:

- A. The state workforce development board, in consultation with the local workforce development board and the chief local elected official(s), will establish objective criteria and procedures for the local workforce development boards to use when certifying one-stop centers (§678.800).
- B. As provided in the Workforce Innovation and Opportunity Act of 2014 (WIOA), the establishment and certification of one-stop centers and the one-stop delivery system consists of a two-step process:
 1. **Local:** Consistent with an approved state plan, a WIOA-compliant local workforce development board for a local area, with the agreement of the chief elected official for the local area, shall develop, designate, certify, and provide oversight with respect to the one-stop delivery system in the local area.
 2. **State:** The state workforce development board, in consultation with chief elected local officials and the local workforce development board, shall establish objective criteria and procedures for use by local workforce development boards in assessing at least once every three years the effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers and the one-stop delivery system, consistent with the requirements of section 101(d)(6).
- C. The on-site review is an essential component for certification of existing one-stop centers prior to the enactment of WIOA, in addition to the recertification one-stop centers. The on-site review provides the local workforce development boards and core partners of the workforce development system the opportunity to validate information provided in a one-stop operator's certification application, and to make inquiries that may arise post-review of the written material. Conversely, one-stop operators are provided with additional opportunities to supply information, clarify specific points, or ask questions that they may have about the local workforce development board and/or core partners' expectations. Combined with the written application, the on-site review provides the local workforce development board and core partners with additional insight as to a one-stop operator's readiness for certification.
- D. Written notice shall be provided to one-stop operator applicants prior to the on-site review, which indicates the date and time of the visit, names of review team members and the organizations that they represent, and specific topic areas that will be covered. Once the on-site review is completed, a written feedback report will be provided to the one-stop operator applicant.
- E. Evaluation criteria will be reviewed and updated every two years as part of the review and modification of the state plan (§676.135).

- F. When the local workforce development board is the one-stop operator, the state must certify the one-stop center.
- G. As of July 1, 2016, each one-stop delivery system must include the **“American Job Centers of Nevada”** or **“A proud partner of the American Job Center of Nevada”** identifier on all products, programs, activities, services, facilities, and related property and materials used in the one-stop system (§678.900(b)).

References: Workforce Innovation and Opportunity Act (P.L. 113-128), 20 CFR Part 678

Workforce Investment Act State Compliance Policies

SECTION: 1.4

One-Stop Delivery System

August 2005

I. General:

Title I of the Workforce Investment Act assigns responsibility at the local, state and federal level to ensure the creation and maintenance of a One-Stop delivery system that enhances the range and quality of workforce development services that are accessible to individuals seeking assistance [§662.100(b)].

II. One-Stop Delivery System:

- A. A system under which entities (One-Stop partners) responsible for administering separate workforce investment, educational, and other human resource programs and funding streams enter into a Memorandum of Understanding (MOU) to create a seamless process of service delivery which will enhance access to services and improve long-term employment outcomes for individuals receiving assistance [§662.100(a)].
- B. Each local area (service delivery area) must have at least one comprehensive physical center to provide the core services and to assure access to other programs and activities carried out by the One-Stop partners [§662.100(c)]. Additional centers may be added as required and as funding permits [§662.100(d)].
- C. Section 134(c) and §662.100(d) provide for options to supplement the center. Included are:
 - 1. A network of affiliated sites that can provide one or more partner programs, services, and activities;
 - 2. A network of One-Stop partners through which each partner provides services that are linked, physically or technologically, to an affiliated site that assures individuals are provided information on the availability of core services in the local area; and
 - 3. Specialized centers that address specific needs, such as those of dislocated workers.
- D. The design of the local area's One-Stop system, including the number of comprehensive centers and affiliated sites, must be described in the local plan and be consistent with the MOU executed by the One-Stop partners [§662.100(e)].

III. Designation/Certification of One-Stop Operators:

- A. The Local Workforce Investment Board (LWIB), with the agreement of the chief elected official, must designate and certify One-Stop operators in the local area [Section 121(a)(1-2), §§662.410(a), and 662.430].
- B. The One-Stop operator(s) will be designated or certified as follows:
 - 1. Through a competitive process, or
 - 2. Under agreement between the LWIB and a consortium of entities that includes at least three or more of the required One-Stop partners listed in IV below [Section 121(d) & (e), §662.200(b)]; or
 - 3. Under WIA section 121(e), the LWIB, the chief elected official, and the Governor may agree to certify an entity that has been serving as a One-Stop operator in a One-Stop delivery system established prior to the enactment of WIA (August 7, 1998) to continue to serve as a One-Stop operator without meeting the requirements for designation under §662.410(b) if the local One-Stop delivery system is modified, as necessary, to meet the other requirements of §662.410, including the requirements relating to the inclusion of One-Stop partners, the execution of the MOU, and the provision of services [WIA Section 121(e) and §662.430].

Note: The designation or certification of the One-Stop operator must be carried out in accordance with the “sunshine provision” at 20 CFR 661.307 [§662.410(c)].

The designation or certification must be reviewed whenever the biennial certification of the LWIB is made under 20 CFR 663.300(a) [WIA Section 117(f)(2)] [§662.420(b)].

IV. The One-Stop Operator: Is the entity selected by the LWIB to provide services ranging from coordinating service providers to being the primary provider within the center [Section 121(d) and §662.400(c)].

- A. Eligible entities include [Section 121(d)(1)(B) and §662.400(a)(1-6)]:
 - 1. A post-secondary educational institution;
 - 2. An employment service agency established under the Wagner-Peyser Act on behalf of the local office of the agency;
 - 3. A private, non-profit organization, including a community-based organization;
 - 4. A private-for-profit entity;
 - 5. A government agency; and
 - 6. Another interested organization or entity.
- B. One-Stop operators may be a single entity or a consortium of entities that may operate one or more One-Stop centers. There may be more than one One-Stop operator designated in a local area [§662.400(b)].

- C. The agreement between the LWIB and the One-Stop operator shall specify the operator's role. That role may range between simply coordinating service providers within the center to being the primary provider of services within the center [Section 121(d) and §662.400(c)].
- V. One-Stop Partners: Section 121(b)(1) and §662.200 identifies the entities that are required partners in the local One-Stop system. The state may require that one or more of the programs identified below be included as a partner in all of the local One-Stop delivery systems in the State [§662.210(c)]. The required partners are the entities that carry out programs authorized under:**
- A. Title I of WIA, which serves adults, dislocated workers, and youth. Additional programs include: Job Corps, Native Americans, Migrant & Seasonal Farm Worker, and Veterans' workforce activities;
 - B. Wagner-Peyser Act;
 - C. WIA Section 121(b)(1)(B)(iii) for adult education and literacy activities;
 - D. Parts A & B of Title I of the Rehabilitation Act;
 - E. Section 403(a)(5) of the Social Security Act for Welfare-to-Work programs;
 - F. Title V of the Older Americans Act of 1965 for senior community service employment activities;
 - G. Carl D. Perkins Vocational and Applied Technology Education Act for post secondary vocational education activities;
 - H. Chapter 2 of Title II of the Trade Act of 1974 (as amended), for Trade Adjustment Assistance, the Trade Adjustment Assistance Reformation Act of 2002, and North American Free Trade Agreement/Transitional Adjustment Assistance activities;
 - I. Chapter 41 of Title 38, U.S.C (local veterans' employment representatives and disabled veterans' outreach programs);
 - J. Department of Housing and Urban Development;
 - K. State Unemployment Compensation laws in accordance with applicable Federal law.

- L. A human resource program, including federal, state, or local programs and programs in the private sector, including, but not limited to [Section 121(b)(2)(A&B) and §662.210]:
1. Temporary Assistance for Needy Families (TANF) programs authorized under part A of title IV of the Social Security Act;
 2. Employment/training and work programs authorized under section 6 of the Food Stamp Act of 1977;
 3. Programs authorized under the National and Community Service Act of 1990; and
 4. Other appropriate programs, including programs related to transportation and housing.
- Note: if a program or activity listed in §662.200 is not carried out in a local area, the requirements relating to a required One-Stop partner are not applicable to such program or activity in that local One-Stop system [§662.200(a)].

VI. Role and Responsibilities of the One-Stop Partners (§662.230):

- A. Develop an MOU with the LWIB relating to the operation of the One-Stop system that meets the requirements of §662.300, including a description of services, how the cost of the identified services and operating costs of the system will be funded (§662.270), and methods for referrals [Section 121(c)].
- B. Must agree to participate in the operation of the system consistent with the terms of the MOU and requirements of authorizing laws [Section 121(b)(1)(B)].
- C. Will be voting members of the LWIB, if mandatory partners [Section 117(b)(2)(A)(vi)].
- D. Make available to participants through the system the core services that are applicable to the partner's programs [Section 121(b)(1)(A), §662.260, §662.280 and WIA State Compliance Policy 1.8.].
- E. Provide access to the other activities and programs carried out under the partner's authorizing laws. These services must be described in the MOU. 20 CFR Part 663 describes the specific requirements relating to the provision of core, intensive, and training services through the One-Stop system that apply to the adult and dislocated worker programs authorized under Title I of WIA. Additional requirements apply to the provision of all labor exchange services under the Wagner-Peyser Act [Section 134(c)(1)(D) and §662.260].
- F. Provide discretionary activities, if needed, which may include [Section 134(e)]:

1. Customized screening and referral of qualified participants in training services to employment; and
 2. Customized, employment-related services to employers on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act.
- G. Facilitate activities designed to achieve the purposes of the youth program and youth activities as described in Section 129(a).

NOTE:

There were no *additional* local board comments received for this policy.

BACKGROUND:

- **State Compliance Policy (SCP) 1.4** was drafted in collaboration with the local boards.
- **09/25/2015:** SCP 1.4 draft was presented and approved at the WIOA Governance Workgroup meeting.
- **10/1/2015:** SCP 1.4 draft was then presented and approved at the Governor’s Workforce Development Board’s *Strategic Planning Subcommittee* meeting.
- **10/15/2015:** SCP 1.4 was on the agenda for the Governor’s Workforce Development Board meeting; said item was *tabled*.

The SCP 1.4 is now being re-presented to the Governor’s Workforce Development Board’s Executive Committee for review/approval.

Policy Summary

State Compliance Policy (SCP) 1.8

As part of its' responsibility to provide guidance and direction to the Local Workforce Development Areas (Local Areas), DETR follows federal guidance in creating policy to implement the Workforce Innovation and Opportunity Act (WIOA). These policies are necessary for efficient and stable operations of the workforce system in the State of Nevada. As such, DETR has provided SCP 1.8 to the Governor's Workforce Development Board (GWDB) for review and approval.

State Compliance Policy 1.8 communicates the policy, procedure and content definitions to Local Areas for Adult/Dislocated Worker program design, career and training services. These services are classified as career and training services. Unlike WIA, WIOA clarifies that individuals should receive the service(s) that meet their need(s) to achieve their employment goals, instead of a sequence of service.

This policy also provides guidance to local boards on how to appropriately provide the service(s) that each unique job seeker requires to achieve economic self-sufficiency.

**Nevada Department of Employment, Training and Rehabilitation
(DETR)
Workforce Innovation and Opportunity Act
State Compliance Policy (SCP)**

Policy Number: 1.8

Originating Office: DETR; Workforce Investment Support Services (WISS)

Subject: WIOA Adult Programs Design, Career and Training Services

Issued: New

Purpose: To provide program requirements for the Adult and Dislocated Worker (A/DW) programs. WIOA divides required employment and training activities provided by one-stop operators and one-stop partners into two categories: Career Services and Training Services. (WIOA Sec.134(c)2-3). Eligibility requirements for services in these categories are different and are indicated in this policy.

State Imposed Requirements: This directive contains some state-imposed requirements. These requirements are printed in **bold, italic type**.

Authorities/References:

Workforce Innovation and Opportunity Act (P.L. Sec. 113-128), NPRM 20 CFR 680-683, WIOA Sec. 134, TEGL 3-15,TEGL 39-11, TEN 17-15,
Career Pathways Toolkit https://www.doleta.gov/usworkforce/PDF/career_pathways_toolkit.pdf
NJCOS/MIS WIA/WIOA Data and Performance Desk Reference, TAG 15-3

ACTION REQUIRED:

Upon issuance bring this guidance to the attention of all WIOA service providers, LWDB Board members and any other concerned parties. Any local boards' policies, procedures, and or contracts affected by this guidance are required to be updated accordingly.

Background:

WIOA became law on July 22, 2014 and supersedes titles I and II of the Workforce Investment Act (WIA). The Department of Labor (DOL) and Education published a set of proposed regulations implementing WIOA. These are known as the Notice of Proposed Rulemaking (NPRMs).

The following SCP communicates the unaffected requirements, the proposed changes and state requirements in program service delivery. The policy includes procedure and content definition. Reference SCP 1.6 for Adult/Dislocated Worker participant eligibility and file content requirements.

The one-stop system is the basic delivery system for adult and dislocated worker services. Through this system, adults and dislocated workers can access a continuum of services. The Services are classified as career and training services. These services, tailored to the individual needs of

jobseekers, form the backbone of the one-stop delivery system. While some jobseekers may only need self-service or other basic career services like job listings, labor market information, labor exchange services or information about other services, some jobseekers will need services that are more comprehensive and tailored to their individual career needs. These services may include comprehensive skills assessments, career planning, and development of an individual employment plan that outlines the needs and goal of successful employment. Under WIA, career services were identified as core and intensive services and generally participants would go through each level of service in order to eventually receive training. WIOA clarifies that individuals receiving services in the one-stop centers must receive the service that is needed to assist the individual to meet his or her job search goals, and does not need to follow a fixed sequence of services that may not be necessary to effectively serve the individual. Training is made available to individuals after an interview, assessment or evaluation determines that the individual requires training to obtain employment or remain employed. Supportive services, including needs-related payments, can be essential to enable individuals to participate in career and training services.

Policy and Procedure:

Registration and Participation (CFR 680.110)

(a) Registration is the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application. Participation occurs after the registration process of collecting information to support an eligibility determination and begins when the individual receives a staff assisted WIOA service, which does not include self-service or informational activities.

(b) Adults and dislocated workers who receive services funded under title I other than self-service or informational activities must be registered and must be a participant.

(c) Employment Opportunity data must be collected on every individual who is interested in being considered for WIOA title I financially assisted aid, benefits, services, or training by a recipient, and who has signified that interest by submitting personal information in response to a request from the grant recipient or designated service provider.

Individual Employment Plan (IEP) (WIOA Sec.134(c)(2)(A)(xii)(II), 680.180)

The individual employment plan is an individualized career service that is jointly developed by the participant and case manager. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals. Local Boards must have written policy as to plan content, update and inclusion in the participant case file and as appropriate in the MIS system.

Career Services (WIOA Sec. 134(c)(2), CFR 680.120-170, 680.220)

Career Services must be provided through the one-stop delivery system. They may be provided by the one-stop operator or through contracts with service providers that are approved by the Local Board. Career Services are further classified into Basic and Individualized. **Basic Career Services** must be made available to all job seekers and include services such as labor exchange services, labor market information, job listings, and information on partner programs. **Individualized Services** are more comprehensive and tailored to meet the participants individual career needs. If deemed appropriate, these services may include comprehensive skills- assessments, career planning, and

development of an individual employment plan that outlines the needs and goal of successful employment.

Participant Eligibility for Career Services (CFR 680.120-130) To be eligible to receive career services as an adult in the adult and dislocated programs, individuals must be eighteen years old or older and meet the General Eligibility Requirements to be a participant in the adult and dislocated worker programs. Additionally to be eligible for the dislocated worker program, an eligible adult must meet the criteria of 680.130 and the definition in WIOA sec. 3(15) and as defined in SCP 1.6. Reference Service Priority as addressed in this policy and defined in SCP 1.7.

Required Career Services (CFR 680.220, WIOA Sec. 134(c)(2)(A))

WIOA section 134(c) (2) (A) requires that local areas provide A/DW services that include, at a minimum:

(Basic Career Service)

- (i) determinations of whether the individuals are eligible to receive assistance under this subtitle;
- (ii) outreach, intake (which may include worker profiling and Re-employment Services system of unemployment insurance (UI) for claimants likely to exhaust UI benefits), and orientation to the information and other services available through the one-stop delivery system;
- (iii) initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs;
- (iv) labor exchange services, including—
 - (I) job search and placement assistance and, in appropriate cases, career counseling, including—
 - (aa) provision of information on in-demand industry sectors and occupations; and
 - (bb) provision of information on nontraditional employment; and
 - (II) appropriate recruitment and other business services on behalf of employers, including small employers, in the local area, which services may include services described in this subsection, such as providing information and referral to specialized business services not traditionally offered through the one-stop delivery system;
- (v) provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, in appropriate cases, other workforce development programs;
- (vi) provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—
 - (I) job vacancy listings in such labor market areas;
 - (II) information on job skills necessary to obtain the jobs described in sub-clause (I); and (III) information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for such occupations; and
- (vii) provision of performance information and program cost information on eligible providers of training services as described in section 122, provided by program, and eligible providers of youth workforce investment activities described in section 123, providers of adult education described in title II, providers of career and technical education activities at the postsecondary

level, and career and technical education activities available to school dropouts, under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), and providers of vocational rehabilitation services described in title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.);

(viii) provision of information, in formats that are usable by and understandable to one-stop center customers, regarding how the local area is performing on the local performance accountability measures described in section 116(c) and any additional performance information with respect to the one-stop delivery system in the local area;

(I) provision of information, in formats that are usable by and understandable to one-stop center customers, relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance under title XIX or XXI of the Social Security Act (42 U.S.C. 1396 et seq. and 1397aa et seq.), benefits under the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), assistance through the earned income tax credit under section 32 of the Internal Revenue Code of 1986, and assistance under a State program for temporary assistance for needy families funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) and other supportive services and transportation provided through funds made available under such part, available in the local area; and

(II) referral to the services or assistance described in sub-clause (I), as appropriate;

(ix) provision of information and assistance regarding filing claims for unemployment compensation;

(x) assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under this Act;

(xi) services, if determined to be appropriate in order for an individual to obtain or retain employment, that consist of—

(Individualized Career Services)

(i) comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—

(I) diagnostic testing and use of other assessment tools; and

(II) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

(ii) development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services pursuant to paragraph (3)(F)(ii), and career pathways to attain career objectives;

(iii) group counseling;

(iv) individual counseling;

(v) career planning;

(vi) short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;

(vii) internships and work experiences that are linked to careers;

(viii) workforce preparation activities;

(ix) financial literacy services, such as the activities described in section 129(b)(2)(D);

(x) out-of-area job search assistance and relocation assistance; or

(xi) English language acquisition and integrated education and training programs; and

(Follow-Up Services)

(i) follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Note: When providing services under 134(c)(2)(A)(xii), priority must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

Training Services (WIOA Sec. 134(c)(3), CFR 680.200-230) are designed to increase participant access to training that equips the individual to enter the workforce and retain employment. These must be directly linked to an in-demand industry sector or occupation in the local area or the planning region, or in another area to which the participant adult receiving such services is willing to relocate. These services may include occupational training, including nontraditional employment, On-the-job (OJT), Incumbent worker training, programs that combine workplace training with related instruction to include cooperative education programs, private sector training programs, skill upgrade and retraining, entrepreneurial training, transitional jobs, job readiness training in combination with services listed above, adult education and literacy activities provided concurrently or in combination with other specified services, and customized training.

A Program of Training Services (CFR 680.420) is one or more courses or classes, or a structured regimen that leads to:

- A recognized post-secondary credential, secondary school diploma, or its equivalent,
- Employment, or
- Measurable skills gains toward such a credential or employment.

Eligibility for Training Services: (WIOA Sec. 134(c)(3)(A)-(C), CFR 680.210-230)

Under WIOA sec. 134(c)(3)(A) training services may be made available to employed and unemployed adults and dislocated workers who:

(A) IN GENERAL.

(i) ELIGIBILITY.—Except as provided in clause (ii), funds allocated to a local area for adults under paragraph (2)(A) or (3), as appropriate, of section 133(b), and funds allocated to the local area for dislocated workers under section 133(b)(2)(B), shall be used to provide training services to adults and dislocated workers, respectively—

(I) who, after an interview, evaluation, or assessment, and career planning, have been determined

by a one-stop operator or one-stop partner, as appropriate, to—

(aa) be unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through the career services described in paragraph (2)(A)(xii);

(bb) be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and

(cc) have the skills and qualifications to successfully participate in the selected program of training services;

(II) who select programs of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the adults or dislocated workers are willing to commute or relocate;

(III) who meet the requirements of subparagraph (B); and

(IV) who are determined to be eligible in accordance with the priority system in effect under subparagraph (E).

(ii) USE OF PREVIOUS ASSESSMENTS.—A one-stop operator or one-stop partner shall not be required to conduct a new interview, evaluation, or assessment of a participant under clause (i) if the one-stop operator or one-stop partner determines that it is appropriate to use a recent interview, evaluation, or assessment of the participant conducted pursuant to another education or training program.

(iii) RULE OF CONSTRUCTION.—Nothing in this subparagraph shall be construed to mean an individual is required to receive career services prior to receiving training services.

(B) QUALIFICATION.—

(i) REQUIREMENT.—Notwithstanding section 479B of the Higher Education Act of 1965 (20 U.S.C. 1087uu) and except as provided in clause (ii), provision of such training services shall be limited to individuals who—

(I) are unable to obtain other grant assistance for such services, including Federal Pell Grants established under subpart 1 of part A of title IV of the Higher Education Act of 1965 (20 U.S.C. 1070a et seq.); or

(II) require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants.

(ii) REIMBURSEMENTS.—Training services may be provided under this paragraph to an individual who otherwise meets the requirements of this paragraph while an application for a Federal Pell Grant is pending, except that if such individual is subsequently awarded a Federal Pell Grant, appropriate reimbursement shall be made to the local area from such Federal Pell Grant.

(iii) CONSIDERATION.—In determining whether an individual requires assistance under clause (i)(II), a one-stop operator (or one-stop partner, where appropriate) may take into consideration the full cost of participating in training services, including the costs of dependent care and transportation, and other appropriate costs. Reference SCP 1.7.

Training Provider Qualifications (WIOA Sec. 122, CFR 680.400-410)

Training services shall be provided through providers identified in accordance with WIOA Sec. 122 and CFR 680.400. An individual who has been determined eligible for training services may select a provider from the State Eligible Provider List (ETPL) after consultation with a case manager and must be provided in a manner to maximize customer choice. Reference SCP 1.12 and 1.13. Unless the program has exhausted funds for the program year, the Service Provider must refer the individual to the selected training provider, and establish an Individual Training Account (ITA) or Contract for Service (CFR680.320) for the individual to pay for the selected course of training.

Note: Providers of on-the-job training, customized training, incumbent worker training, internships,

and paid or unpaid work experience opportunities, or transitional employment shall not be subject to the requirements of the Eligible Training Provider List.(WIOA Sec. 122 (h)(1),CFR 680.410).

Training Services (WIOA Sec. 134(c)(3)(D))may include—

- (i) occupational skills training, including training for nontraditional employment;(reference SCP 1.12)
- (ii) on-the-job training; (reference SCP1.14)
- (iii) incumbent worker training in accordance with subsection (d)(4); (reference SCP 1.19)
- (iv) programs that combine workplace training with related instruction, which may include cooperative education programs;
- (v) training programs operated by the private sector;
- (vi) skill upgrading and retraining;
- (vii) entrepreneurial training;
- (viii) transitional jobs in accordance with subsection (d)(5); (reference SCP 1.19)
- (ix) job readiness training provided in combination with services described in any of clauses (i) through (viii);
- (x) adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described in any of clauses (i) through (vii); and
- (xi) customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. (reference SCP 1.14)

Note: The case file must contain a determination of need for training services under §680.210 as determined through the interview, evaluation, or assessment, and career planning informed by local labor market information and training provider performance information, or through any other career service received. There is no requirement that career services be provided as a condition to receipt of training services; however, if career services are not provided before training, the local board must document the circumstances that justified its determination to provide training without first providing the services described in paragraph (a) of CFR 680.220.

Additional Services: (WIOA Sec. 134(d), CFR 680.140)

(1) IN GENERAL.—

(A) **ACTIVITIES.**—Funds allocated to a local area for adults under paragraph (2)(A) or (3), as appropriate, of section 133(b), and funds allocated to the local area for dislocated workers under section 133(b)(2)(B), may be used to provide, through the one-stop delivery system involved

(and through collaboration with the local board, for the purpose of the activities described in clauses (vii) and (ix))—

- (i) customized screening and referral of qualified participants in training services described in subsection (c)(3) to employers;
- (ii) customized employment-related services to employers, employer associations, or other such organizations on a fee-for-service basis;
- (iii) implementation of a pay-for-performance contract strategy for training services, for which the local board may reserve and use not more than 10 percent of the total funds allocated to the local area under paragraph (2) or (3) of section 133(b);

- (iv) customer support to enable individuals with barriers to employment (including individuals with disabilities) and veterans, to navigate among multiple services and activities for such populations;
- (v) technical assistance for one-stop operators, OneStop partners, and eligible providers of training services, regarding the provision of services to individuals with disabilities in local areas, including the development and training of staff, the provision of outreach, intake, assessments, and service delivery, the coordination of services across providers and programs, and the development of performance accountability measures;
- (vi) employment and training activities provided in coordination with—
 - (I) child support enforcement activities of the State and local agencies carrying out part D of title IV of the Social Security Act (42 U.S.C. 651 et seq.);
 - (II) child support services, and assistance, provided by State and local agencies carrying out part D of title IV of the Social Security Act (42 U.S.C. 651 et seq.);
 - (III) cooperative extension programs carried out by the Department of Agriculture; and (IV) activities to facilitate remote access to services provided through a one-stop delivery system, including facilitating access through the use of technology;
- (vii) activities—
 - (I) to improve coordination between workforce investment activities and economic development activities carried out within the local area involved, and to promote entrepreneurial skills training and microenterprise services;
 - (II) to improve services and linkages between the local workforce investment system (including the local one-stop delivery system) and employers, including small employers, in the local area, through services described in this section; and (III) to strengthen linkages between the OneStop delivery system and unemployment insurance programs;
- (viii) training programs for displaced homemakers and for individuals training for nontraditional occupations, in conjunction with programs operated in the local area;
- (ix) activities to provide business services and strategies that meet the workforce investment needs of area employers, as determined by the local board, consistent with the local plan under section 108, which services—
 - (I) may be provided through effective business intermediaries working in conjunction with the local board, and may also be provided on a fee-for-service basis or through the leveraging of economic development, philanthropic, and other public and private resources in a manner determined appropriate by the local board; and
 - (II) may include—
 - (aa) developing and implementing industry sector strategies (including strategies involving industry partnerships, regional skills

- alliances, industry skill panels, and sectoral skills partnerships);
- (bb) developing and delivering innovative workforce investment services and strategies for area employers, which may include career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use, apprenticeship, and other effective initiatives for meeting the workforce investment needs of area employers and workers;
- (cc) assistance to area employers in managing reductions in force in coordination with rapid response activities provided under subsection (a)(2)(A) and with strategies for the aversion of layoffs, which strategies may include early identification of firms at risk of layoffs, use of feasibility studies to assess the needs of and options for at-risk firms, and the delivery of employment and training activities to address risk factors; and
- (dd) the marketing of business services offered under this title, to appropriate area employers, including small and mid-sized employers; (x) activities to adjust the economic self-sufficiency standards referred to in subsection (a)(3)(A)(xii) for local factors, or activities to adopt, calculate, or commission for approval, economic self-sufficiency standards for the local areas that specify the income needs of families, by family size, the number and ages of children in the family, and substate geographical considerations;
- (xi) improved coordination between employment and training activities and programs carried out in the local area for individuals with disabilities, including programs carried out by State agencies relating to intellectual disabilities and developmental disabilities, activities carried out by Statewide Independent Living Councils established under section 705 of the Rehabilitation Act of 1973 (29 U.S.C. 796d), programs funded under part B of chapter 1 of title VII of such Act (29 U.S.C. 796e et seq.), and activities carried out by centers for independent living, as defined in section 702 of such Act (29 U.S.C. 796a); and
- (xii) implementation of promising services to workers and businesses, which may include support for education, training, skill upgrading, and statewide networking for employees to become workplace learning advisors and maintain proficiency in carrying out the activities associated with such advising.

Definitions

Career Pathways (Career Pathway Toolkit)

The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that—

- (i) aligns with the skill needs of industries in the economy of the State or regional economy involved;
- (ii) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937;
- (iii) includes counseling to support an individual in achieving the individual’s education and career goals;

- (ix) includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- (x) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- (xi) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- (xii) helps an individual enter or advance within a specific occupation or occupational cluster.

Case Management: (TEN 17-15, Career Pathways Tool Kit)

Case Management is an overarching process that may directly arrange for or provide services that allow a learner to participate and complete a program of study. Case management is more a process than a service and typically includes non-instructional activities such as navigation to and arrangements for academic, career or personal counseling, financial aid, childcare, housing, and other financial assistance that can be critical to the success and continued engagement of the individual in pursuing their career pathway component.

Concurrent Enrollment (CFR 681.430 (a)-(b))

(a) individuals who meet the respective program eligibility requirements may participate in adult and youth programs concurrently. Such individuals must be eligible under the youth or adult eligibility criteria applicable to the services received. Local program operators may determine, for these individuals, the appropriate level and balance of services under the youth and adult programs.

(b) Local program operators must identify and track the funding streams which pay the costs of services provided to individuals who are participating in youth and adult programs concurrently, and ensure no duplication of services.

And per Local Board policy. File and MIS documentation must communicate all pertinent information thoroughly and concisely.

Consumer Choice (WIOA Sec. 134(c)(3)(F), CFR 680.340): Training services shall be provided in a manner that maximizes customer choice in the selection of an eligible provider of such services.

Customized Training (WIOA 3(14), CFR 680.760-770)

Customized training is training:

(a) That is designed to meet the special requirements of an employer(including a group of employers);

(b) That is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and

(c) For which the employer pays for a significant cost of the training, as determined by the Local Board in accordance with the factors identified in WIOA sec. 3(14).

Reference SCP 1.14.

Data Collection/Recordkeeping (CFR 683.220)

All information required by federal, state, and local reporting requirements must be collected for

each participant, including documentation of each eligibility piece, employment authorization, those required by DOL's Data Element Validation (DEV), forms identifying participation/costs toward the individual's training, support services or incentive payments and as required for the types of service the individual has received. Each item data point must be clearly defined in case notes/MIS Comments. Reference State Compliance Policy (SCP) 1.6, 5.4, Data and Performance Desk Reference and Local Board procedures for Record Retention Requirements

Note: Local boards are required to establish written policy for data collection and handling to ensure the quality and integrity of data over time. This includes standards for data verification, data validation and data security. The purpose is to ensure resulting electronic databases, participant files and reports are certifiably accurate up to and including participant exit and through all storage requirements.

Data Element Validation Requirements (DEV) (CFR 677.240)

Data element validation ensures that the data elements in participant records used to calculate aggregate reports are accurate by reviewing samples of participant records against source documentation to ensure compliance with federal definitions. DEV requirements are communicated through issuance of Department of Labor's Employment and Training Administration Advisory System in Training and Employment Guidance Letters (TEGL's).

Follow-Up Services (WIOA 134 (c)(2)(A)(xiii), CFR 680.150)

Follow-up services must be provided, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment. While follow-up services must be made available, not all of the adults and dislocated workers who are registered and placed into unsubsidized employment will need or want such services. Also, the intensity of appropriate follow-up services may vary among different participants. Participants who have multiple employment barriers and limited work histories may be in need of significant follow-up services to ensure long-term success in the labor market. Other participants may identify an area of weakness in the training provided by the WIOA prior to placement that will affect their ability to progress further in their occupation or to retain their employment.

Note: Local Boards must have written policy and procedure as to Follow-up services. They could include, but are not limited to: Additional career planning and counseling, contact with the participant's employer, including assistance with work-related problems that may arise, peer support groups, information about additional educational opportunities, and referral to supportive services available in the community, case management administrative follow-up, other services as defined by the Local Boards.

Incumbent Worker (WIOA 134 (d)(4), CFR 680.780-820)

To qualify as an incumbent worker, the incumbent worker needs to be employed, meet the Fair Labor Standards Act requirements for an employer-employee relationship, and have an established employment history with the employer for 6 months or more. The training must satisfy the requirements in WIOA sec. 134(d)(4) and § 680.790 and increase the competitiveness of the employee or employer. An incumbent worker does not necessarily have to meet the eligibility requirements for career and training services for adults and dislocated workers under this Act.

Reference SCP 1.19.

Note: Local Boards must have written policy, approved by their Board defining eligibility of a participant and employer.

Indicators Relating to Credential (WIOA Sec. 116(b)(2)(iii))

For purposes of clause (III), with respect to clause (IV), program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion under such clause only if such participation, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program.

Note: Obtainment of Credential must be noted in case notes/MIS Comments and entered into the MIS as indicated in Data Performance Desk Reference. DEV requires dates of obtainment to **match** from file to MIS month/day/year.

Initial Assessment (WIOA Sec. 134(b)(2)(A))

Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities, including skills gaps, and assessment of supportive service needs. Reference TAG 15-3 Attachment A. Attachment A appears at the end of this SCP for ease.

Integrated Education and Training (Career Pathways Toolkit)

The term “integrated education and training” means a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

The articulated career pathway should include short-, moderate-, and long-term training and education programs to match the availability of different students (especially working learners and those balancing adult responsibilities) and include multi-level employment opportunities at different points of certificate or degree attainment.

Internship/Work Experience (WIOA 134(c)(2)(A)(VII), CFR 680.170)

For the purposes of WIOA sec. 134(c)(2)(A)(xii)(VII), internships or work experiences (WEX) are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Note: Local Boards must have written policy to detail the Intern/WEX process to include that of a fully executed contract, progress reports, financial activities, file and MIS content and must have these available at time of program monitoring.

Linkage to Occupation in Demand (WIOA Sec. 134(c)(3)(G)(iii): Training services provided must be directly linked to an in-demand industry sector or occupation in the local area or the

planning region, or in another area to which a dislocated worker receiving such services is willing to relocate, except that a local board may approve training series for occupations determined by the local board to be in sectors of the economy that have a high potential for sustained demand or growth in the local area. (Reference SCP 1.11)

Needs Related Payments (WIOA Sec. 134(d)(3), CFR 680.930-970)

Needs related payments are financial assistance paid to a participant for the purpose of enabling the individual to participate in training. Needs-related payments are a type of supportive service that provides direct financial payments to a participant, and unlike other supportive services, the participant must be enrolled in training to receive needs related payments. Reference SCP 1.15 for participant eligibility, documentation and policy requirements.

Note: Local Boards must have written policy to detail the Needs Related Payment process to include that of a fully executed contract, progress reports, financial activities, file and MIS content and must have these available at time of program monitoring.

On-the-Job Training (OJT) (WIOA 3-(44), TEGL 3-15)

OJT continues to be a key method of delivering training services to adults and dislocated workers. WIOA provides for States and local Areas to provide up to 50 percent of the wage rate of the participant to employers for the costs of training while the participant is in the program. Additionally, State and local areas have the flexibility under WIOA to increase the reimbursement level to up to 75 percent. Reference SCP 1.14.

Note: Additionally, State and local areas have the flexibility under WIOA to increase the reimbursement level to up to 75 percent taking into account the following factors:

- The characteristics of the participants (e.g. length of unemployment, current skill level, and barriers to employment);
- The size of the employer (e.g. small and medium-sized business often have more barriers to participation at lower reimbursement rates);
- The quality of employer-provided training and advancement opportunities; and
- Other factors the State or local boards may determine appropriate (e.g. the number of employees participating in the training, wage and benefit levels of the employees (both pre and post participation earnings), and relation of the training to the competitiveness of the participant).

Local Boards must have written policy to detail the OJT process to include that of a fully executed contract, job description, progress reports, financial activities, file and MIS content.

Pay for Performance (WIOA 3(47), TEGL 3-15)

If the Local Board determines a pay for performance contract is the most effective means of providing training services (note that no more than 10% of the local funds may be spent on these service contract strategies as defined in WIOA 3(47)).

Priority of Service (WIOA Sec. 134(c)(3)(E), TEGL 3-15)

With respect to funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133(b), priority shall be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of career services described in paragraph (2)(A)(xii) and training services.

TEGL 3-15 further defines that when programs are statutorily required to provide for a particular group of individuals, such as the WIOA priority, priority must be provided in the following order:

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

Reference SCP 1.7 Priority of Service and SCP 1.18 Priority of Service to Veterans.

Rapid Response WIOA 134(a)(2)(A), CFR 682.300-310

- (i) Rapid response activities must be carried out by the State or an entity designated by the State, in conjunction with the Local Boards, chief elected officials, and other stakeholders, as provided by WIOA secs. 133(a)(2) and 134(a)(2)(A);
- (ii) States must establish and maintain a rapid response unit to carry out statewide rapid response activities and to oversee rapid response activities undertaken by a designated State entity, Local Board, or the chief elected officials for affected local areas, as provided under WIOA sec. 134(a)(2)(A)(i)(I).

Reporting Requirements (CFR 683.300)

The WIOA Participant Individual Record Layout (PIRL), formally known as the WIASRD, provides standardized set of data elements, definitions, and reporting instructions that will be used to describe the characteristics, activities, and outcomes of WIOA participants. States and local areas will be required to collect participant information that corresponds with the data elements and descriptions delineated within the PIRL. Once collected, the information will then be aggregated according to the conditions outlined in the WIOA Data Element Specifications. This document details the common data elements and technical specifications necessary for calculation of the State and Local Area performance report elements and will be used in reporting across all core programs.

Service Plan Dates

Service Start and *Planned End Date* entries are not meant to be a place holder in order to prevent the participant from exiting the system due to non-activity. Services must be entered and closed as the service is provided in order for DOL reporting methods to work correctly. Extending Service dates are only used should the service activity need to be extended such as if the participant failed to meet the training requirements and needs extra time with the training provider. Case notes/MIS Comments must substantiate the service type and length. Service types must align with the chart provided in Attachment A of this document and must not exceed ninety days (90) excluding only those identified as **Training**. Should the participant/case manager fail to participate/provide services during the 90 day period, the individual will exit back to the last provided service and from the program unless re-engagement happens within in this period. Reference TAG 15-3.

Supportive Services (WIOA Sec. 134 (d)(2), CFR 680.900-970, TEGL 3-15, TAG 15-3, 2CFR 200)

Supportive services for adults and dislocated workers are defined at WIOA sec. 3(59) and secs. 134(d)(2) and (3). They include, but are not limited to, services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIOA secs. 134(c)(2) and (3).

Local Boards must have written policy identifying approved support services, state and regulatory requirements and defined caps, if any, for each instance. Reference SCP 1.15 and TAG 15-3. for participant eligibility, documentation and policy requirements. Reference 2 CFR 200 for support service limitations.

Transitional Jobs (WIOA Sec. 134(d)(5), CFR 680.830-840)

Time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history; are combined with comprehensive employment and supportive services; and are designed to assist in establishing a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment. The local board may use not more than 10 percent of their combined non-administrative total of adult and dislocated worker allotments to provide transitional jobs. Reference SCP 1.19 for eligibility, documentation and policy requirements.

Underemployed (TEGL 3-15)

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

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

Individuals who are underemployed and meet the definition of a low-income individual may receive career and training services under the Adult program on a priority basis per Section 8 of this TEGL. Individuals who meet the definition of an individual with a barrier to employment (see WIOA sec. 3(24)) who are underemployed may also be served in the Adult program. Individuals who were determined eligible for the Dislocated Worker program who are determined by State and/or local policies to be underemployed, may still be considered eligible for career and training services under this program.

Note: Local Boards need to define and have written policy and procedures approved by their Board for determining underemployment for both Adult and Dislocated Worker programs.

Work-based Training (TEGL 3-15)

Under WIOA there are additional work-based training options and flexibilities for adults and dislocated workers:

Registered Apprenticeship (RA) is an important component of potential training and employment services that the workforce system can provide to its customers. We encourage local areas to use RA

and it should be used more often as a career pathway for job seekers and as a job-driven strategy for employers and industries. RA can be funded through several mechanisms. Section 122(a)(3) of WIOA provides a new opportunity for RA programs to be more directly connected to the public workforce system. As RA programs, they automatically qualify to be placed on the State and local board's Eligible Training Provider List (ETPL), allowing ITAs to support participants in RA programs, and more directly connect those programs to one-stop centers.

Local areas may also include supportive services, in coordination with career and/or training services, to participants in a RA program. These supportive services must be consistent with WIOA section 134(d)(2), Section 12 of TEGL 3-15, and state and local policies. Reference SCP 1.14.

Work Experience (WEX) (CFR 681.600)

(a) Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development.

(b) Work experiences must include academic and occupational education.

(c) The types of work experiences include the following categories:

- (1) Summer employment opportunities and other employment opportunities available throughout the school year;
- (2) Pre-apprenticeship programs;
- (3) Internships and job shadowing; and
- (4) On-the-job training opportunities as defined in WIOA sec. 3(44) and in § 680.700.

Local Boards must have written policy to detail the WEX process to include that a fully executed contract, job description, progress reports, financial activities, file and MIS content.

Work Support Activities for Low-Wage Workers (WIOA Sec. 134 (D)(1)(B))

Funds for dislocated workers and adults may be used to provide work support activities designed to assist low-wage workers in retaining and enhancing employment. The one-stop partners of the system shall coordinate the appropriate programs and resources of the partners with the activities and resources provided under this subparagraph.

These activities may include the provision of activities in a manner that enhances the opportunities of such worker to participate in the activities, such as the provision of activities described in this section during nontraditional hours and the provision of onsite child care while such activities are being provided.

Attachment "A"

Below is a reference document for current WIOA services found in the states data collection system, (MIS). Provider name is used to search the system and locate the required service name for Basic and Individual Career, Training services as well as Needs Related Payments, Support Service by type and Follow-Up.

Service Name (Basic Career Services)	NJCOS PROVIDER NAME
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Initial Assessment Interview	WIA Core Assisted
Job Search & Placement Assistance	WIA Core Assisted

Service Name (Individualized Career Services)	NJCOS PROVIDER NAME
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Assessment - Comprehensive & Specialized Basic/Life Skills Counseling - Group Sessions Counseling - Individual & Career Planning Individual Employment Plan (IEP) Work Experience Internships Financial Literacy Relocation Assistance ABE or ESL in Combination with Training Short-Term Pre-Vocational Skills	 <p>WIA Intensive Services</p>
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Service Name (Follow-Up)	NJCOS PROVIDER NAME
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Service Type + Program Type = Follow-Up	Follow-Up Services
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Service Name (Training)	NJCOS PROVIDER NAME
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On the Job Training (OJT) Customized Training Occupational Skills Training Apprenticeship Transitional Jobs: Work Based Training Entrepreneurial Skill Training *Incumbent Worker Training - Fund w/ Incumbent 20%	 <p>WIA Training Services</p>
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Service Name (Needs Related Payments)	NJCOS PROVIDER NAME
--	----------------------------

Needs Related Payments - For participants in Training	WIA Needs Related Payments
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Service Name (Supportive Services)	NJCOS PROVIDER NAME
Other Housing Transportation Child Care Dependent Care	 WIA Supportive Services

Policy Summary

State Compliance Policy (SCP) 1.12

As part of its' responsibility to provide guidance and direction to the Local Workforce Development Areas (Local Areas), DETR follows federal guidance in creating policy to implement the Workforce Innovation and Opportunity Act (WIOA). These policies are necessary for efficient and stable operations of the workforce system in the State of Nevada. As such, DETR has provided SCP 1.12 to the Governor's Workforce Development Board (GWDB) for review and approval.

State Compliance Policy 1.12 communicates the policy and procedure to Local Areas for Eligible Training Providers. WIOA emphasizes informed customer choice, job-driven training, providing performance data and continuous improvement. The approved providers that are placed on the Eligible Provider List, in collaboration with the local areas, must be accompanied by relevant performance and cost information, and this information must be made widely available, including electronic formats, and presented as an easily understood document.

This policy also provides guidance to local boards on a sequence of steps required to create and maintain this Eligible Training Provider List (ETP).

**Nevada Department of Employment, Training and Rehabilitation
(DETR)
Workforce Innovation and Opportunity Act (WIOA)
State Compliance Policy (SCP)**

Policy Number: 1.12

Originating Office: Workforce Investment Support Services

Subject: WIOA; Selection of Eligible Training Providers (ETPs)

Issued: NEW

Purpose: In accordance with WIOA Sec. 122, this policy explains the requirements and timelines for determining training provider eligibility in order to utilize WIOA title I-B training funds and for publicly disseminating the eligible training provider list.

State Imposed Requirements: This directive contains some state-imposed requirements. These requirements are printed in **bold, italic type**.

Authorities/References:

Workforce Innovation and Opportunity Act (P.L. Sec. 113-128), NPRM 20 CFR 680.400-530, TEGL 41-14, TAG 15-2

ACTION REQUIRED:

Upon issuance bring this guidance to the attention of all WIOA service providers, LWDB Board members and any other concerned parties. Any local boards' policies, procedures, and or contracts affected by this guidance are required to be updated accordingly.

Background:

The workforce development system established under WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services is vital to achieving these core principles. As required by WIOA sec. 122, proposed § 680.400 explains that States, in partnership with Local Boards, must identify providers of training services that are qualified to receive WIOA funds to train adults and dislocated workers. Therefore, WIOA requires that each State must maintain a list of ETPs. The list must be accompanied by relevant performance and cost information and must be made widely available, including in electronic formats, and presented in a way that is easily understood, in order to maximize informed consumer choice and serve all significant population groups.

The State eligible training provider list (ETPL) and the related eligibility procedures ensure the accountability, quality and labor-market relevance of programs of training services that receive funds through WIOA title I-B. The State list is also a means for ensuring informed customer

choice for individuals eligible for training. In administering the eligible training provider process, States and local areas must work to ensure that qualified providers offering a wide variety of job-driven training programs are available.

Policy and Procedure:

Only providers that the State determines to be eligible, as required in WIOA Sec. 122, may receive training funds under WIOA title I-B to provide training for participants who enroll in a WIOA-funded program of training services. Local Boards are required to have written policy as they pertain to the administration of the ETPL process. Only those applications that the Local Board have reviewed and found to be accurate and within the purview of in-demand occupations of their local area, shall be forwarded, in a timely manner, to the State for consideration and approval.

Not all allowable types of training services are subject to the requirements of the eligible training provider provisions in WIOA title I-B. Training services exempt from the Section 122 eligibility requirements include:

- On-the-job training; customized training; incumbent worker training; transitional employment; or
- The circumstances described at WIOA sec. 134(c)(3)(G)(ii), where the Local Board determines that:
 - There are insufficient providers, or
 - There is a training services program with demonstrated effectiveness offered in the local area by a community-based organization or other private organization to serve individuals with barriers to employment, or
 - It would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations, and such contract does not limit customer choice; or
- When the Local Board provides training services through a pay-for-performance contract

Program of Training Service (680.420)

A program of training services, as referred to in § 680.410(a), is one or more courses or classes, or a structured regimen that leads to:

- (a) A recognized post-secondary credential, secondary school diploma or its equivalent,
- (b) Employment, or
- (c) Measurable skill gains toward such a credential or employment.

Eligible Providers of Training Services (WIOA Sec. 122(a), CFR 680.410, TEGL 41-14)

(a) Eligible providers of training services are entities that are eligible to receive WIOA title I-B funds, according to criteria and procedures established by the Governor in accordance with WIOA sec. 122(b) for adult and dislocated worker participants who enroll in training services.

Potential providers may include:

- (1) Institutions of higher education that provide a program which leads to a recognized post-secondary credential;
- (2) Entities that carry out programs registered under the National Apprenticeship Act (29 U.S.C. 50 et seq.);

(3) Other public or private providers of a program of training services, which may include joint labor-management organizations and eligible providers of adult education and literacy activities under title II if such activities are provided in combination with occupational skills training; [or 122(a)(2)]

(4) Local Boards, if they meet the conditions of WIOA sec. 107(g)(1).

(b) In order to provide training services, a provider must meet the requirements of this part and WIOA sec. 122.

(1) The requirements of this part apply to the use of WIOA title I–B adult and dislocated worker funds to provide training:

(i) To individuals using individual training accounts to access training through the eligible training provider list; and

(ii) To individuals for training provided through the exceptions to individual training accounts described at §§ 680.320 and 680.530. Training services under WIOA title I–B may be provided through a contract for services rather than Individual Training Accounts under conditions identified in WIOA sec. 134(c)(3)(G). These exceptions include: on-the-job training, customized training, incumbent worker training or transitional employment; instances where the Local Board determines there is insufficient number of eligible providers of training services in the local area; where the Local Board determines an exception is necessary to meet the needs of individuals with barriers to employment (including assisting individuals with disabilities or adults in need of adult education and literacy services); where the Local Board determines that it would be most appropriate to award a contract to an institution of higher education or other eligible provider to facilitate the training of multiple individuals in in-demand industry sectors or occupations (where the contract does not limit customer choice); and, for pay-for-performance contracts.

(2) The requirements of this part apply to all entities providing training to adult and dislocated workers, with specific exceptions for entities that carry out registered apprenticeship programs, as described in § 680.470.

A private provider of training services providing services other than basic/life skills training must, as appropriate:

- 1. Be licensed by the Nevada State Commission on Postsecondary Education as required in Nevada Revised Statutes 394.099 and 394.415 and carry a Nevada State and local business license as required and be accredited by appropriate body associated with training or***
- 2. Be licensed to provide training by an alternative licensing agency accepted by the Nevada State Commission on Postsecondary Education (currently only CDL training, cosmetology, barbering and pilot training), [§ 680.450 (d), 122(b)(1)(E)] and carry a Nevada State and local business license as required.***

Note: A provider of training services, as described above, must comply with the criteria, information requirements, and procedures established under WIOA and TAG 15-2 to be included on the list of eligible providers of training services. Registered Apprenticeship programs will

remain on the ETPL as long as they remain registered as described in WIOA Sec. 122 (2)(B). WIOA Sec.122(a)(3).

WIOA ETPL Application/Initial Continued Eligibility Process

WIOA initial ETPL requirements are found in WIOA Sec. 122(c), CFR 680.460 and TAG 15-2.

Application Process for Continued Eligibility (CFR 680.460)

(a) The Governor must establish an application procedure for training providers to maintain their continued eligibility. The application procedure must take into account the provider's prior eligibility status.

(1) Training providers that were previously eligible under WIA, as of July 21, 2014, will be subject to the application procedure for continued eligibility after the close of the Governor's transition period for implementation, described in § 680.440.

(2) Training providers that were not previously eligible under WIA and have been determined to be initially-eligible under WIOA, under the procedures described at § 680.450, will be subject to the application procedure for continued eligibility after their initial eligibility expires.

(b) The Governor must develop this procedure after:

(1) Soliciting and taking into consideration recommendations from Local Boards and providers of training services within the State;

(2) Providing an opportunity for interested members of the public, including representatives of business and labor organizations, to submit comments on such procedure; and

(3) Designating a specific time period for soliciting and considering the recommendations of Local Boards and providers, and for providing an opportunity for public comment.

(c) Apprenticeship programs registered under the National Apprenticeship Act (NAA) must be included and maintained on the list of eligible providers of training services for as long as the corresponding program remains registered. The Governor's procedure must include a mechanism for registered apprenticeship programs to indicate interest in being included on the list, as described in § 680.470.

(d) The application procedure must describe the roles of the State and local areas in receiving and reviewing provider applications and in making eligibility determinations.

(e) The application procedure must be described in the State Plan.

(f) In establishing eligibility criteria, the Governor must take into account:

(1) The performance of providers of training services on the performance accountability measures described in WIOA secs. 116(b)(2)(A)(i)(I)–(IV) and required by WIOA sec. 122(b)(2), which may include minimum performance standards, and other appropriate measures of performance outcomes for program participants receiving training under WIOA title I–B, as determined by the Governor. Until data from the conclusion of each performance indicator's first data cycle is available; the Governor may take into account alternate factors related to such performance measure.

(2) Ensuring access to training services throughout the State including rural areas and through the use of technology;

(3) Information reported to State agencies on Federal and State training programs other than programs within WIOA title I–B;

(4) The degree to which training programs relate to in-demand industry;

- (5) State licensure requirements of training providers;
 - (6) Encouraging the use of industry recognized certificates and credentials;
 - (7) The ability of providers to offer programs that lead to post-secondary credentials;
 - (8) The quality of the program of training services including a program that leads to a recognized postsecondary credential;
 - (9) The ability of the providers to provide training services to individuals who are employed and individuals with barriers to employment;
 - (10) Whether the providers timely and accurately submitted eligible training provider performance reports as required under WIOA sec. 116(d)(4); and
 - (11) Other factors that the Governor determines are appropriate in order to ensure: the accountability of providers; that one-stop centers in the State will meet the needs of local employers and participants; and, that participants will be given an informed choice among providers.
- (g) The information requirements that the Governor establishes under paragraph (f)(1) of this section must require training providers to submit appropriate, accurate and timely information for participants receiving training under WIOA title I–B. That information must include:
- (1) The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program;
 - (2) The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;
 - (3) The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
 - (4) The percentage of program participants who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program;
 - (5) Information on recognized postsecondary credentials received by program participants;
 - (6) Information on cost of attendance, including costs of tuition and fees, for program participants;
 - (7) Information on the program completion rate for such participants.
- (h) The eligibility criteria must require that:
- (1) Providers submit performance and cost information as described in paragraph (g) of this section and in the Governor’s procedures for each program of training services for which the provider has been determined to be eligible, in a timeframe and manner determined by the State, but at least every 2 years; and
 - (2) That the collection of information required to demonstrate compliance with the criteria is not unduly burdensome or costly to providers (WIOA sec. 122(b)(1)(J)(iv)).
- (i) The procedure for continued eligibility must also provide for the State to review biennially-required provider eligibility information to assess the renewal of training provider eligibility. Such procedures may establish minimum levels of training provider performance as criteria for continued eligibility.
- (j) The procedure for biennial review of the provider eligibility must include verification of the registration status of registered apprenticeship programs as described in § 680.470.
- (k) Local Boards may require higher levels of performance for local programs than the levels specified in the procedures established by the Governor.
- (l) The Governor may establish procedures and timeframes for providing technical assistance to

eligible providers of training who are not intentionally supplying inaccurate information or who have not substantially violated any of the requirements under this section but are failing to meet the criteria and information requirements due to undue cost or burden.

When determining continued eligibility, Local Boards/DETR will take into account the following OTHER additional factors:

- ***The quality of the program of training service as outlined in local board policy;***
- ***Information conveyed through customer satisfaction survey, complaints from participants, Service Providers, licensing and accrediting bodies;***
- ***The rate of achieved recognized credentials earned by participants;***
- ***Rate of employment outcomes; and***
- ***On-site monitoring report(s)***

Once the Provider of Training Services is determined eligible, the training provider agrees that their school will:

- ***Provide Local Board Service Providers with progress reports as their participants attend;***
- ***Notify their Local Board of changes, including deletion of courses, programs or locations, changes in program cost, accreditation certification and /or licensing or change in ownership;***
- ***Provide services in a professional, safe and timely manner as outlined in local board policy;***
- ***Have an adequate facility that abides with ADA requirements;***
- ***Abide by Equal Opportunity and non-discrimination (WIOA Sec. 188 and NRS);***
- ***Not advertise that they are an eligible training provider with DETR/JobConnect;***
- ***Not expect or require minimum numbers of referred customers;***
- ***Within 1 year, and every year thereafter, submit performance data on all students and follow requirements of this policy for continued eligibility (WIOA 122 (b)(4) (C)); and***
- ***Resubmit an application as required but not less than every two years. (WIOA 122 (c)(2))***

Registered Apprenticeship Programs (CFR 680.470, TEGL 41-14)

(a) All registered apprenticeship programs that are registered with the U.S. Department of Labor, Office of Apprenticeship, or a recognized State apprenticeship agency are automatically eligible to be included in the State list of eligible training providers. Some program sponsors may not wish to be included on the State eligible training provider list. Therefore, the Governor must establish a mechanism for registered apprenticeship program sponsors in the State to indicate that the program sponsor wishes to be included on the State eligible training provider list. This mechanism should be developed with the assistance of the U.S. Department of Labor Office of Apprenticeship representative in the State or, if the State oversees the administration of the apprenticeship system, with the assistance of the recognized State apprenticeship agency.

(b) Once on the State eligible training provider list, registered apprenticeship programs will remain on the list until they are deregistered or until the registered apprenticeship program notifies the State that it no longer wants to be included on the list.

(c) Inclusion of a registered apprenticeship in the State eligible training provider list allows an individual who is eligible to use WIOA title I–B funds to use those funds toward apprentice training, consistent with their availability and limitations as prescribed by § 680.300. The use of individual training accounts and other WIOA title I–B funds toward apprenticeship training is

further described in § 680.330.

(d) The Governor is encouraged to consult with the State and Local Boards, ETA's Office of Apprenticeship, recognized State apprenticeship agencies (where they exist in the Governor's State) or other State agencies, to establish voluntary reporting of performance information.

Apprenticeship programs are required to include the following information for the State:

- Occupations included within the Registered Apprenticeship program;
- The name and address of the Registered Apprenticeship program sponsor;
- The name and address of the Related Technical Instruction provider, and the location of instruction if different from the program sponsor's address;
- The method and length of instruction; and,
- The number of active apprentices.

Registered Apprenticeship program sponsors that do not provide the Related Technical Instruction portion of the apprenticeship program (as outlined above) may be required to provide additional information about their education provider, including the cost of the instruction.

Technology based training (on-line programs), must complete the application process as lined out in the application/instructions and include the following additional information; how students login and submit their assignments, testing requirements, if a proctor test, what location, who grades the online submission, and how attendance is being tracked.

Registered Apprenticeship programs are not subject to the same application and performance information requirements or to a period of initial eligibility or initial eligibility procedures as other providers because they go through a detailed application and vetting procedure to become a Registered Apprenticeship program sponsor with the United States Department of Labor or the State Apprenticeship Agency (SAA) and the *State of Nevada Department of Business and Industry Office of the Labor Commission State Apprenticeship Program* (source: <http://www.laborcommissioner.com/apprenticeship.html>)

The State of Nevada Department of Business and Industry Office of the Labor Commission has apprenticeship forms and procedures to become a registered apprenticeship program on line at; http://www.laborcommissioner.com/forms_pubs.html#apprenticeship

Reference TAG 15-2 for additional clarification. The TAG can be found at: http://detr.state.nv.us/workforce_investment_pages/Technical_Assistance_Guides.htm

Loss of Eligibility (CFR 680.480)

A training provider must deliver results and provide accurate information in order to retain its status as an eligible training provider. Further clarification outlining loss of eligibility can be found in SCP 1.13.

Performance Requirements (WIOA 116(d)(4), CFR 680.490, TEGL 41-14)

After the initial period of eligibility ends, one year, Training Providers will be required to meet the following reporting requirements in order to remain eligible to receive WIOA funding as indicated by the Primary Performance Indicators for the WIOA ETP Performance Report.

DETR must provide access to cost-effective methods for the collection of this information.

The (ETP) Performance Report, applicable only to the title I Adult and Dislocated Worker programs, must report the below five indicators with respect to *all individuals* who exited a program of study and all individuals who completed a program of study including individuals in the program of study who are not WIOA participants.

- (1) The percentage of individuals who are in unsubsidized employment during the second quarter after exit from the program of study;
- (2) The percentage of individuals who are in unsubsidized employment during the fourth quarter after exit from the program of study;
- (3) The median earnings of individuals in the program of study who are in unsubsidized employment during the second quarter after exit;
- (4) The percentage of program participants who obtain a recognized postsecondary credential, or a Secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program. For those participants who obtained a secondary school diploma or its recognized equivalent, the participant must also have obtained or retained employment or be in an education or training program;
- (5) The total number of individuals who exit from the program of study.

The ETP Performance Report must report the below indicators with respect to *all WIOA participants* in the program of study.

- (1) The number of participants exiting from the program of study (or the equivalent);
- (2) The total number of participants who received training services through each of the adult program and the dislocated worker program authorized under chapter 3 of subtitle B, disaggregated by the type of entity that provided the training, during the most recent program year and the three preceding program years;
- (3) The total number of participants who exited from training services, disaggregated by the type of entity that provided the training, during the most recent program year and the 3 preceding program years;
- (4) The average cost per participant for the participants who received training services, disaggregated by the type of entity that provided the training, during the most recent program year and the three preceding program years; and
- (5) The number of individuals with barriers to employment served by each of the adult program and the dislocated worker program authorized under chapter 3 of subtitle B, disaggregated by each subpopulation of such individuals, and by race and ethnicity, sex, and age.

Proposed Performance Measures

- Unsubsidized employment during the second quarter after exit.....**34%**
- Unsubsidized employment during the fourth quarter after exit.....**33%**
- Median Earnings..... **\$3,480**
- Credential attainment.....**20%**

Note: Data collected will be analyzed as appropriate over the span of the next two program years, and considered in setting, re-setting and in determining additional WIOA Performance Measures, as determined by the Governor. Additional performance measures may be released in

the future; along with final performance requirement should they change from the above proposed. The designated levels of performance will be published on the DETR ETPL website on a yearly basis.

Agreements with other States (WIOA Sec. 122(g) CFR 680.520)

Participants may choose any of the eligible providers and programs on the State list. A State may also establish a reciprocal agreement with other States to permit providers of eligible training programs in each State to accept individual training accounts provided by the other State. See WIOA sec. 122(g). Providers of training services that are located outside the local area may not be subject to State eligibility procedures if the provider has been determined eligible by another State with such an agreement. States may enter into agreements, on a reciprocal basis, to permit eligible providers of training services to accept individual training accounts provided in another state.

Note: The reciprocal agreements approved under WIA will remain in place until updates are available.

Dissemination of the State ETPL (CFR 680.500)

(a) In order to assist participants in choosing employment and training activities, the Governor or State agency must disseminate the State list of eligible training providers and accompanying performance and cost information to Local Boards in the State and to members of the public online including through Web sites and searchable databases and through whatever other means the State uses to disseminate information to consumers, including the one-stop delivery system and its program partners throughout the State.

(b) The State list and information must be updated regularly and provider eligibility must be reviewed biennially according to the procedures established by the Governor in § 680.460(i).

(c) In order to ensure informed consumer choice, the State eligible training provider list and accompanying information must be widely available to the public through electronic means, including Web sites and searchable databases, as well as through any other means the State uses to disseminate information to consumers. The list and accompanying information must be available through the one-stop delivery system and its partners including the State's secondary and post-secondary education systems. The eligible training provider list should be accessible to individuals seeking information on training outcomes, as well as participants in employment and training activities funded under WIOA, including those under § 680.210, and other programs. In accordance with WIOA sec. 188, the State list must also be accessible to individuals with disabilities.

(d) The State eligible training provider list must be accompanied by appropriate information to assist participants in choosing employment and training activities. Such information must include:

- (1) Recognized post-secondary credential(s) offered;
- (2) Provider information supplied to meet the Governor's eligibility procedure as described in §§ 680.450 and 680.460;
- (3) Performance and cost information as described in § 680.490; and
- (4) Additional information as the Governor determines appropriate.

(e) The State list and accompanying information must be made available in a manner that does not reveal personally identifiable information about an individual participant. In addition, in developing the information to accompany the State list described in § 680.490(b), disclosure of

personally identifiable information from an education record must be carried out in accordance with the Family Educational Rights and Privacy Act, including the circumstances relating to prior written consent.

Nevada's ETPL can be found on DETR's web site.

Training Providers Serving Participants in the Trade Adjustment Assistance Program (TAA) (TEGL 41-14)

The TAA program established under the Trade Act of 1974, Public Law 93-618, as amended, does not contain the WIOA sec. 122 requirement that only providers that the State determines to be eligible, including apprenticeship programs, may receive training funds. TAA participants may select a training program offered by a provider on the State list of eligible training providers, and the cooperating state agency administering TAA for the state may approve that training if it meets the criteria for TAA training approval for that participant.

If a participant is co-enrolled in a WIOA program and TAA, the TAA program also may fund training by a provider that is not on the State list of eligible training providers. However, if a co-enrolled participant receives training under WIOA, the requirements under WIOA sec. 122 apply.

Eligible Training Provider Exceptions (WIOA Sec. 122(h), CFR 680.530, TEGL 41-14)

Providers of on-the-job training, customized training, incumbent worker training, internships, paid or unpaid work experience, or transitional employment are not subject to the same requirements as entities listed on the eligible training provider list. For these training programs, one-stop operators in a local area must collect such performance information as the Governor may require and determine whether the providers meet the Governor's performance criteria. The Governor may require one-stop operators to disseminate a list of providers that have met the performance criteria, along with the relevant performance information about them, through the one-stop delivery system. Providers that meet the criteria are considered eligible providers of training services. These providers are not subject to the other requirements of WIOA sec. 122 or this part.

Local Board Responsibilities

The Local Boards are responsible for carrying out the following procedures assigned by the State:

- Review new and subsequent training provider applications for programs of training services to ensure labor market relevance, WIOA training provider's eligibility criteria, performance information and State required items have been provided accurately prior to submission to the WISS for final approval.
- Consult with the State when establishing procedures affecting the ETPL;
- ***Quarterly determine new RA programs wishing to be on the list and provide required information to the State for submission to the ETPL.***
- ***Yearly determine those RA programs who no longer wish to be on the list and those who are de-registered with federal Office of Apprenticeship (OA) director or the applicable State agency and are communicated to the State for removal from the ETPL.***

- Ensure the LWDBs' current policy outlines the Appeals Process for ineligible provider/programs denied inclusion and or removed from the ETPL for cause, is provided to all interested parties.
- Recommend the termination of programs/providers from the ETPL per SCP 1.13.
- Work with the State to ensure that: there are sufficient numbers and types of providers of career services and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice and leads to competitive integrated employment for individuals with disabilities;
- Maintain the credibility of the State ETPL Applications, which means that ONLY State approved changes/updates to the applications are allowed.
- Ensure the State's eligible training provider list is disseminated publicly through the local One Stop system, and its partner programs;
- LWDBs may require additional information and/or set higher levels of performance for providers to become or remain eligible to provide services in their particular area within the parameters set forth in WIOA and State requirements;
- Establish a procedure to provide interested members of the public an opportunity to make recommendations and submit comments regarding the eligibility process. Quarterly submit these comments to WISS;
- Determine programs meet the eligibility criteria and performance levels established by the State;
- Conduct on- site visits of training providers as necessary to ensure proper outcomes and local, state and federal regulation as they relate to safe practices and ADA requirements.
- Communication of Federal, State and local law, policy and procedures as they relate to eligibility, continued eligibility, performance and complaints.
- Communication of State Compliance Policies as they relate to Equal Opportunity (SCP 4.1) Employment Opportunity (SCP 4.2), Discrimination, Grievance/ Complaints (SCP 4.3), Non—criminal Grievance/Complaint (SCP 4.4) Sexual Harassment Procedure (SCP 4.5), Nepotism (SCP 4.6), Termination of Training Service Providers (SCP 1.13);
- Written policy for tracking items purchased through tuition costs, i.e.; books, electronics and support services related to training activities. (CFR 683.410). Reference SCP 1.15, 1.8 and 1.13.

Note: it is the responsibility of the recipient and each sub-recipient to conduct regular oversight and monitoring of its WIOA activities and those of its sub-recipients and contractors in order to determine expenditures have been made against the cost categories and within the cost limitations specified in WIOA and the corresponding regulations. (CFR 683.410) Reference SCP 1.15., 1.8; and

- Local Boards will submit performance and cost information, as well as determinations of provider retention, to the lead state agency within forty-five (45) days from the date that the information is due from providers. If the lead state agency determines, within thirty (30) days from the receipt of information, that the provider does not meet the established state performance levels for the program of training services or is in non-compliance, the lead state agency will recommend removal of the provider from the list of training providers as appropriate CFR 680.480.

State (WISS) is responsible to ensure the quality and value of eligible training providers for WIOA participants by:

- Establishing ETPL eligibility procedures;
- Clarifying State and LWDB roles and responsibilities;
- Providing Statewide publication/dissemination of ETPL;
- Verifying programs meet the eligibility criteria and established performance levels;
- Verifying the accuracy of LWDB submitted information;
- Verifying the accuracy of LWDB procedure on adding and removing RA programs;
- Upon request from the LWDBs, removing programs that do not meet established program criteria or performance levels;
- Ensuring performance and cost information relating to each provider is available to the public;
- Adjudicating as required in Appeals Process;
- Providing final approval of providers and programs recommended by the LWDBs; and
- Consulting with the State Board when establishing procedures affecting the ETPL
- Establish a procedure by which a provider can demonstrate that providing the required additional performance information would be unduly burdensome or costly. If DETR determines that the provider has demonstrated this, DETR will provide access to cost-effective methods for the collection of the required performance information

ETPL Reimbursement Policy

DETR will recognize training agency existing reimbursement policies that are in place through its accrediting entity, standard catalog or well distributed agency documentation. In the absence of existing reimbursement policy, training providers will follow SCP 3.12.

**Workforce Investment Act
State Compliance Policies**

SECTION: 1.12

Selection of Training Service Providers

August 2005

I. Introduction:

The workforce investment system established under WIA emphasizes informed customer choice, system performance, and continuous improvement. In order to maximize customer choice and assure that all significant population groups are served, the State Workforce Investment Board (SWIB) and Local Workforce Investment Boards (LWIBs) should administer an eligible provider process in a manner to assure that significant numbers of competent providers, offering a wide variety of training programs and occupational choices, are available to customers (§663.500 and WIA State Compliance Policy 1.9).

II. Eligible Providers Of Training Services (§663.505, WIA Section 122):

- A. Eligible providers of training services are those entities eligible to receive Workforce Investment Act Title I-B funds to provide training services to adult and dislocated workers. LWIBs, in partnership with the state, identify qualified training providers.
- B. In order to provide training services to eligible adults and dislocated workers, a provider must be approved to be on the Eligible Training Provider List (ETPL) and meet one or more of the following criteria:
1. Accredited by the Northwest Accreditation Commission to provide training in the careers or certification programs identified as being viable within one of the designated industry sectors; or
 2. A postsecondary educational institution that is eligible to receive federal funds under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) and provides a program that leads to an associate degree, baccalaureate degree, or certificate [WIA Section 122(a)(2)(A)(ii)]; or
 3. An Eligible Training Provider certified by the Department of Employment Training & Rehabilitation (DETR); or
 4. An entity that carries out programs under the National Apprenticeship Act (50 Stat. 664; 29 U.S.C. 50 et seq.); or
 5. A community-based organization; or
 6. Other public or private providers of a program of training services; or
 7. LWIBs, if they meet the conditions of WIA State Compliance Policy 1.3

[Section 117(f)(1)(B)]; or

8. Community-based organizations and other private organizations approved by the LWIB to provide training to special participant populations that face multiple barriers to employment, per WIA State Compliance Policy 1.3 (§663.590).
- C. Training providers must provide a program of training services through one (1) or more courses or classes that, upon successful completion, leads to (§663.508):
1. A certificate, an associate degree, or baccalaureate degree; or
 2. A competency or skill recognized by employers, or a training regimen that provides individuals with additional skills or competencies generally recognized by employers.
- D. A provider of training services providing services other than basic/life skills training must, as appropriate:
1. Be licensed by the Nevada State Commission on Post Secondary Education as required in Nevada Revised Statutes 394.099 and 394.415; or
 2. Be licensed by the appropriate licensing agency (e.g., trucking training, cosmetology, aviation training, etc.), as required.

III. Initial Eligibility Determination [§663.515, Section 122(b)]:

- A. Postsecondary Institutions (title IV of the Higher Education Act) and Apprenticeship Programs (National Apprenticeship Act):
1. To be initially eligible to receive adult or dislocated worker training funds, a postsecondary educational institution and an entity carrying out apprenticeship program training meeting the definition of section I(B)(2 and 4) above must submit an application to the LWIB for the local area in which the provider desires to provide training services.
 2. This application must describe each program of training services the provider will be offering to eligible adults and dislocated workers and include any other information required by LWIBs [§663.515(a)].
 3. LWIBs shall determine the procedures for making an application for initial eligibility for those entities that will specify the timing, manner, and contents of the required application [§663.515(b)].

- B. Other Providers:

For entities other than those described in section IIIA above, providers of training services must submit the following information to the LWIBs for the purpose of evaluating initial eligibility requirements [§663.515(c), WIA Section 122(b)(2)]:

- Organization name, address, telephone and fax number;
- Name and title of contact person;
- Organization's federal tax identification number;
- Type of organization (i.e., private for-profit, private non-profit, public non-profit, government agency, university, school district, community college, post-secondary educational institution, minority-owned business, or female-owned business);
- A description of the types of training services for which the agency is applying;
- Method of documenting student attendance;
- Documentation of approval by the Nevada State Commission on Postsecondary Education or appropriate licensing entity;
- Program information including:
 - The program completion rates for all individuals participating in the applicable program conducted by the provider;
 - The percentage of all individuals participating in the applicable program who obtain unsubsidized employment;
 - The wages at placement in employment of all individuals participating in the applicable program;
 - The percentage of WIA participants in each training program who obtain unsubsidized employment;
 - The retention rates in unsubsidized employment of participants who have completed the applicable program, six (6) months after the first day of the employment;
 - The wages received by participants who have completed the applicable program six (6) months after the first day of employment;
 - Where appropriate, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measures of skills of the graduates of the applicable program;
 - Information on program costs of the applicable training program (tuition and fees); and
 - Other information required by the LWIB.

IV. Subsequent Eligibility Determination:

- A. Training providers shall annually provide verifiable performance information for all adults and dislocated workers whose training is funded in whole or in part under Title I of WIA. Providers that have been determined eligible for more than six (6) months shall submit the following performance information annually to the

appropriate LWIB and in a manner determined by that Board [§§663.530 and 663.540(a)(1-2), WIA Section 122(d)(1)]:

Program information:

- The average program completion rates for all individuals participating in the applicable program conducted by the provider;
- The percentage of all individuals participating in the applicable program who obtain unsubsidized employment;
- The wages at placement in employment of all individuals participating in the applicable program;
- The percentage of WIA participants in each training program who obtain unsubsidized employment;
- The retention rates in unsubsidized employment of participants who have completed the applicable program, six (6) months after the first day of employment;
- The wages received by participants who have completed the applicable program six (6) months after the first day of the employment involved using UI quarterly wage records, where appropriate;
- Where appropriate, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measurable skills of the graduates of the program;
- Information on program costs of the applicable training program; and
- Other performance information required by the LWIB.

Note: If the Governor or LWIB requests additional information on program specific information that imposes extraordinary collection costs, training providers must be provided access to a cost-effective method of collecting the information or be provided additional funds from state or local WIA funds, as appropriate [WIA Section 122(d)(3)(A)].

The Governor must establish procedures by which providers can demonstrate if the additional information required imposes extraordinary costs on providers or if providers experience extraordinary costs in the collection of information [§663.540(c)].

Note: LWIBs may accept program-specific performance information consistent with the requirements for eligibility under Title IV of the Higher Education Act of 1965 if the information is substantially similar to the information required in section IV.A above [§663.540(d)].

- B. In making determinations of whether to retain providers, LWIBs must, in addition to the requirements in IV.A above, take into consideration [§663.535(f)]:

1. The specific economic, geographic, and demographic factors in the local areas in which providers seeking eligibility are located; and
 2. The characteristics of the populations served by providers seeking eligibility, including the demonstrated difficulties in serving such populations, as applicable.
- C. LWIBs must remove a training service provider, as appropriate, from the local list who [§663.565(b)(1)]:
1. Failed to meet the performance standards established by the SWIB and LWIBs for each performance criteria [§663.535(g)]; or
 2. Failed to provide the required performance information [§663.565(a)]; or
 3. Intentionally supplied inaccurate information [§663.565(3)]; or
 4. Violated any provision of Title I of the Workforce Investment Act including 29 CFR Part 37 [§663.565(b)(3), Section 122(f)].

Note: If all of the provider's programs are determined to have failed to meet the levels, the designated state agency may remove the provider from the state list [§663.565(b)(2)].

- D. LWIBs will submit performance and cost information, as well as determinations of provider retention, to the lead state agency within forty-five (45) days from the date that the information is due from providers. If the lead state agency determines, within thirty (30) days from the receipt of information, that the provider does not meet the established state performance levels for the program of training services or is in non-compliance with Section IV.C. above, the lead state agency will recommend removal of the provider from the list of training providers as appropriate [§663.535(g)].
- E. A provider who is placed or retained on the list and is not recommended for removal by the designated state agency, shall be considered to be an eligible provider of training services [§663.535(g)].
- F. Refer to WIA State Compliance Policy 4.4, - Non-Criminal Grievance Complaint and Hearing Procedures [§667.640(b)].

V. State Submission/Approval Process:

- A. LWIBs shall post public notice of requests for qualifications, annually at a minimum, for potential new providers.

- B. LWIBs will review applications and forward all new applications and Board recommendations to the lead state agency for verification of application information.
- C. After the lead state agency verifies that the provider meets the criteria for initial or subsequent eligibility, or after thirty (30) days have elapsed, whichever occurs first, the provider is eligible as a provider of training services.

Note: The providers submitted under section III.A. above of this section are initially eligible without state agency review [§663.515(d)].
- D. If a provider is denied eligibility status, they may appeal using procedures set forth in WIA State Compliance Policy 4.4 [§667.640(b)].
- E. The lead state agency will maintain the eligible provider list by publishing and disseminating any updates to the list within thirty (30) days of a determination effecting provider eligibility or updates to training provider performance and data [§663.510(c)].

VI. Exceptions: On-The-Job Training (OJT) Or Customized Training [§663.595]:

- A. On-the-job and customized training providers are not subject to the reporting and eligibility requirements of this policy.
- B. For on-the-job and customized training providers, a One-Stop operator or One-Stop consortium in a local area shall:
 - 1. Collect required performance information for each provider to include:
 - Rate of successful completion of OJT/customized training activities;
 - Average wage of OJT/customized training recipients;
 - 6-month employment retention rates of OJT/customized training recipients;
 - 2. Determine whether the providers meet such performance criteria; and
 - 3. Disseminate information identifying providers that meet the criteria as eligible providers, and the performance information, through the One-Stop delivery system.
- C. On-the-job and customized training providers determined to meet the criteria shall be considered to be eligible providers of training services.



nevada**works**

Coordinating Workforce Development for Northern Nevada

June 29, 2016

Grant Nielson, Chief of WISS
500 East Third Street
Carson City, NV 89713

RE: Public comment regarding State Compliance Policy 1.12

Mr. Nielson:

Nevadaworks requests that the following language from TEGL 41-14 be added to State Compliance Policy 1.12:

Governors must establish a procedure by which a provider can demonstrate that providing information required under this section would be unduly burdensome or costly. If the Governor determines that providers have demonstrated such extraordinary costs or undue burden:

- The Governor must provide access to cost-effective methods for the collection of the information;
- The Governor may provide additional resources to assist providers in the collection of the information from funds for statewide workforce investment activities reserved under WIOA secs. 128(a) and 133(a)(1); or
- The Governor may take other steps to assist training providers in collecting and supplying required information such as offering technical assistance.

Thank you for the opportunity to provide public comment. If you have any questions, please let me know.

Sincerely,

Milt Stewart
Program Manager

Workforce Connections

Comments Regarding State Compliance Policy 1.12

WIOA; Selection of Eligible Training Providers (ETPs)

State Imposed Requirements

Please consider printing all state-imposed language in **bold, *italic type*** as stated.

Eligible Providers of Training Services

Please change word in at the end of section (3) to end with “or” instead of “and” to coincide with WIOA Sec. 122(a)(2).

Please change words in section (b)(1)(B) to “WIOA Sec. 134(c)(3)(G)(ii) instead of “WIOA Sec. 134(c)(3)(G)” and change to “and for pay-for-performance contracts” instead of “or for pay-for-performance contracts” to coincide with WIOA Sec. 134(c)(3)(G)(ii).

Please change words in section 1. to “and be accredited” instead of “and Be accredited.”

Please change words in section 2. to “WIOA Sec. 122(b)(1)(E)” instead of “WIOA Sec. 122(B)(1)(E)” and change “require” to “required” at the end of the sentence.

Application Process for Continued Eligibility (CFR 680.460)

Please separate string of factors in section “When determining continued eligibility” with semi-colons and add the word “and” to the second to last item.

Please separate string of items in section “Once the Provider of Training Services is determined eligible,” with semi-colons; change the word to “data” instead of “date”; and add the word “and” to the second to last item.

Please update the incomplete WIOA (b)(4)(C) and WIOA (c)(2) citations since they need to refer to a section;

Registered Apprenticeship Programs (CFR 680.470, TEGL 41-14)

Please check both links at the end of this section since WC gets an error when clicking on it:

<http://www.laborcommissioner.com/apprenticeship.html>

http://www.laborcommissioner.com/forms_pubs.html#apprenticeship

Please provide more words to clarify the “Reference TAG 15-2” incomplete sentence.

Loss of Eligibility (CFR 680.480)

This section of the policy does not seem to have been completed.

Please provide an introduction sentence to describe/define the string of items provided; add either “and” or “or” to string; add words to clarify and label as (d) the “Including repayment of funds for period(s) of non-compliance;” and provide more words to clarify the “Reference SCP 1.13” incomplete sentence.

Proposed Performance Measures

Please highlight in **bold, italic type** this whole section since it is state-imposed language.

Dissemination of the State ETPL (CFR 680.500)

Please highlight in **bold, italic type** the last statement “Nevada’s ETPL can be found at DETR’s web site.” since it is state-imposed language.

Local Board Responsibilities

Please highlight in **bold, italic type** this whole section since it is state-imposed language.

Please add new section following “Local Board Responsibilities” reflecting the State’s responsibilities detailed in TAG 15-2 to document both the State’s and Local Board’s responsibilities in the proposed policy:

State Responsibilities

State (WISS) is responsible to ensure the quality and value of eligible training providers for WIOA participants by:

- Establishing ETPL eligibility procedures;
- Clarifying State and LWDB roles and responsibilities;
- Providing Statewide publication/dissemination of ETPL;
- Verifying programs meet the eligibility criteria and established performance levels;
- Verifying the accuracy of LWDB submitted information;
- Verifying the accuracy of LWDB procedure on adding and removing RA programs;
- Upon request from the LWDBs, removing programs that do not meet established program criteria or performance levels;
- Ensuring performance and cost information relating to each provider is available to the public;
- Adjudicating as required in Appeals Process;
- Providing final approval of providers and programs recommended by the LWDBs; and
- Consulting with the State Board when establishing procedures affecting the ETPL

ETPL Reimbursement Policy

Please highlight in ***bold, italic type*** this whole section since it is state-imposed language.



Ardell Galbreth
Executive Director

Policy Summary

State Compliance Policy (SCP) 1.20

As part of its' responsibility to provide guidance and direction to the Local Workforce Development Areas (Local Areas), DETR follows federal guidance in creating policy to implement the Workforce Innovation and Opportunity Act (WIOA). These policies are necessary for efficient and stable operations of the workforce system in the State of Nevada. As such, DETR has provided SCP 1.20 to the Governor's Workforce Development Board (GWDB) for review and approval.

State Compliance Policy 1.20 communicates the policy, procedure and content definitions for one-stop affiliated site requirements, including the standard of service that must be delivered from a physical location in order for it to be designated as an affiliate site and carry the 'American Job Centers of Nevada' name as a sub-brand.

**Nevada Department of Employment, Training and Rehabilitation
(DETR)
Workforce Innovation and Opportunity Act (WIOA)
State Compliance Policy**

Policy Number: 1.20

Originating Office: WIOA Governance Workgroup

Subject: One-Stop Affiliated Site Requirements

Issued: July 2016

Expires: July 2019

Revised: NEW

1. **Purpose:** This policy outlines the standard of service that must be delivered from a physical location in order for it to be designated as an affiliate site and carry the “American Job Centers of Nevada” name as a sub-brand.
2. **Background:** The Workforce Innovation and Opportunity Act (WIOA) provides for the establishment of affiliate sites as part of the one-stop delivery system. These are in addition to the required physical one-stop sites. This policy describes the Federal and State requirements for designation of affiliate sites.

The one stop system must include at least one comprehensive physical center in each local area as described in §678.305. The system may also have additional arrangements to supplement the comprehensive center by creating a network of affiliated sites and a network of eligible one-stop partners.

3. **Physical Location Definition** – A physical location is one that includes a technologically linked access point where services funded by the program are available. An affiliated site or network of affiliated sites are location(s) where one or more partners make programs, services, and activities available as described in §678.310. All affiliated sites must be physically and programmatically accessible to individuals with disabilities, as described in §678.800
4. **Affiliate Site Composition** – Local Workforce Development Boards (LWDB) will designate affiliate sites according to the service needs of the local area. These affiliate sites will provide the appropriate mix of Career Services, as determined by the LWDB. As the core of an affiliate site, Career Services include the following activities, as defined in the Workforce Innovation and Opportunity Act (WIOA) Sec. 134 (C) (2).

- i. Determinations of whether the individuals are eligible to receive assistance under the act.
- ii. Outreach and intake including:
 - a. worker profiling
 - b. orientation about other services available through the one-stop delivery system
- iii. Assessments of:
 - a. skill levels and skills gaps
 - b. aptitude, ability, literacy, numeracy, and English language proficiency
 - c. supportive service needs
- iv. Labor exchange services:
 - a. job search and placement assistance
 - b. career counseling as appropriate
 - c. information on in-demand industry sectors and occupations
 - d. information on nontraditional employment
 - e. appropriate recruitment and other business services on behalf of employers including small employers in the local area, including providing information and referral to specialized business services not traditionally offered through the one-stop delivery system
- v. Other Programs and Services:
 - a. referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, in appropriate cases, other workforce development programs
- vi. Workforce and labor market employment statistics information:
 - a. accurate information relating to local, regional, and national labor market areas
 - b. job vacancy listings
 - c. labor market areas information on job skills necessary to obtain the jobs described
 - d. information relating to local occupations in-demand and earnings
 - e. skill requirements, and opportunities for advancement for such occupations
- vii. Performance and program costs information about providers of training services as described in section WIOA 122:
 - a. youth workforce investment activities as described in section WIOA 123
 - b. adult education as described in Title II
 - c. career and technical education services at the postsecondary level
 - d. career and technical education services available to school dropouts, under the Carl D. Perkins career and technical education act of 2006
 - e. vocational rehabilitation services described in Title I of the rehabilitation act of 1973
- viii. Information that is understandable to one-stop customers regarding how the local area is performing in the local performance accountability measures described in WIOA section 116 C and any additional performance information with respect to the one-stop delivery system in the local area.
- ix. Availability of supportive services or assistance:

- a. child care, child support, medical or child health assistance under Title 19 or 21 of the Social Security act
 - b. benefits under the supplemental nutrition assistance program established under the Food Nutrition Act of 2008
 - c. assistance through the earned income tax credit under Section 32 of the Internal Revenue Code of 1986
 - d. assistance under a state program for temporary assistance for needy families funded under Title IV of the Social Security act
 - e. Other supportive services and transportation provided through funds made available under such part, available in the local area.
- x. Information and assistance regarding filing claims for unemployment compensation.
 - xi. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under WIOA;
 - xii. Services, if determined to be appropriate in order for an individual to obtain or retain employment, that consist of those listed in WIOA Section 134 (C)(2) (xii)(I – XI)
 - xiii. Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Besides Career Services delivered by WIOA partners, an application to become an affiliate site must describe how it will provide effective access, both physical and electronic, to other core partner programs are made from that particular site. The application must indicate the process for making referrals to other core programs. The application must also indicate the process to determine if the referral was acted upon by the core partner. The outcome of all referrals must be documented in the state's participant case management system. At a minimum, an affiliate site must have at least one other system partner staff representation for more than 50 percent of the hours the site is open to the public.

When an affiliate site is in the location of the Wagner-Peyser Program, the other partner must be other than the partner administering local veterans' employment representatives, disabled veterans' outreach program specialists, or unemployment compensation programs. (§ 678.315)

Affiliate sites must comply with all accessibility and ease of access requirements detailed in the states One-Stop Career Center certification policy.

Application for "Affiliate Site" designation must be provided to the Local Workforce Development Board (Local Board) and if the Local Board deems that the request meets the requirements of this policy, shall grant designation as an affiliate site and is given permission to use the "A Member of America's Job Center of Nevada" designation as a sub-brand to their physical site. If an application is denied, the applicant may appeal in writing, per established policy, to the Governor's Workforce Development Board whose decision is final.

NOTE:

There were no *additional* local board comments received for this policy.

BACKGROUND:

- **State Compliance Policy (SCP) 1.20** was drafted in collaboration with the local boards.
- **09/25/2015:** SCP 1.20 draft was presented and approved at the WIOA Governance Workgroup meeting.
- **10/1/2015:** SCP 1.20 draft was then presented and approved at the Governor’s Workforce Development Board’s *Strategic Planning Subcommittee* meeting.
- **10/15/2015:** SCP 1.20 was on the agenda for the Governor’s Workforce Development Board meeting; said item was *tabled*.

The SCP 1.20 is now being re-presented to the Governor’s Workforce Development Board’s Executive Committee for review/approval.

Policy Summary

State Compliance Policy (SCP) 2.2

As part of its' responsibility to provide guidance and direction to the Local Workforce Development Areas (Local Areas), DETR follows federal guidance in creating policy to implement the Workforce Innovation and Opportunity Act (WIOA). These policies are necessary for efficient and stable operations of the workforce system in the State of Nevada. As such, DETR has provided SCP 2.2 to the Governor's Workforce Development Board (GWDB) for review and approval.

State Compliance Policy 2.2 communicates the policy, procedure, and content definitions to Local Areas for the Youth program design. WIOA made drastic changes to the Youth program, the most significant being the shift in the percentage of Out of School youth to be served from 30% to 75%. Local Areas are also required to spend 20 percent of youth allocations on work experience activities and may use up to 10 percent on pay-for-performance contracts.

This policy also provides guidance to local boards on the assessment process to identify services needed, academic and skills levels, goals, interests, abilities, aptitudes, and supportive assistance needs for these youth.

**Nevada Department of Employment, Training and Rehabilitation
(DETR)
Workforce Innovation and Opportunity Act (WIOA)
State Compliance Policy (SCP)**

Policy Number: 2.2

Originating Office: DETR; Workforce Investment Support Services (WISS)

Subject: WIOA Youth Program Design

Issued: New

Purpose: To provide program requirements for the WIOA Youth programs.

State Imposed Requirements: This directive contains some state-imposed requirements. These requirements are printed in ***bold, italic type***.

Authorities/References:

Workforce Innovation and Opportunity Act (P.L. Sec. 113-128), NPRM 20 CFR 681, TEGL 23-14, TEGL 05-12, TEN 17-15;

Career Pathways Toolkit https://www.doleta.gov/usworkforce/PDF/career_pathways_toolkit.pdf
NJCOS/MIS WIA/WIOA Data and Performance Desk Reference, TAG 15-3

ACTION REQUIRED:

Upon issuance bring this guidance to the attention of all WIOA service providers, LWDB Board members and any other concerned parties. Any local boards' policies, procedures, and or contracts affected by this guidance are required to be updated accordingly.

Background: WIOA substantially changed program requirements for youth program design. Local areas are now required to expend 75 percent of youth funds for service to out-of-school youth compared to 30 percent under WIA. Local areas are also required to spend 20 percent of youth allocations on work experience activities and may use up to 10 percent of allocations based on pay-for-performance contracts.

WIOA enhances the youth program design through an increased emphasis on individual participant needs by adding new components to the objective assessment and individual service strategy. WIOA incorporates career pathways as part of both the objective assessment and development of the individual service strategy (ISS). In addition, the individual service strategy must directly link to one or more of the performance indicators. The program design under WIOA also includes effective connections to employers, including small employers, in in-demand industry sectors and occupations.

Local youth programs must provide service to a participant for the amount of time necessary to ensure successful preparation to enter post-secondary education and/or unsubsidized employment. While there is no minimum or maximum time a youth can participate in the WIOA youth program, programs must link participation to the individual service strategy and not the timing of youth service provider contracts or program years. (CFR 681.450) Both in-school youth (ISY) and out-of school youth (OSY) are eligible for youth services. (WIOA sec. 3(18)). Reference SCP 2.1 for participant eligibility for services.

Policy and Procedure:

Registration and Enrollment (CFR 681.310)

- (a) to participate in youth programs, participants must enroll in the WIOA youth program.
- (b) Enrollment in this case requires:
 - (1) The collection of information to support an eligibility determination; and
 - (2) Participation in any of the fourteen WIOA youth program elements.

Individual Service Strategy (ISS)

Development of an ISS is required for each participant. An ISS must be directly linked to one or more of the indicators of performance, and identifies a career pathway which includes education and employment goals.

Local Boards must have written policy as to plan content, update and inclusion in the participant case file/MIS.

Elements, Requirements and Program Design (WIOA Sec. 129(c)(1)-(8), CFR 681.420)

- (a) PROGRAM DESIGN.—Funds allocated to a local area for eligible youth under section 128(b) shall be used to carry out, for eligible youth, programs that—
 - (1) provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;
 - (2) develop service strategies for each participant that are directly linked to 1 or more of the indicators of performance described in section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program;

(3) provide—

(A) activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;

(B) preparation for postsecondary educational and training opportunities;

(C) strong linkages between academic instruction (based on State academic content and student academic achievement standards established under section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)) and occupational education that lead to the attainment of recognized postsecondary credentials;

(D) preparation for unsubsidized employment opportunities, in appropriate cases; and

(E) effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets; and

(4) at the discretion of the local board, implement a pay-for-performance contract strategy for elements described in paragraph (2), for which the local board may reserve and use not more than 10 percent of the total funds allocated to the local area under section 128(b).

(b) PROGRAM ELEMENTS.—In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the programs described in paragraph (1) shall provide elements consisting of—

(1) tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;

(2) alternative secondary school services, or dropout recovery services, as appropriate;

(3) paid and unpaid work experiences that have as a component academic and occupational education, which may include—

(A) summer employment opportunities and other employment opportunities available throughout the school year;

(B) pre-apprenticeship programs;

(C) internships and job shadowing; and

(D) on-the-job training opportunities;

(4) occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;

(5) education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

(6) leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;

(7) supportive services;

(8) adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;

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

(c) **ADDITIONAL REQUIREMENTS.—**

(1) **INFORMATION AND REFERRALS.—**Each local board shall ensure that each participant shall be provided—

- (A) information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners, including those providers or partners receiving funds under this subtitle; and
- (B) referral to appropriate training and educational programs that have the capacity to serve the participant either on a sequential or concurrent basis.

(2) **APPLICANTS NOT MEETING ENROLLMENT REQUIREMENTS.—**

Each eligible provider of a program of youth workforce investment activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs in accordance with subparagraph (A) to meet the basic skills and training needs of the applicant.

(3) **INVOLVEMENT IN DESIGN AND IMPLEMENTATION.—**

The local board shall ensure that parents, participants, and other members of the community with experience relating to programs for youth are involved in the design and implementation of the programs described in paragraph (1).

(d) **PRIORITY.—**Not less than 20 percent of the funds allocated to the local area as described in paragraph (1) shall be used to provide in-school youth and out-of-school youth with activities under paragraph (2)(C).

(e) **RULE OF CONSTRUCTION.—**Nothing in this chapter shall be construed to require that each of the elements described in subparagraphs of paragraph (2) be offered by each provider of youth services.

(f) **PROHIBITIONS.—**

(1) **PROHIBITION AGAINST FEDERAL CONTROL OF EDUCATION.—**

No provision of this Act shall be construed to authorize any department, agency, officer, or employee of the United States to exercise any direction, supervision, or control over the curriculum, program of instruction, administration, or personnel of any educational institution, school, or school system, or over the selection of library resources, textbooks, or other printed or published instructional materials by any educational institution, school, or school system.

(2) **NONINTERFERENCE AND NONREPLACEMENT OF REGULAR**

ACADEMIC REQUIREMENTS.—No funds described in paragraph (1) shall be used to provide an activity for eligible youth who are not school dropouts if participation in the activity would interfere with or replace the regular academic requirements of the youth.

(g) **LINKAGES.**—In coordinating the programs authorized under this section, local boards shall establish linkages with local educational agencies responsible for services to participants as appropriate.

(h) **VOLUNTEERS.**—The local board shall make opportunities available for individuals who have successfully participated in programs carried out under this section to volunteer assistance to participants in the form of mentoring, tutoring, and other activities.

Required Youth Services (WIOA 129(c)(2),CFR 681.460)

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the programs described in paragraph WIOA Sec 129(c)(1) shall provide the following elements.

Local programs must make each of the following fourteen services available to youth participants. Local programs have the discretion to determine what specific program services a youth participant receives based on the participant's objective assessment and individual service strategy. Each service must be addressed on an individual basis, avoiding a cookie cutter approach. Documentation must communicate the need or lack thereof of each program element. Local programs may leverage partner resources to provide some of the readily available program elements they themselves do not offer. When doing so, the Local area must ensure that if a program element is not funded with WIOA title I youth funds, the local program has an agreement in place with the partner organization to ensure that the element is closely connected and coordinated with the WIOA youth program. (§681.470, WIOA sec. 129(c)(2)):

- (1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- (2) Alternative secondary school services, or dropout recovery services, as appropriate;
- (3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - (i) Summer employment opportunities and other employment opportunities available throughout the school year;
 - (ii) Pre-apprenticeship programs §681.480;
 - (iii) Internships and job shadowing; and
 - (iv) On-the-job training opportunities;
- (4) Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123, §681.540;
- (5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- (6) Leadership development opportunities, including community service and peer-centered

- activities encouraging responsibility and other positive social and civic behaviors, §681.520, §681.530;
- (7) Supportive services, including the services listed in § 681.570;
 - (8) Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation, §681.490;
 - (9) Follow-up services for not less than 12 months after the completion of participation, as provided in §681.580;
 - (10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth, §681.510;
 - (11) Financial literacy education, §681.500;
 - (12) Entrepreneurial skills training, §681.560;
 - (13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
 - (14) Activities that help youth prepare for and transition to post-secondary education and training.

Local Plan Requirements

The local plan must describe the design framework for youth programs in the local area, and how the fourteen program elements required in § 681.460 are to be made available within that framework. Reference SCP 1.2.

Standing Youth Committees (CFR 681.100-120)

WIOA eliminates the requirement for Local Boards to establish a youth council. However, the Local Board may choose to establish a standing committee to provide information and to assist with planning, operational, oversight, and other issues relating to the provision of services to youth. If the Local Board does not designate a standing youth committee, it retains responsibility for all aspects of youth formula programs.

If a Local Board decides to form a standing youth committee, the committee must include a member of the Local Board, who chairs the committee, members of community based organizations with a demonstrated record of success in serving eligible youth and other individuals with appropriate expertise and experience who are not members of the Local Board (WIOA secs. 107(b)(4)(A) and (ii)).

The committee should reflect the needs of the local area. The committee members appointed for their experience and expertise may bring their expertise to help the committee address the employment, training education, human and supportive service needs of eligible youth including out-of-school youth. Members may represent agencies such as education, training, health, mental health, housing, public assistance, and justice, or be representatives of philanthropic or economic and community development organizations, and employers. The committee may also include parents, participants, and youth. (WIOA sec. 129(c)(3)(C))

A Local Board may designate an existing entity such as an effective youth council as the standing youth committee if it fulfills the requirements above in paragraph (a) of this section. (681.110) Reference 681.120 for specific duties.

Under the direction of the Local Board, a standing youth committee may:

- (a) Recommend policy direction to the Local Board for the design, development, and implementation of programs that benefit all youth;
- (b) Recommend the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth;
- (c) Recommend ways to leverage resources and coordinate services among schools, public programs, and community-based organizations serving youth;
- (d) Recommends ways to coordinate youth services and recommend eligible youth service providers; and
- (e) Provide on-going leadership and support for continuous quality improvement for local youth programs;
- (f) Assist with planning, operational, and other issues relating to the provision of services to youth; and
- (g) If so delegated by the Local Board after consultation with the CEO, oversee eligible youth providers, as well as other youth program oversight responsibilities.

Selecting Eligible Youth Providers (WIOA Sec. 123, CFR 681.400)

(a) As provided in WIOA sec. 123, the Local Board must identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis, except as provided below in paragraph (a)(3) of this section, based on the recommendation of the youth standing committee, if they choose to establish a standing youth committee and assign it that function. If such a committee is not established for the local area, this responsibility falls to the Local Board.

(1) Local areas must include the criteria used to identify youth providers in the State Plan (including such quality criteria established by the Governor for a training program that leads to a recognized post-secondary credential) taking into consideration the ability of the provider to meet the performance accountability measures based on primary indicators of performance for youth programs.

(2) Local areas must conduct a full and open competition to secure youth service providers according to the Federal procurement guidelines at 2 CFR parts 200 and 2900, in addition to applicable State and local procurement laws.

(3) Where the Local Board determines there is an insufficient number of eligible providers of youth workforce investment activities in the local area, such as a rural area, the Local Board may award grants or contracts on a sole source basis (WIOA sec. 123(b)).

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

Work Experience Priority (Sec 129(c)(4), CFR 681.590, Sec 129(c)(4))

Local youth programs must expend not less than twenty percent (20%) of the funds allocated to them to provide in-school youth and out-of-school youth with paid and unpaid work experience that fall under the categories listed in §681.460(a)3, §681.600, sec.129(c)(4). Local programs

must track expenditures including wages and staff costs for the development and management of the Work Experience as part of the local WIOA youth financial reporting. Calculations are based on the total area youth funds spent on work experiences rather than calculated separately for In School Youth and Out of School Youth. Local area Administrative costs are not subject to the expenditure requirement. See **Program Elements Defined**

Performance (WIOA Sec 116(b)(2)(A)(ii), CFR 361.155):

(a) PRIMARY INDICATORS FOR ELIGIBLE YOUTH.—

The primary indicators of performance for the youth program authorized under chapter 2 of subtitle B shall consist of—

- (1) the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program;
- (2) the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program; and
- (3) the primary indicators of performance described in sub-clauses (III) through (VI) of subparagraph (A)(i) of the citation above.

Indicators Relating to Credential (WIOA Sec. 116(b)(2)(iii)

For purposes of clause (III), above, with respect to clause (IV) above, program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion under such clause only if such participation, in additions to obtaining such diploma or it's recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program.

Reporting Requirements (CFR 683.300)

The WIOA Participant Individual Record Layout (PIRL), formally known as the WIASRD, provides standardized set of data elements, definitions, and reporting instructions that will be used to describe the characteristics, activities, and outcomes of WIOA participants. States and local areas will be required to collect participant information that corresponds with the data elements and descriptions delineated within the PIRL. Once collected, the information will then be aggregated according to the conditions outlined in the WIOA Data Element Specifications. This document details the common data elements and technical specifications necessary for calculation of the State and Local Area performance report elements and will be used in reporting across all core programs.

Data Collection/Recordkeeping (CFR 683.220)

All information required by federal, state, and local reporting requirements must be collected for each youth participant, including documentation of each eligibility piece, including employment authorization, those required by DOL's Data Element Validation (DEV), forms identifying participation/costs toward the individuals training, support services or incentive payments and as required for the types of service the individual has received. Each item data point must be clearly defined in case notes/MIS Comments.

The local boards are required to establish written policy for data collection and handling to

ensure the quality and integrity of data over time. This includes standards for data verification, data validation and data security. The purpose is to ensure resulting electronic databases, participant files and reports are certifiably accurate up to and including participant exit and through all storage requirements. Reference State Compliance Policy (SCP) 2.1, 5.4, Data and Performance Desk Reference, Attachment A of this document, and Local Board procedures for Record Retention Requirements.

Data Element Validation Requirements (DEV) (CFR 677.240)

Data element validation ensures that the data elements in participant records used to calculate aggregate reports are accurate by reviewing samples of participant records against source documentation to ensure compliance with federal definitions. DEV requirements are communicated through issuance of Department of Labor's Employment and Training Administration Advisory System in Training and Employment Guidance Letters (TEGL's).

Definitions:

Activities to Prepare For Transition to Post Secondary Education and Training

Local Boards must have written policy addressing accessible local area programs to address this need.

Adult Mentoring (CFR 681.490)

(a) Adult mentoring for youth must:

- (1) Last at least 12 months and may take place both during the program and following exit from the program;
- (2) Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
- (3) Include a mentor who is an adult other than the assigned youth case manager; and
- (4) While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.

(b) Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

Alternative Secondary School Service/Drop Out Recovery

An alternative educational setting that may stimulate interest and result in accelerated course completion options. These could include a web based setting. When training and education programs do not accommodate the needs of participants, they drop out. Developing career pathways-oriented education programs that support the unique needs of targeted populations helps with drop out recovery.

Assessments

Assessment is a process that identifies service needs, academic levels, goals, interests, skills levels, abilities, aptitudes, and supportive service needs; it also measures barriers and strengths. It includes a

review of basic and occupational skills, prior work experience, employability potential, and developmental needs. Assessment results inform the Individual Service Strategy (ISS).

The requirements of the objective assessment or the individual service strategy is not required if the program provider determines that it is appropriate to use a recent objective assessment or individual service strategy that was developed under another education or training program. (WIOA sec. 129(c)(1)(B)) The Local Boards must have written policy to define the acceptable assessment tools, versions of those tools, and timeframe of “within 6 months(recent)” as indicated by the law.

Barriers to Employment (WIOA Sec. 3(24))

The term “individual with a barrier to employment” means a member of 1 or more of the following populations:

- (A) Displaced homemakers.
- (B) Low-income individuals.
- (C) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
- (D) Individuals with disabilities, including youth who are individuals with disabilities.
- (E) Older individuals.
- (F) Ex-offenders.
- (G) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
- (H) Youth who are in or have aged out of the foster care system.
- (I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- (J) Eligible migrant and seasonal farmworkers, as defined in section 167(i).
- (K) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
- (L) Single parents (including single pregnant women).
- (M) Long-term unemployed individuals.
- (N) Such other groups as the Governor involved determines to have barriers to employment.

Note: Data must be collected in a manner so that the results may be disaggregated by the “Barriers to Employment” as defined in section 3(24) of WIOA, for both the number of participants served and the performance on primary indicators, and then further disaggregated by age, race, and ethnicity, and gender.

Basic Skills Deficient (CFR 681.290)

- (a) As defined in § 681.210(c)(3), a youth is “basic skills deficient” if they:
 - (1) Have English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
 - (2) Are unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society. (WIOA sec. 3(5))
- (b) The State or Local Board must establish its policy on paragraph (a)(2) of this section in its respective State or local plan.

(c) In assessing basic skills, local programs must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for people with disabilities.

Career Pathways (Career Pathways Toolkit)

Individualized learning and career plans and as identified in the Individual Service Strategy (ISS), that includes a process that enhances the relevance of school and out-of-school learning opportunities, and provides the student access to career development opportunities that incorporate self-exploration, career exploration, and career planning and management skill-building activities.

Case Management (TEN 17-15 Career Pathways)

Case management is an overarching process that may directly arrange for or provide services that allow a learner to participate and complete a program of study. Case management is more a process than a service and typically includes non-instructional activities such as navigation to and arrangements for academic, career or personal counseling, financial aid, childcare, housing, and other financial assistance that can be critical to the success and continued engagement of the individual in pursuing their career pathway component.

Concurrent Enrollment (CFR 681.430-440)

(a) individuals who meet the respective program eligibility requirements may participate in adult and youth programs concurrently. Such individuals must be eligible under the youth or adult eligibility criteria applicable to the services received. Local program operators may determine, for these individuals, the appropriate level and balance of services under the youth and adult programs.

(b) Local program operators must identify and track the funding streams which pay the costs of services provided to individuals who are participating in youth and adult programs concurrently, and ensure no duplication of services.

(c) Individuals who meet the respective program eligibility requirements for WIOA youth title I and title II may participate in title I youth and title II concurrently.

A local program should determine the appropriate program for the participant based on the service needs of the participant and if the participant is career-ready based on an objective assessment of their occupational skills, prior work experience, employability, and participants needs as required in WIOA sec. 129(c)(1)(A).

Comprehensive Guidance and Counseling (CFR 681.510)

Comprehensive guidance and counseling provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. (WIOA sec. 129(c)(1)(C)(J)) When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service.

Drop Out Status (CFR 681.240)

Local WIOA youth programs must verify a youth's dropout status at the time of WIOA youth program enrollment. A youth attending an alternative school at the time of enrollment is not a dropout. States must define "alternative school" in their State Plan. The definition should be consistent with their State Education Agency definition, if available. An individual who is out-of-school at the time of enrollment and subsequently placed in an alternative school or any school, is an out-of-school youth for the purposes of the 75 percent expenditure requirement for out-of-school youth. The State defines alternative school as outlined in NRS 388.537, 388.820-388.874, 389.155.

Education Offered Concurrently with Workforce Preparation Activities (CFR 681.640)

This program element reflects the integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training. This program element describes how workforce preparations activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. (WIOA sec. 129(c)(2)(E)).

English Language Learner

An individual who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the dominant language.

Entrepreneurial Skills Training (CFR 681.560)

Entrepreneurial skills training provides the basics of starting and operating a small business.

(a) Such training must develop the skills associated with entrepreneurship. Such skills include, but are not limited to, the ability to:

- (1) Take initiative;
- (2) Creatively seek out and identify business opportunities;
- (3) Develop budgets and forecast resource needs;
- (4) Understand various options for acquiring capital and the trade-offs associated with each option; and
- (5) Communicate effectively and market oneself and one's ideas.

(b) Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:

- (1) Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and may also include simulations of business start-up and operation.
- (2) Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas.

(3) Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

Financial Literacy (CFR 681.500)

The financial literacy education program element includes activities which:

- (a) Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions;
- (b) Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- (c) Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
- (d) Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions;
- (e) Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data;
- (f) Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;
- (g) Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and (h) Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.

Follow Up (CFR 681.580, TEGL 05-12)

- (a) Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training.
- (b) Follow-up services for youth may include:
 - (1) The leadership development and supportive service activities listed in § 681.520 and 681.570;
 - (2) Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
 - (3) Assistance in securing better paying jobs, career pathway development, and further education or training;
 - (4) Work-related peer support groups;
 - (5) Adult mentoring; and/or
 - (6) Services necessary to ensure the success of youth participants in employment and/or post-secondary education.

(c) All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond 12 months at the State or Local Board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome. (WIOA sec. 129(c)(2)(I))

Note: Local Boards must have written policy and procedures as to follow-up services. They could include, but are not limited to: Additional career planning and counseling, contact with the participant's employer, including assistance with work-related problems that may arise, peer support groups, information about additional educational opportunities, and referral to supportive services available in the community, case management administrative follow-up, other services as defined by the Local Boards.

High Poverty Area (CFR 681.260)

A youth who lives in a high poverty area is automatically considered to be a low-income individual. A high-poverty area is a Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least 30 percent as set every 5 years using American Community Survey 5-Year data. *Further defined in future notifications.*

Homeless

An individual who lacks a fixed, regular, and adequate nighttime residence; including: sharing housing of other persons due to loss of housing, economic hardship, or a similar reason; living in a motel, hotel, or campground due to lack of alternative adequate accommodations; living in an emergency or transitional shelter; abandoned in a hospital; or awaiting foster care placement; an individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because the children are living in circumstances described above.

Incentive Payments (CFR 681.650)

WIOA allows incentive payments to youth participants for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the awarding of incentives including any maximum amounts, file and MIS content requirements and financial, storage and dispensing practices and must ensure that such incentive payments are:

- (a) Tied to the goals of the specific program;
- (b) Outlined in writing before the commencement of the program that may provide incentive payments;
- (c) Align with the local program's organizational policies; and
- (d) Accord with the requirements contained in 2 CFR 200 (no entertainment such as movie tickets).

Individual Service Strategy (ISS)

The ISS is the plan that identifies the employment goals, educational objectives, and prescribed appropriate services for the participant. The ISS is essential in identifying the needs of participants and is a critical component when it comes to assisting a young person's development.

In-School Youth (CFR 681.220)

An in-school youth (ISY) is an individual who is:

- (a) Attending school (as defined by State law), including secondary and post-secondary school;
- (b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program;
- (c) A low-income individual; and
- (d) One or more of the following:
 - (1) Basic skills deficient;
 - (2) An English language learner;
 - (3) An offender;
 - (4) A homeless individual (as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e– 2(6))), a homeless child or youth (as defined in sec. 725(2) of the McKinney- Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - (5) An individual who is pregnant or parenting;
 - (6) An individual with a disability;
 - (7) An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA secs. 3(27) and 129(a)(1)(C))

Reference SCP 2.1 for specific participant eligibility requirements.

Integrated Education & Training (Career Pathways Toolkit)

The term “integrated education and training” means a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

The articulated career pathway should include short-, moderate-, and long-term training and education programs to match the availability of different students (especially working learners and those balancing adult responsibilities) and include multi-level employment opportunities at different points of certificate or degree attainment.

Internships and Job Shadowing (Career Pathways Toolkit)

Internships may be either paid or unpaid and provide a learning experience where the individual works on real job tasks. They are often of short duration and an individual may move around within an organization trying different tasks.

Job shadowing is an initial experience where the individual follows a regular employee through a day to gather information on the job and the work setting. It is typically unpaid and is a good way to expose individuals including youth to various occupations.

Leadership Development Opportunities (CFR 681.520)

Leadership development opportunities are opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors such as:

- (a) Exposure to post-secondary educational possibilities;
- (b) Community and service learning projects;
- (c) Peer-centered activities, including peer mentoring and tutoring;
- (d) Organizational and team work training, including team leadership training;
- (e) Training in decision-making, including determining priorities and problem solving;
- (f) Citizenship training, including life skills training such as parenting and work behavior training;
- (g) Civic engagement activities which promote the quality of life in a community; and
- (h) Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee. (WIOA sec. 129(c)(2)(F))

Low Income Eligibility Requirements/ Low Income Exception (CFR 681.250)

(a) For OSY, only those youth who are the recipient of a secondary school diploma or its recognized equivalent and are either basic skills deficient or an English language learner and youth who require additional assistance to enter or complete an educational program or to secure or hold employment must be low-income. All other OSY meeting OSY eligibility under § 681.210(c)(1), (2) and (4) through (7) are not required to be low-income. (WIOA secs. 129(a)(1)(iii)(I)–(II) and 129(a)(1)(iii)(IV)–(VII))

(b) All ISY must be low-income to meet the ISY eligibility criteria, except those that fall under the low-income exception.

(c) WIOA allows a low-income exception where five percent of all WIOA youth participants may be participants who ordinarily would be required to be low-income for eligibility purposes and who meet all other eligibility criteria for WIOA youth except the low-income criteria. A program must calculate the five percent based on the percent of all youth served by the program in the local area's WIOA youth program in a given program year.

(d) In addition to the criteria in the definition of "low-income individual" in WIOA sec. 3(36), a youth is low income if he or she receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq. or if she or her lives in a high-poverty area.

Reference SCP 2.1 for specific participant eligibility requirements.

Not Attending School (CFR 681.230)

In general, the applicable State law for secondary and post-secondary institutions defines "school." However, for purposes of WIOA, the Department does not consider providers of Adult Education under title II of WIOA, YouthBuild programs, and Job Corps programs to be schools. Therefore, WIOA youth programs may consider a youth to be out-of-school youth for purposes of WIOA youth program eligibility if they are attending Adult Education provided under title II of WIOA, YouthBuild, or Job Corps.

The youth is at an age where they are required to attend school, do not have an exception to the regular school attendance as outlined in NRS, or have not graduated. However, the Local Board must make school attendance a priority and provide services outside of the regular school day. Through the Individual Service Strategy (ISS), the Local Board makes school attendance a priority by providing services that direct a youth back to school. The first goal of the ISS must be to have the youth return to school. The local board can also provide services that encourage regular school attendance, such as counseling, tutoring, or exploring career options.

Occupational Skills Training (CFR 681.540)

(a) The Department defines occupational skills training as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:

- (1) be outcome-oriented and focused on an occupational goal specified in the individual service strategy;
- (2) be of sufficient duration to impart the skills needed to meet the occupational goal; and
- (3) result in attainment of a recognized post-secondary credential.

(b) The chosen occupational skills training must meet the quality standards in WIOA sec. 123. Reference SCP 1.14.

Out of Home Placement

Foster care, including family foster care, kinship care, treatment foster care, and residential and group care.

On-the-Job Training (OJT) (WIOA 3(44), CFR 681. 590, 681.600, TEGL 3-15)

The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that—

- (a) provides knowledge or skills essential to the full and adequate performance of the job;
- (b) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant , except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
- (c) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. These services fall under Work experience for youth participants and fall under the priority listed in 681.590.

Note: Additionally, State and local areas have the flexibility under WIOA to increase the reimbursement level to up to 75 percent taking into account the following factors:

- The characteristics of the participants (e.g. length of unemployment, current skill level, and barriers to employment);
- The size of the employer (e.g. small and medium-sized business often have more barriers to participation at lower reimbursement rates);

- The quality of employer-provided training and advancement opportunities; and
- Other factors the State or local boards may determine appropriate (e.g. the number of employees participating in the training, wage and benefit levels of the employees (both pre and post participation earnings)), and relation of the training to the competitiveness of the participant).

Local Boards must have written policy to detail the OJT process to include that of a fully executed contract, progress reports, financial activities, file and MIS content. Youth OJT activities are approved on an individual participant basis based on the needs identified by the objective assessment of each youth and must meet the requirements of SCP 1.14.

Out of School Youth (CFR 681.210)

An out-of-school youth (OSY) is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) One or more of the following:
 - (1) A school dropout;
 - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
 - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - (4) An individual who is subject to the juvenile or adult justice system;
 - (5) A homeless individual (as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e– 2(6))), a homeless child or youth (as defined in sec. 725(2) of the McKinney- Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - (6) An individual who is pregnant or parenting;
 - (7) An individual with a disability;
 - (8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA secs. 3(46) and 129(a)(1)(B))

Positive Social and Civic Behaviors (CFR 681.530)

Positive social and civic behaviors are outcomes of leadership opportunities, which are incorporated by local programs as part of their menu of services. Positive social and civic behaviors focus on areas that may include the following:

- (a) Positive attitudinal development;
- (b) Self-esteem building;
- (c) Openness to work with individuals from diverse backgrounds;
- (d) Maintaining healthy lifestyles, including being alcohol- and drug-free;

- (e) Maintaining positive social relationships with responsible adults and peers, and contributing to the wellbeing of one's community, including voting;
- (f) Maintaining a commitment to learning and academic success;
- (g) Avoiding delinquency;
- (h) Postponing parenting and responsible parenting, including child support education;
- (i) Positive job attitudes and work skills; and
- (j) Keeping informed in community affairs and current events.

Pre-apprenticeship (CFR 681.480)

A pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship program(s).

Requires Additional Assistance to Complete an Education Program, or to Secure and Hold Employment (CFR 681.300)

As defined in §681.210(c)(8), either the State or the local level may establish definitions and eligibility documentation requirements for the “requires additional assistance to complete an educational program, or to secure and hold employment” criterion of §681.210(c)(8). Reference SCP 2.1, TAG 15-3 for the State definition.

Services that provide labor market and employment information

These may include career awareness, career counseling, career exploration services or in-demand industry sectors or occupations available in local area.

Service Plan Dates

Service *Start* and *Planned End Date* entries are not meant to be a place holder in order to prevent the participant from exiting the system due to non-activity. Services must be entered and closed as the service is provided in order for DOL reporting methods to work correctly. Extending Service dates are only used should the service activity need to be extended such as if the participant failed to meet the training requirements and needs extra time with the Training Provider. Case notes/MISS Comments must substantiate the service type and length. Service types must align with the chart provided in Attachment A of this document and must not exceed ninety days excluding only those identified as **Training**. Should the participant/case manager fail to participate/provide services during the 90 day period, the individual will exit back to the last service provided and from the program unless re-engagement happens within in this period. Reference TAG 15-3.

Summer Employment Opportunities (WIOA 129(c)(2)(C),CFR 681.620-630)

Under WIOA sec. 129(c)(2)(C), summer employment opportunities are one of four suggested components of the paid and unpaid work experiences program element. While local WIOA youth programs must provide paid and unpaid work experiences, they may take the form of a number of activities including: summer employment opportunities and employment opportunities available throughout the year, pre-apprenticeship programs, internships and job shadowing, and OJT. While summer employment opportunities are an allowable activity and a type of work

experience that counts toward the work experience priority (which requires a minimum of 20 percent of funds allocated to a local area are spent on work experience).

Supportive Services (WIOA Sec. 3(59); 129(c)(2)(G), CFR 681.570, 664.440, TEGL 3-15, 2 CFR 200)

Supportive services for youth, as defined in WIOA sec. 3(59), are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:

- (a) Linkages to community services;
- (b) Assistance with transportation;
- (c) Assistance with child care and dependent care;
- (d) Assistance with housing;
- (e) Needs-related payments;
- (f) Assistance with educational testing;
- (g) Reasonable accommodations for youth with disabilities;
- (h) Referrals to health care; and
- (i) Assistance with uniforms or other appropriate work attire and work related tools, including such items as eye glasses and protective eye gear.

Local Boards must have written policy identifying approved support services, state and regulatory requirements and defines caps, if any, for each instance. Reference SCP 1.15 and TAG 15-3.

Tutoring (Career Pathways Toolkit)

Customized services provide the special guidance and support necessary to meet the unique needs of each individual and may require coordination with cross-agency partners. Tutoring may be necessary in order to keep pace with other learners.

Work Experience (WEX) (CFR 681.600-610)

(a) Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development.

(b) Work experiences must include academic and occupational education.

(c) The types of work experiences include the following categories:

- (1) Summer employment opportunities and other employment opportunities available throughout the school year;
- (2) Pre-apprenticeship programs;
- (3) Internships and job shadowing; and
- (4) On-the-job training opportunities as defined in WIOA sec. 3(44) and in § 680.700.

Local WIOA youth programs must track program funds spent on paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences, and report such expenditures as part of the local WIOA youth financial reporting.

The percentage of funds spent on work experience is calculated based on the total local area youth funds expended for work experience rather than calculated separately for in-school and out-of-school youth. Local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement.

Local Boards must have written policy to detail the WEX process to include that a fully executed contract, progress reports, financial activities, file and MIS content.

Attachment “A”

Below is a reference document for current Youth services found in the states data collection system, (MIS). Items addressed in the Category column are used to search the system and locate the required service name for the sixteen WIOA Youth services.

DRAFT

Attachment A
 NJCOS WIOA YOUTH SERVICES
 Provider Name: WIA Youth

	Service Type	Category
1	Alternative Secondary School Services	Alternative Secondary School Services
2	Assessment - Comprehensive and Specialized	Assessment
3	Comprehensive Guidance and Counseling	Counseling
4	Education Concurrent w/ Workforce Prep Activates	Training
5	Entrepreneurial Training	Training
6	Financial Literacy	Intensive Training
7	Internships	Work Experience
8	Job Shadowing	Job Shadowing
9	Leadership Development Opportunities	Leadership Development Opportunities
10	Mentoring	Mentoring
11	Occupations Skills Training	Training
12	On the Job Training (OJT)	Training
13	Summer-Related Employment	Summer-Related Employment
14	Tutoring Study Skills Training	Intensive Training
15	Work Experience	Work Experience
16	Pre-Apprenticeship	Work Experience

**Workforce Investment Act
State Compliance Policies**

SECTION: 2.2

Youth Program Design

August 2005

I. Responsibilities Of The Local Workforce Investment Board (LWIB):

- A. The LWIB must ensure appropriate links to entities that will foster the participation of eligible local area youth. Such links may include connections to [§664.405(c)(1-5)]:
 - 1. Local area justice and law enforcement officials;
 - 2. Local public housing authorities;
 - 3. Local education agencies;
 - 4. Job Corps representatives; and
 - 5. Representatives of other area youth initiatives, including those that serve homeless youth and other public and private youth initiatives.

- B. The LWIB must ensure that the referral requirements in Section 129(c)(3) for youth who meet the income eligibility criteria are met, including [§664.405(d)]:
 - 1. Providing these youth with information regarding the full array of applicable or appropriate services available through the LWIB, providers found eligible by the board, or One-Stop partners; and
 - 2. Referring these youth to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis.

- C. The LWIB must ensure that parents, youth participants, and other members of the community with experience relating to youth programs are involved in both the design and implementation of its youth programs [§664.405(f)].

- D. The LWIB must ensure that eligible youth providers refer youth who do not meet the enrollment requirements of a particular program, or who cannot be served by the program, for:
 - 1. Further assessment, as necessary; or
 - 2. To appropriate programs [§664.405(f)].

- E. The requirements that eligible providers of youth services be selected by awarding a grant or contract on a competitive basis does not apply to the design framework component, such as services for intake, objective assessment, and the development of individual service strategy, when these services are provided by the grant recipient/fiscal agent [§664.405(d)].

- F. If providers, other than the grant recipient/fiscal agent, are used to provide summer youth employment opportunities, the LWIB must ensure these providers are selected by awarding a grant or contract on a competitive basis, based on the recommendation of the youth council and on criteria contained in the State Plan [Section 129(c)(2)(C) and

§664.610].

Note: The selection of employers who are providing unsubsidized employment opportunities may be excluded from the competitive process.

- G. The LWIB may determine how much of available youth funds will be used for summer and for year-round youth activities [§664.600(c)].

II. Design Framework [Section 129(c)(1) and §664.400]:

- A. The local plan must describe the design framework for youth program design in the local area, and how the ten program elements required in §664.405 are provided.

- B. The design framework of local youth programs must [Section 129(c)(1) and §664.405]:

- 1. Provide an objective assessment of each youth customer, including a review of the academic and occupational skill levels, as well as the service needs, of the youth.

The assessment must include a review of:

- a. basic skills,
- b. occupational skills,
- c. prior work experience,
- d. employability,
- e. interests,
- f. aptitudes (including interests and aptitudes for nontraditional jobs),
- g. supportive service needs, and
- h. developmental needs.

Note: A new assessment of a customer is not required if the provider determines it is appropriate to use a recent assessment of the customer conducted pursuant to another education or training program [Section 129(c)(1)(A)].

- 2. Develop an individual service strategy for each youth customer that shall identify an age-appropriate career goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the individual's assessment.

Note: A new service strategy for a participant is not required if the provider determines it is appropriate to use a recent service strategy developed for the individual under another education or training program [Section 129(c)(1)(B)].

- 3. Provide:

- a. Preparation for postsecondary educational opportunities;
- b. Linkages between academic and occupational learning;
- c. Preparation for employment; and
- d. Effective connections to intermediary organizations that provide strong links to the job market and employers.

III. Required Program Elements [Section 129(c)(2) and §664.410]:

Local programs have the discretion to determine what specific program services will be provided to a youth participant, based on each participant's objective assessment and individual service strategy [Section 129(c)(2)]. For youth concurrently enrolled in the adult program, the local program operator will determine the appropriate level and balance of youth and/or adult services to ensure services are not being duplicated [§664.500(b)].

- A. The following services must be available to youth participants:
 - 1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
 - 2. Alternative secondary school offerings;
 - 3. Summer employment opportunities directly linked to academic and occupational learning;
 - 4. Paid and unpaid work experiences, as described in Section V of this policy, including internships and job shadowing, when the objective assessment and individual service strategy indicate this is an appropriate activity (§§664.460 and 664.470);
 - 5. Occupational skill training;
 - 6. Leadership development opportunities, as described in Section V of this policy, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities (§§664.420 and 664.430);
 - 7. Supportive services, as described in Section V of this policy (§664.440);
 - 8. Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
 - 9. Follow up services, as described in Section V of this policy (§664.450); and,
 - 10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as appropriate to the needs of the individual youth.

- B. Youth who have been assessed to be deficient in basic skills must have at least one basic skills goal set. Youth with a basic skills, work readiness skills, or occupational skills goal must have a minimum of one (1) goal set per year and a maximum of three (3) goals set per year [TEGL 7-99(K)(Measure 13)].

- C. Youth must have a target date for goal completion no later than one year from the date the goal was set. The skill goal or target completion date can only be extended if the individual has a gap in service where they are placed in hold status with plans to return to service.

IV. Summer Employment Opportunities (§664.600) :

- A. This required program element is not intended to be a stand-alone program but should be integrated into a comprehensive strategy for addressing the youth's employment and training needs.

- B. Youths participating in this program must be provided with a minimum of twelve (12) months of follow up services, as required in §664.450 [Section 129(c)(2)(C)].

V. Program Elements Defined:

- A. Leadership Development Opportunities for youth may include the following (§664.420):
1. Exposure to postsecondary educational opportunities;
 2. Community and service learning projects;
 3. Peer-centered activities, including peer mentoring and tutoring;
 4. Organizational and teamwork training, including team leadership training;
 5. Training in decision-making, including determining priorities;
 6. Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
 7. Employability; and
 8. Positive social behaviors, often referred to as soft skills, are incorporated by many local programs as part of their menu of services which focus on areas that may include, but are not limited to, the following [Section 129(c)(2)(F) and §664.430]:
 - a. Positive attitudinal development;
 - b. Self esteem building;
 - c. Openness to working with individuals from diverse racial and ethnic backgrounds;
 - d. Maintaining healthy lifestyles, including being alcohol and drug free;
 - e. Maintaining positive relationships with responsible adults and peers, and contributing to the well being of one's community, including voting;
 - f. Maintaining a commitment to learning and academic success;
 - g. Avoiding delinquency;
 - h. Postponed and responsible parenting; and
 - i. Positive job attitudes and work skills.
- B. Supportive services for youth, as defined in WIA Section 101(46), may include the following (§664.440):
1. Linkages to community services;
 2. Assistance with transportation costs;
 3. Assistance with childcare and dependent care costs;
 4. Assistance with housing costs;
 5. Referrals to medical services; and
 6. Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eyeglasses and protective eye gear [Section 129(c)(2)(G)].
- C. Follow Up Services (§664.450):
1. All youth participants must receive some form of follow-up services for a minimum duration of twelve (12) months. Follow-up services may be provided beyond twelve (12) months at the state or LWIB's discretion.
 2. The types of services provided and the duration of services must be determined based on the needs of the individual. The scope of these follow-up services may be less intensive for youth who have only participated in summer youth employment opportunities [Section 129(c)(2)(I)].

3. Follow up services for youth may include:
 - a. The leadership development and supportive service activities listed in §§664.420 and 664.440;
 - b. Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
 - c. Assistance in securing better paying jobs, career development, and further education;
 - d. Work-related peer support groups;
 - e. Adult mentoring; and
 - f. Tracking the progress of youth placed in employment after training.

D. Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid (§664.460).

1. Work experience workplaces may be in the private- for-profit sector, the non-profit sector, or the public sector.
2. Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. Work experiences may be subsidized or unsubsidized and may include the following elements:
 - a. Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS);
 - b. Exposure to various aspects of an industry;
 - c. Progressively more complex tasks;
 - d. Internships and job shadowing;
 - e. Integration of basic academic skills into work activities;
 - f. Supported work, work adjustment, and other transition activities;
 - g. Entrepreneurship; and
 - h. Other elements designed to achieve the goals of work experience.

Note: In most cases, on-the-job training is not an appropriate work experience activity for younger youth participants. Local program operators may choose, however, to use this service strategy for eligible youth, when appropriate, based on the needs identified by the objective assessment of an individual youth participant [Section 129(c)(2)(D)].

NOTE:

There were no local board comments received for this policy.

Policy Summary

State Compliance Policy (SCP) 2.3

As part of its' responsibility to provide guidance and direction to the Local Workforce Development Areas (Local Areas), DETR follows federal guidance in creating policy to implement the Workforce Innovation and Opportunity Act (WIOA). These policies are necessary for efficient and stable operations of the workforce system in the State of Nevada. As such, DETR has provided SCP 2.3 to the Governor's Workforce Development Board (GWDB) for review and approval.

State Compliance Policy 2.3 communicates the policy to Local Areas for determining Youth Standing Committee usage. WIOA substantially changes the requirements for development and oversight of youth activities at the local board level. WIOA eliminated the requirement for establishment of a youth council. However, the local board may choose to establish a standing committee.

This policy provides guidance to the local boards on requirements, membership, and the purpose of the Standing Youth Committee.

**Nevada Department of Employment, Training and Rehabilitation
(DETR)
Workforce Innovation and Opportunity Act (WIOA)
State Compliance Policy (SCP)**

Policy Number: 2.3

Originating Office: Workforce Investment Support Services

Subject: Youth Standing Committee

Issued: NEW

Purpose: Update Policy on Youth Council (Youth Standing Committee)

Authorities/References:

Workforce Innovation and Opportunity Act (P.L. Sec. 113-128), NPRM 20 CFR 681.100-120, TEGL 23-14, TEGL 8-15

ACTION REQUIRED:

Upon issuance bring this guidance to the attention of all WIOA service providers, LWDB Board members and any other concerned parties. Any local boards' policies, procedures, and or contracts affected by this guidance are required to be updated accordingly.

Background: WIOA substantially changed the requirements for development and oversight of youth activities at the Local Board level. WIOA eliminates the requirement for Local Boards to establish a youth council. However, the Local Board may choose to establish a standing committee to provide information and to assist with planning, operational, oversight, and other issues relating to the provision of services to youth. If the Local Board does not designate a standing youth committee, it retains responsibility for all aspects of youth formula programs. This policy addresses the changes contained in WIOA.

Policy and Procedure:

Local Workforce Development Board Requirements (WIOA Sec. 107(b)(4)(A)(ii) and 129(c)(3)(C), (CFR 681.110):

Each Local Board in cooperation with the chief elected official may appoint a standing youth committee as a subgroup of the local workforce development board [§681.100].

Note: TEGL 23-14 states that an existing Youth Council may be designated as the Youth Standing Committee if they fulfill the requirements of the Youth Standing Committee.

Membership of the Youth Standing Committee (CFR 681.110)

(a) If a Local Board decides to form a standing youth committee, the committee must include a member of the Local Board, who chairs the committee, members of community based organizations with a demonstrated record of success in serving eligible youth and other individuals with appropriate expertise and experience who are not members of the Local Board (WIOA secs. 107(b)(4)(A) and (ii)).

(b) The committee should reflect the needs of the local area. The committee members appointed for their experience and expertise may bring their expertise to help the committee address the employment, training education, human and supportive service needs of eligible youth including out-of-school youth. Members may represent agencies such as education, training, health, mental health, housing, public assistance, and justice, or be representatives of philanthropic or economic and community development organizations, and employers. The committee may also include parents, participants, and youth. (WIOA sec. 129(c)(3)(C))

(c) A Local Board may designate an existing entity such as an effective youth council as the standing youth committee if it fulfills the requirements above in paragraph (a) of this section.

Purpose of the Standing Youth Committee (CFR 681.120)

Under the direction of the Local Board, a standing youth committee may:

(a) Recommend policy direction to the Local Board for the design, development, and implementation of programs that benefit all youth;

(b) Recommend the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth;

(c) Recommend ways to leverage resources and coordinate services among schools, public programs, and community-based organizations serving youth;

(d) Recommends ways to coordinate youth services and recommend eligible youth service providers; and

(e) Provide on-going leadership and support for continuous quality improvement for local youth programs;

(f) Assist with planning, operational, and other issues relating to the provision of services to youth; and

(g) If so delegated by the Local Board after consultation with the Chief Elected Official (CEO), oversee eligible youth providers, as well as other youth program oversight responsibilities

**Workforce Investment Act
State Compliance Policies**

SECTION: 2.3

Youth Council

January 2000

I. GENERAL [Section 117(h)]:

- A. Each Local Workforce Investment Board [LWIB], in cooperation with the chief elected official, must appoint a Youth Council as a subgroup of the LWIB. [' 661.335(a)]
- B. Those members of the Council who are not members of the LWIB do not have voting rights on the full Board, but they may vote as members of the Council. [' 661.335(d)]

II. PURPOSE OF THE YOUTH COUNCIL [' 664.100(b)]:

- A. To provide expertise in youth policy and to assist the LWIB in:
 - 1. Developing and recommending local youth employment and training policy and practice;
 - 2. Broadening the youth employment and training focus in the community to incorporate a youth development prospective;
 - 3. Establishing linkages with other organizations serving youth in the local area; and
 - 4. Taking into account a range of issues that can have an impact on the success of youth in the labor market.

III. REQUIRED MEMBERS OF THE COUNCIL [Section117(h)(2)(A&B) and ' 661.334(b)(2)]:

- A. The membership of each youth council must include:
 - 1. Members of the LWIB, such as educators, employers and representatives of human service agencies, who have special interest or expertise in youth policy;
 - 2. Members who represent service agencies, such as juvenile justice and local law enforcement agencies;
 - 3. Members who represent local public housing authorities;

4. Parents of eligible youth seeking assistance under subtitle B of Title I of WIA;
5. Individuals, including former participants and members who represent organizations, that have experience relating to youth activities;
6. Members who represent the Job Corps if a Job Corps Center is located in the local area represented by the council.
7. Council may include other individuals who the chair of the LWIB, in cooperation with the chief elected official, determines to be appropriate.

IV. RESPONSIBILITIES OF THE COUNCIL [Section 117 (h)(4) and ' 661.340] include:

- A. Coordinating youth activities in the local area;
- B. Developing portions of the Local Plan related to eligible youth, as determined by the chairperson of the LWIB;
- C. Recommending eligible youth service providers in accordance with Section 123, subject to the approval of the LWIB;
- D. Conducting oversight with respect to eligible providers of youth activities in the local area, subject to the approval of the LWIB; and,
- E. Carrying out other duties as authorized by the chairperson of the LWIB, such as establishing linkages with educational agencies and other youth activities.

Workforce Connections

Comments Regarding State Compliance Policy 2.3

Youth Standing Committee

Background

Please change sentence to “If the Local Board does not delegate this function to a standing youth committee, they are responsible for conducting oversight of youth workforce investment activities under WIOA sec. 129(3).” instead of “If the Local Board does not designate a standing youth committee, it retains responsibility for all aspects of youth formula programs.” to coincide with CFR 681.100.

Local Workforce Development Board Requirements

Please change word to “Council” instead of “Counsel.”

Purpose of the Standing Youth Committee (CFR 681.120)

Please change words to “Chief Local Elected Official(s) (CLEOs)” instead of “CEO.”

A handwritten signature in blue ink, appearing to read "Ardell Galbreth", with a long horizontal stroke extending to the right.

Ardell Galbreth
Executive Director

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SOUTHERN NEVADA



WIOA Title I Youth Formula Funds OSY Eligibility

Out-of-School Youth (OSY) – 75%

- 16-24 years of age
- Not attending school (as defined by state statutes)
- Meets at least one criteria:
 - dropped out of school;
 - obtained a secondary school diploma or equivalent but is low income & basic skills deficient or an English language learner;
 - juvenile;
 - homeless/runaway;
 - in or aged out of foster care;
 - pregnant or parenting;
 - individual with a disability; and/or
 - low-income and “requires additional assistance to enter or complete an educational program or to secure or hold employment”.



WIOA Title I Youth Formula Funds ISY Eligibility

In-School Youth (ISY) – 25%

- 14-21 years of age
- Attending school
- Meets at least one criteria:
 - basic skills deficient;
 - English language learner;
 - homeless/runaway;
 - in or aged out of foster care;
 - pregnant or parenting;
 - individual with a disability; and/or
 - “requires additional assistance to complete an education program or secure and hold employment.”



WIOA Youth Programs

Services & Program Support

- Education Services
- Training Services
- Employment Services
- Supportive Services
- Follow-up Services (at least 12 months)



Workforce Connections (SNWDB) Youth Programs

Youth One-Stop Affiliate Sites

- **North/West** – Nevada Partners Inc. (NPI)
- **South/East** – SNRHA
- **Boulder City/Laughlin** – St. Jude's Ranch for Children
- **Lincoln County** – Lincoln County
- **Nye & Esmeralda Counties** – Nye Communities Coalition



Workforce Connections (SNWDB) Special Population Youth Programs

Special Populations

- **Youth w/ Disabilities** – Goodwill of SNV
- **Foster/Former Foster Youth** – Olive Crest
- **Dropout Recovery** – HELP of SNV
- **Pre-Entry** – NPI

YouthBuild Las Vegas Program

Community Service Agency (CSA) Career Link

Target population: Washoe County youth

Provides education, soft skills, work experience, and job placements to urban youth

Truckee Meadows Community College

YOS Program

Target population: low income Washoe County youth aged out of foster care, pregnant or parenting, and/or with disabilities

Provides pre-employment activities with a cash incentive for completion in 1st semester and provides youth with a work experience in 2nd semester





Community Chest, Inc.
EMPOWERing Lives

Target population: Storey and Lyon County youth

Provides soft skills and occupational training, work experiences, and supportive services to youth in these isolated areas



JOIN, Inc.

Workforce 60

Target population: low income youth in the 12 rural counties within Nevadaworks' geographical territory

Provides high school equivalency attainment, work readiness, occupational skills training, and work experiences that focus on in-demand sectors with the objective of obtaining employment that pays a living wage.

Northern Nevada Electrical Workers Joint Apprenticeship and Electrical Committee (NNEJATC)

Electrical Apprenticeship Program

Target population: low income Washoe County youth who are school dropouts, basic skills deficient or English language learners, involved with justice system, or pregnant or parenting

Provides occupational skills training concurrently with On-the-Job training as an electrical apprentice so their youth clients learn a trade while they earn a living wage.



Northern Nevada Literacy Council (NNLC) Learn and Earn

Target population: Washoe County youth

Provides wrap-around services including high school equivalency attainment, drop-out recovery, employability skills, and work experiences for hard to serve youth



Nevadaworks Youth Council

Actively involved in making recommendations for serving youth clients.

Currently assisting in the development of methods for establishing employer relationships to increase the availability and diversity of work experience opportunities available to youth.



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SOUTHERN NEVADA

AGENDA ITEMS

#10(a)

**DETR's Research and Analysis Bureau's
Economic Updates**

*To be distributed by
July 20, 2016*



Date: July 2016

To: Governor's Workforce Development Board

From: John H. Thurman

Subject: Quarterly Report

Nevadaworks staff continue concentrating on the Local Plan, Resource Sharing agreement, Partner MOUs, and procurement of the local One-Stop System operator.

Nevadaworks board approved new program policies during their last board meeting to bring them in alignment with the Workforce Innovation and Opportunity Act (WIOA). A budget for PY 2016 was approved and staff are working with service providers to finalize contracts for the PY 2016 beginning July 1, 2016

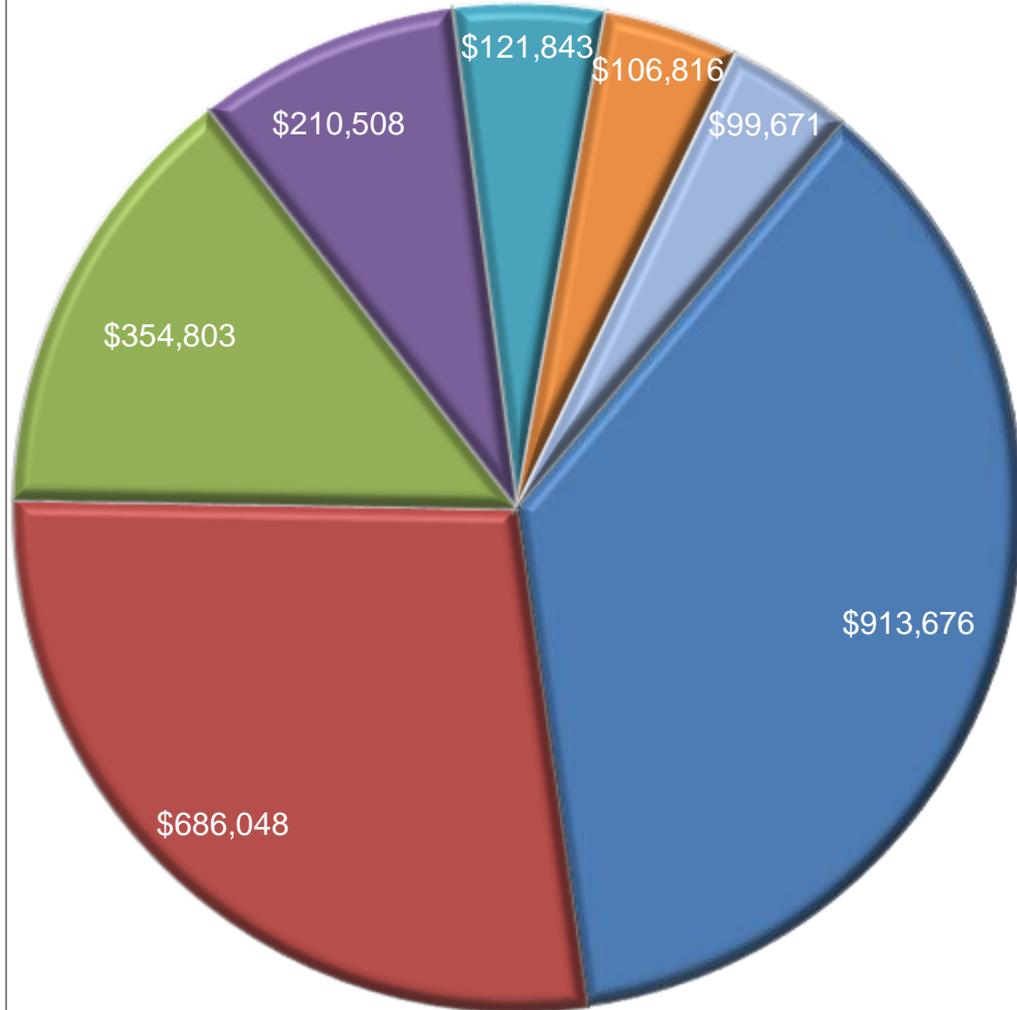
All program and financial monitoring of service providers has been completed for program year (PY) 2015 and a final analysis of expenditures for the same period will be completed by the end of July.

Nevadaworks Youth Out-of-School programs for PY 2015 appear to be on track to meet all their goals. The switch from a minimum spending level of 30% for Out of School programs to a minimum of 75%, was a bit of a challenge.

During the last 12 months Nevadaworks Service Providers and the WIA One Stop System provided services to 619 Adult, 536 Dislocated Worker, and 483 Youth participants in WIA Title I funded services. In addition, 113,361 individuals accessed the One Stop System in a self-service capacity. Those numbers represent a reduction in Adult, Dislocated Worker and Youth but an increase in the number of self-service clients. Nevadaworks Service Providers in program year 2014 have provided individuals with occupational skills training in the nine State of Nevada identified industry sectors. The following information shows numbers served and dollar amounts spent, per sector, for the period July 1, 2015 through June 30, 2016.

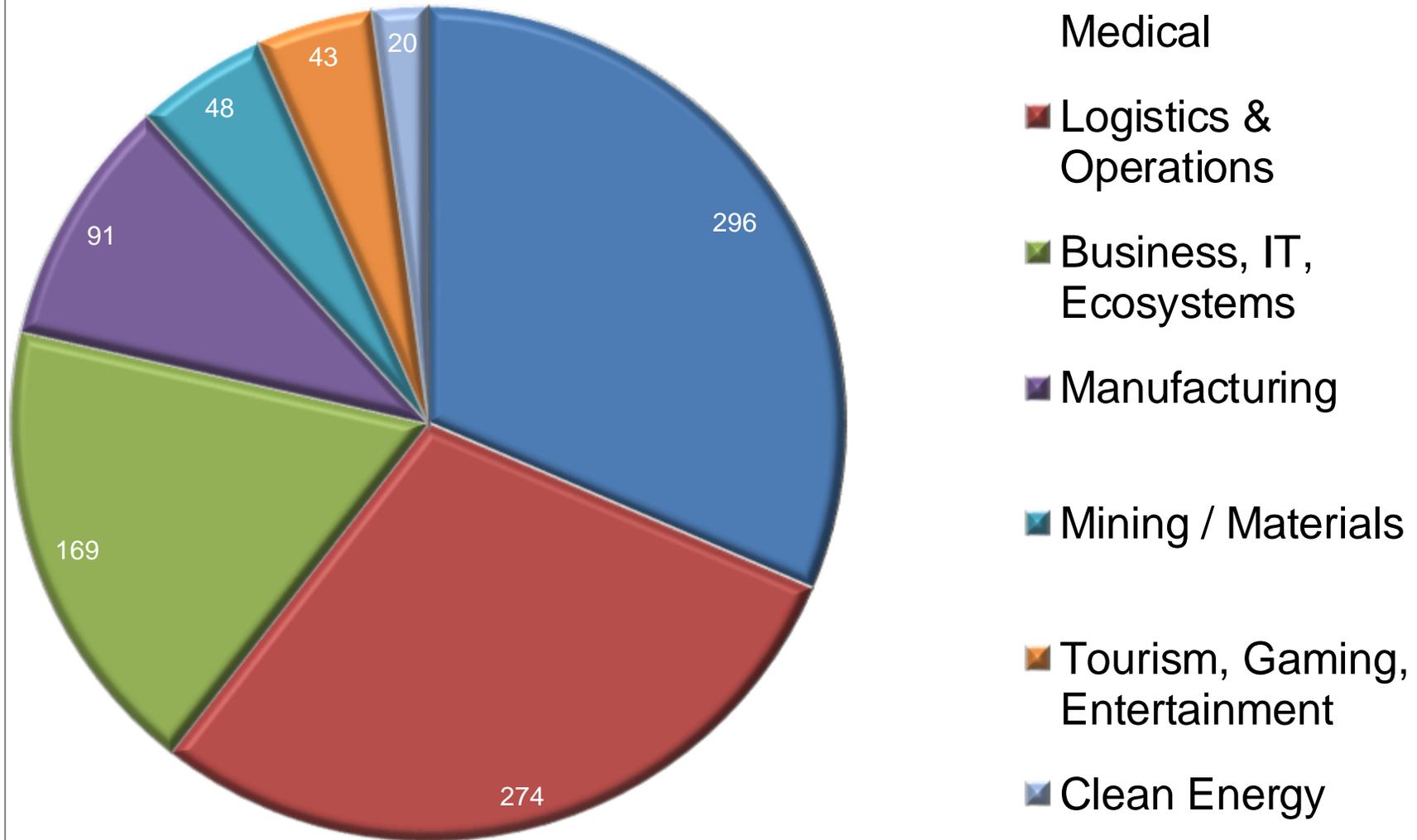
6490 South McCarran Blvd., Building A, Suite 1 Reno, NV 89509-6124
www.nevadaworks.com 775-337-8600 Fax 775-337-9589

**Dollars Spent by Sector
July 1, 2015 to June 30, 2016
Total \$2,493,366**

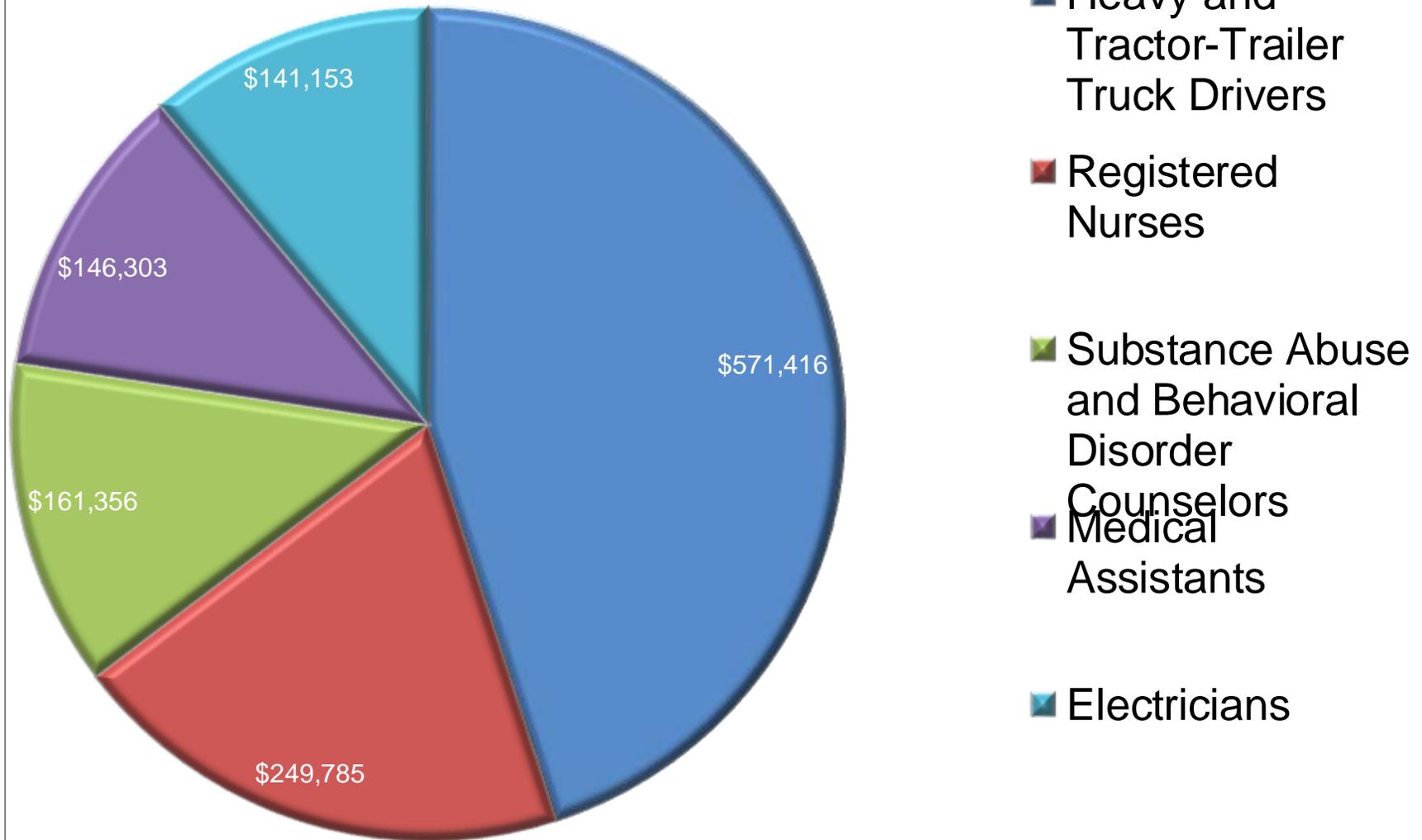


- Health Care / Medical
- Logistics & Operations
- Business, IT, Ecosystems
- Manufacturing
- Mining / Materials
- Tourism, Gaming, Entertainment
- Clean Energy

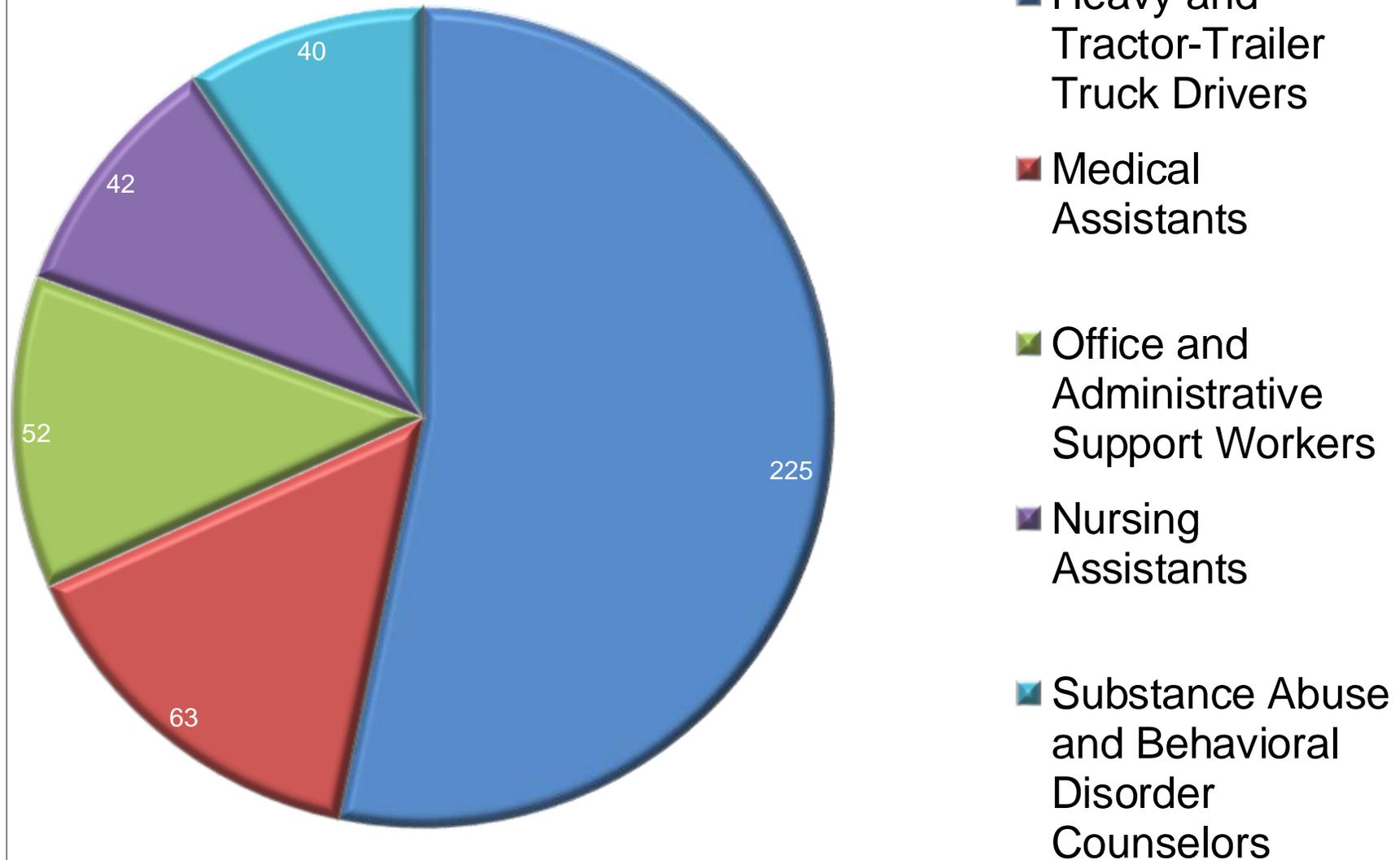
Client Count by Sector
July 1, 2015 to June 30, 2016
Total 941 Clients



**Dollars Spent Top 5 O*NET Codes
July 1, 2015 to June 30, 2016
Total \$1,270,013**



Top 5 O*NET Codes by Client Count
July 1, 2015 to June 30, 2016
Total 422 Clients



Performance for Nevadaworks Service Providers for the program year 2015 is as follows. The green highlighted cells indicate performance exceeded the Department of Labor (DOL) negotiated levels, yellow highlighted cells indicate performance was within 80% of the negotiated rate. % WIB Achieved is percentage of Local WIB Plan

Nevadaworks Performance Measures Rolling Four Quarters Ending Q4 PY2015 DOL Negotiated Rates as of June 30, 2015			
	DW Entered Employment	DW Retention	DW Average Earnings
DOL Negotiated Rate	77.0%	84.5%	\$15,922
% Attained	101.4%	94.2%	97.7%

Nevadaworks Performance Measures Rolling Four Quarters Ending Q4 PY2015 DOL Negotiated Rates as of June 30, 2015			
	Adult Entered Employment	Adult Retention	Adult Average Earnings
DOL Negotiated Rate	75.5%	82.4%	\$14,500
% Attained	93.2%	95.1%	91.0%

Nevadaworks Performance Measures Rolling Four Quarters Ending Q4 PY2015 DOL Negotiated Rates as of June 30, 2015			
	Youth Placement	Youth Attainment of Degree	Literacy / Numeracy
DOL Negotiated Rate	68.7%	61.0%	43.0%
% Attained	89.2%	106.1%	129.3%

The following interactive PDF file contains an interactive dashboard, allowing you to manipulate the dashboard in the PDF just as you could within the Futureworks Application Nevadaworks staff use. The information you will see is for the rolling 4 quarters ending 12/31/2015. First you will want to select the “ Negotiated Targets” radio button in the upper left portion of the page. You will now be able to view not only Nevada’s performance levels, but those of all states by making selections and navigating through countless pages of information. (Note: you must have the most recent version of Adobe Flash to view the interactive PDF)



Quarterly Report to the Governor's Workforce Development Board July, 2016

One-Stop Delivery System (OSDS)

- Workforce Connections (WC) released two Request for Proposals (RFPs) on May 20, 2016, that will provide WIOA youth services for the following areas:
 - WIOA Youth Services at the One-Stop Career Center located at 6330 W. Charleston Blvd., Las Vegas, NV, 89146.
 - WIOA Work-Based Learning Pilot in Henderson, Nevada, with an emphasis on key industry sectors: Health Care & Medical Services; Tourism, Gaming & Entertainment; Information Technology; and Manufacturing.
- WC is in the process of establishing full implementation of WIOA Adult, Dislocated Worker & Youth One-Stop Affiliate Sites for the following geographic areas: East Las Vegas, Mesquite, and Boulder City and/or Laughlin; and special initiatives for pre- and post-release re-entry services in partnership with the Clark County Detention Center and Las Vegas Metropolitan Police Department.

One Stop Career Center (OSCC)

- ResCare Workforce Services, the One-Stop Career Center operator along with Nevada Job Connect and Bureau of Vocational Rehabilitation have provided career services to over 1,600 job seekers during the 4th quarter (Apr - Jun) for a total of 7,100 served since July 1, 2015.
- Over 700 Southern Nevadans have been enrolled since July 1, with over 160 in the 4th quarter receiving services that include occupational skills training, on-the-job training, transportation assistance, work equipment, clothing, books and cards required for employment.
- The OSCC offers a variety of free career exploration and job readiness workshops on a daily/weekly basis. These career exploration activities include exposure to Science Technology Engineering and Math (STEM) occupations in Nevada's key industry sectors. To assist with job search and employment, it offers 6-8 job club sessions each month and hosts monthly job fairs that average 11 employers and 100 job seekers. Employers frequently hold hiring events in the OSCC where they conduct interviews and make offers on the spot.
- Navigation Sessions are offered 5 times per week to provide information regarding services, expectations, partnerships and pathways to success to 90 new OSCC job seekers per month.



- OSCC ResCare At Your Service (RAYS) customer satisfaction surveys averaged over 98% “Excellent” or “Good” ratings during the 4th quarter.
- The Mobile One-Stop (MOS) has been deployed 5 times during the 4th quarter. Community partnerships include Housing and Urban Development (HUD), Goodwill and Valley High School.
- OSCC ResCare staff attended the National Association of Job Training Assistance (NAJA) and National Association of Workforce Development Professionals (NAWDP) annual conferences. The focus of the conferences was on WIOA guidelines and implementation best practices.

Strategic Initiatives

- Workforce Connections continues to submit Local Area input for the Unified State Plan as requested by US DOL and DETR. The plan was originally submitted by DETR to US DOL on March 3, 2016. Revisions are in the works through the WIOA State Implementation Governance Working Group.
- Workforce Connections submitted its Local Strategic Plan for approval to DETR on May 31, 2016. Once approved, it will be signed and executed by the Board Chair and the Chief Local Elected Official. The Local Plan was written to be in alignment with and support the Unified State Plan as well as to address the specific regional needs of the Southern Nevada Workforce Development Area.
- Workforce Connections’ Local Area WIOA Implementation continues to progress on schedule. All activities and milestones are being documented in a comprehensive Gantt chart managed by the Executive Director.
- Workforce Connections’ Strategic Work Plan Goals Matrix quarterly update took place in April and was approved by the Board and Local Elected Officials. Review and updates will continue to take place on a quarterly basis.
- Implementation of the new Eligible Training Provider List (ETPL) online application and performance reporting process is complete. Refinements will continue to be implemented as needed.



- Phase 2 of the Interactive Career Exploration Project continues to be underway. When complete, it will provide participants access to innovative career exploration activities in Southern Nevada’s Industry Sectors from any mobile device and will add new resources under the “NVMYFuture!” webpage. Phase 1 included access from any computer. Participants are guided by interactive and fun virtual characters and can also take the Woofound Personality Assessment, a 2-3 minute fun visual assessment that is accurate, quick and delivers instant personalized career recommendations based on the unique traits of the client.
- Board staff continued to attend relevant US DOL webinars and trainings regarding the implementation of WIOA at the NAWDP 2016 Conference.

Business Engagement

- For the last eight (8) months, Workforce Connections has been assisting Sutherland Global to meet its aggressive goal of hiring 1,500 customer service representatives, technical support and other staff for its new Southern Nevada office. Wages are approximately \$12 per hour. As of June 2016, we have assisted in hiring approximately 200 new employees and 91 on-the-job training placements.
- Workforce Connections, Nevada Partners and Clark County Commissioner Lawrence Weekly invited job seekers interested in a career with the Metropolitan Police Department to a special town hall meeting on Thursday, June 2, 2016, at the Clark County Government Center. Metro careers offer a competitive salary, great benefits and opportunity for advancement. Metro desires for the police force to reflect the rich diversity in our community. Metro has a goal of hiring more than 300 officers by the end of 2016.
- On June 23rd, Workforce Connections invited youth ages 16 to 24 to participate in the NxGEN Youth Paid Internship Fair. Employers including BMC, Station Casinos, PLI, State Farm Insurance, Clean the World Organization, Goodwill of Southern Nevada, Originate, New York Life, and Batteries in a Flash.com have offered more than 75 youth an opportunity to earn while learning this summer.



YouthBuild Las Vegas (YBLV) 2015

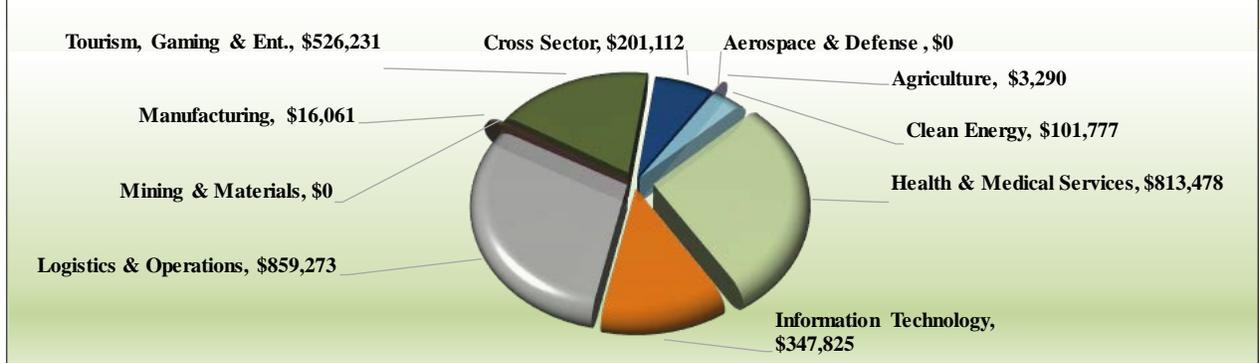
- Two YBLV participants attended the 28th Annual AmeriCorps Conference of Young Leaders (CoYL) in Arlington, VA and participated in YouthBuild USA's Capitol Hill Day in Washington D.C. Local YBLV representatives had the opportunity to participate in a series of workshops and discussion forums that connect participants to the national YouthBuild movement.
- Ten YBLV participants received their OSHA 30 training and can now supervise peers on the worksite.
- Approximately 75% of YBLV participants earned their Eli Segal AmeriCorps Education Award to be used for post-secondary education and/or advanced vocational training opportunities.
- YBLV Program Manager received the YouthBuild USA President's Award for Rising Star of the Affiliated Network.
- YBLV Construction Trainer was National Center for Construction Education and Research (NCCER) certified and is now certifying individuals in NCCER or Home Builders Institute Pre-Apprenticeship Certificate Training (HBI PACT).
- YBLV was awarded the 2016-17 YouthBuild AmeriCorps grant to continue providing opportunities for youth to earn their Eli Segal AmeriCorps Education Award.

Reporting (See Pgs. 5-6)

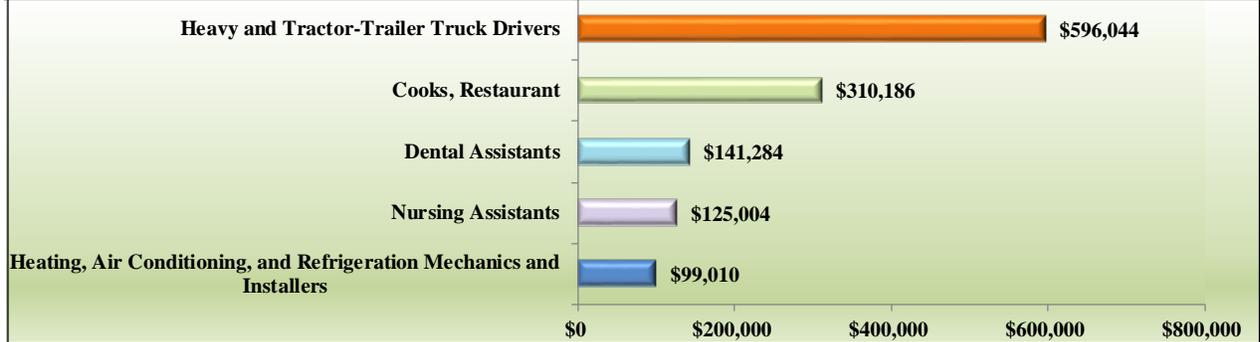


**Adult and Dislocated Workers Trained by Industry Sector
12 Months Ended June, 2016**

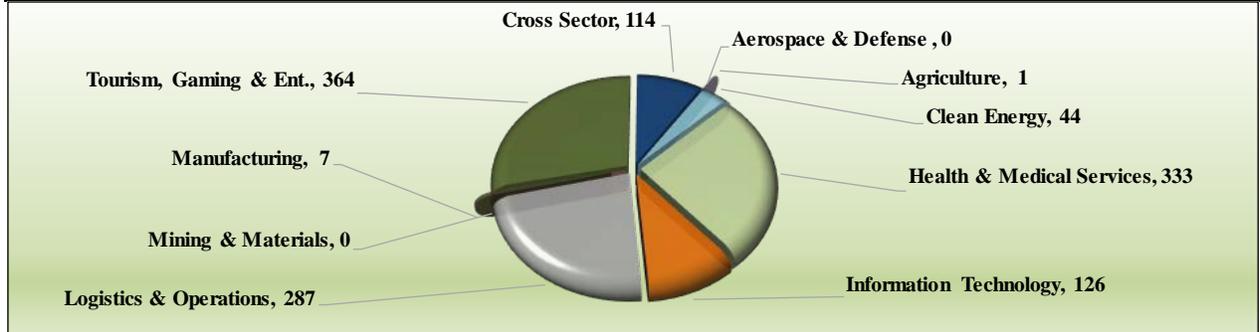
Total Training Spend by Sector - \$2,869,047



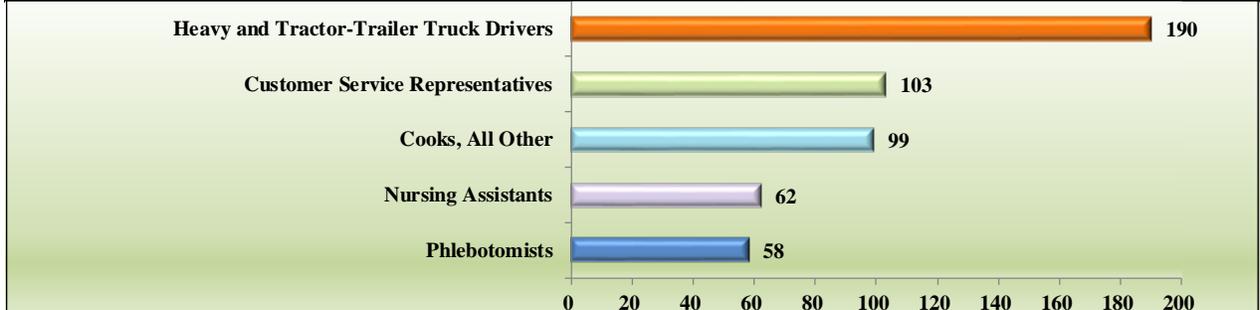
Top 5 Trainings by Dollars Spent



Number of Trainings by Sector - 1,276



Top 5 Trainings by Participant Count





workforce CONNECTIONS
Common Measures Performance
2Q PY15 Cumulative: April 1, 2015 through March 31, 2016

	<u>Actual</u>	<u>Negotiated</u>	⁽¹⁾	<u>% Achieved</u>
Adult Entered Employment				
Numerator	1,273			
Denominator	1,849			
Adult Entered Employment	68.8%	75.5%		91.2%
Adult Retention				
Numerator	1,388			
Denominator	1,698			
Adult Retention	81.7%	82.4%		99.2%
Adult Average Earnings				
Numerator	\$18,589,289			
Denominator	1,371			
Adult Average Earnings	\$13,559	\$14,500		93.5%
Dislocated Worker Entered Employment				
Numerator	514			
Denominator	719			
Dislocated Worker Entered Employment	71.5%	77.0%		92.8%
Dislocated Worker Retention				
Numerator	459			
Denominator	535			
Dislocated Worker Retention	85.8%	84.5%		101.5%
Dislocated Worker Average Earnings				
Numerator	\$6,274,833			
Denominator	454			
Dislocated Worker Average Earnings	\$13,821	\$15,922		86.8%
Youth Placement in Employment or Education				
Numerator	912			
Denominator	1,503			
Youth Placement in Employment or Education	60.7%	69.0%		87.9%
Youth Attainment of Degree or Certificate				
Numerator	734			
Denominator	1,155			
Youth Attainment of Degree or Certificate	63.5%	61.0%		104.2%
Youth Literacy and Numeracy Gains				
Numerator	258			
Denominator	465			
Youth Literacy and Numeracy Gains	55.5%	43.0%		129.0%
Notes:				
1) Key: % Achieved	Failing <80%	Meeting >=80%	Exceeding >=100%	

State of Nevada												
Department of Employment, Training and Rehabilitation												
Workforce Innovation and Opportunity Act (WIOA)												
Analysis of Expenditures												
June 30, 2016												
Budget		TOTAL			PY15				PY14			
Committee					Term: 04/01/15 - 6/30/18				Term: 04/01/14 - 6/30/17			
Approved Date		Allocation	Expenses	Available Balance	Allocation	Expenses	% Spent	Available Balance	Allocation	Expenses	% Spent	Available Balance
NV Workforce Investment Boards												
North (G/L 8750, 8752, 8754)												
	Adult (includes 25% transfer)	4,806,816.00	(3,935,377.18)	871,438.82	2,303,301.00	(1,431,862.18)		871,438.82	2,503,515.00	(2,503,515.00)		0.00
	Youth	4,320,155.00	(3,491,553.30)	828,601.70	2,157,427.00	(1,328,825.30)		828,601.70	2,162,728.00	(2,162,728.00)		0.00
	Dislocated Worker (includes 25% transfer)	5,263,195.00	(4,205,877.87)	1,057,317.13	2,428,620.00	(1,371,302.87)		1,057,317.13	2,834,575.00	(2,834,575.00)		0.00
	Subtotal - North	14,390,166.00	(11,632,808.35)	2,757,357.65	6,889,348.00	(4,131,990.35)	60%	2,757,357.65	7,500,818.00	(7,500,818.00)	100%	0.00
South (G/L 8751, 8753, 8755)												
	Adult (includes 25% transfer)	17,038,015.00	(14,152,515.67)	2,885,499.33	7,375,010.00	(4,489,510.67)		2,885,499.33	9,663,005.00	(9,663,005.00)		0.00
	Youth	11,900,788.00	(7,701,195.37)	4,199,592.63	5,973,728.00	(1,774,135.37)		4,199,592.63	5,927,060.00	(5,927,060.00)		0.00
	Dislocated Worker	8,254,503.00	(5,787,318.02)	2,467,184.98	4,448,425.00	(1,981,240.02)		2,467,184.98	3,806,078.00	(3,806,078.00)		0.00
	Subtotal - South	37,193,306.00	(27,641,029.06)	9,552,276.94	17,797,163.00	(8,244,886.06)	46%	9,552,276.94	19,396,143.00	(19,396,143.00)	100%	0.00
	Total - Nevada Workforce Investment Boards	51,583,472.00	(39,273,837.41)	12,309,634.59	24,686,511.00	(12,376,876.41)	50%	12,309,634.59	26,896,961.00	(26,896,961.00)	100%	0.00
Rapid Response												
	"Regular" RR	1,037,180.55	(647,063.41)	390,117.14	648,248.18	(258,131.04)		390,117.14	388,932.37	(388,932.37)		0.00
	PY14/15 RR Funds used for WIOA Transition Activities	1,282,541.45	(128,690.80)	1,153,850.65	1,169,845.82	(15,995.17)		1,153,850.65	112,695.63	(112,695.63)		0.00
	PY15 RR funds used for SAWS Project	1,500,000.00	0.00	1,500,000.00	1,500,000.00	0.00		1,500,000.00	0.00	0.00		0.00
	Total Rapid Response - (Dislocated Worker)	3,819,722.00	(775,754.21)	3,043,967.79	3,318,094.00	(274,126.21)	8%	3,043,967.79	501,628.00	(501,628.00)	100%	0.00
Statewide - Governor's Reserve												
	Office of Workforce Development	79,783.00	(3,737.25)	76,045.75	79,783.00	(3,737.25)		76,045.75	0.00	0.00		0.00
	CSN Apprenticeship Contract PY13-GR-CSN	162,949.99	(162,949.99)	0.00	0.00	0.00		0.00	162,949.99	(162,949.99)		0.00
	TMCC Apprenticeship Contract PY14-GR-TMCC	72,714.00	(72,714.00)	0.00	0.00	0.00		0.00	72,714.00	(72,714.00)		0.00
	WNC Apprenticeship Contract PY14-GR-WNC	5,692.00	(5,692.00)	0.00	0.00	0.00		0.00	5,692.00	(5,692.00)		0.00
	CSN Apprenticeship Contract PY14-GR-CSN	366,242.70	(366,242.70)	0.00	5,189.98	(5,189.98)		0.00	361,052.72	(361,052.72)		0.00
	CSN Apprenticeship Contract PY15-GR-CSN	359,460.00	(174,736.88)	184,723.12	359,460.00	(174,736.88)		184,723.12	0.00	0.00		0.00
	TMCC Apprenticeship Contract PY15-GR-TMCC	80,725.00	(80,725.00)	0.00	80,725.00	(80,725.00)		0.00	0.00	0.00		0.00
	WNC Apprenticeship Contract PY15-GR-WNC	19,264.00	(19,264.00)	0.00	19,264.00	(19,264.00)		0.00	0.00	0.00		0.00
	Surveys/Reporting (G/L 7064) R&A	597,918.00	(586,931.57)	10,986.43	347,851.00	(336,864.57)		10,986.43	250,067.00	(250,067.00)		0.00
	DETR Statewide JobConnect System Support FY15	1,016,935.92	(1,016,935.92)	0.00	16,110.36	(16,110.36)		0.00	1,000,825.56	(1,000,825.56)		0.00
	DETR Statewide JobConnect System Support FY16	990,069.00	(667,429.12)	322,639.88	990,069.00	(667,429.12)		322,639.88	0.00	0.00		0.00
	Total Statewide Governor's Reserve	3,751,753.61	(3,157,358.43)	594,395.18	1,898,452.34	(1,304,057.16)	69%	594,395.18	1,853,301.27	(1,853,301.27)	100%	0.00
Administration												
	"Regular" Admin 5%	1,914,815.76	(1,839,054.64)	75,761.12	1,203,383.16	(1,127,622.04)		75,761.12	711,432.60	(711,432.60)		0.00
	JA Solari Audit Contract PY12-Audit/Solari exp 06/30/15	53,565.63	(53,565.63)	0.00	0.00	0.00		0.00	53,565.63	(53,565.63)		0.00
	Deborah Campbell & Associates 1942-16-Admin	18,750.00	(18,750.00)	0.00	9,787.50	(9,787.50)		0.00	8,962.50	(8,962.50)		0.00
	Total Statewide - Administration	1,987,131.39	(1,911,370.27)	75,761.12	1,213,170.66	(1,137,409.54)	94%	75,761.12	773,960.73	(773,960.73)	100%	0.00
	TOTAL WIA	61,142,079.00	(45,118,320.32)	16,023,758.68	31,116,228.00	(15,092,469.32)	49%	16,023,758.68	30,025,851.00	(30,025,851.00)	100%	0.00
	Verify	61,142,079.00	(45,118,320.32)	16,023,758.68	31,116,228.00	(15,092,469.32)		16,023,758.68	30,025,851.00	(30,025,851.00)		0.00
	Variance	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00
	Verify authority to allocations	0.00			0.00				0.00			