

**SOUTHERN ALLEGHENIES
WORKFORCE DEVELOPMENT BOARD (SAWDB)**

SAWDB EXECUTIVE COMMITTEE MEETING

December 12, 2023

10:00 AM

**Southern Alleghenies Planning and Development Commission, also available via Zoom Meeting Platform
Altoona, PA**

AGENDA

<u>TOPIC</u>	<u>NAME</u>
Welcome and Introductions	Jesper Nielsen, SAWDB Chair
Approval of Minutes from October 10, 2023 *	Jesper Nielsen
Director's Report <ul style="list-style-type: none">• Red/Green Report• Update on Regional School-To-Work Proposal• SAWDB LEO Agreement	Jennifer Sklodowski, SAWDB Director
Commonwealth Update	Keith Baker, BWPO, Asst. Regional Director
Supportive Services Policy Apprenticeship Policy Discussion	WIOA Title I Providers and Committee Members
One-Stop Operator Report	Bradley Burger, Lead OSO Representative
Other Business	All
Adjournment	

***Requires Formal Action**

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Tuesday, October 10, 2023
Southern Alleghenies Planning and Development Commission, also available via Zoom
Meeting Platform
Altoona, Pennsylvania**

ACTION SUMMARY

Following are the major actions taken by the SAWDB Executive Committee at its regular meeting held on October 10, 2023, at the Southern Alleghenies Planning & Development Commission office, participation via Zoom as well.

1. Approved the minutes of the SAWDB Executive Committee meeting held on September 12, 2023, as presented. Motion was made by Ms. Sharon Clapper and seconded by Mr. Keith Baker. The motion passed with unanimous approval.
2. Motion to approve the support request from PA CareerLink® Bedford in the amount of \$7,803 to help with the center's relocation was made by Ms. Wendy Melius and seconded by Mr. Bob Parsons. The motion passed with unanimous approval.

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING**

October 10, 2023

**Southern Alleghenies Planning and Development Commission, also available via Zoom
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Members Participating

Bob Parsons	B & B Designed Systems
Cory Sisto	IFC Services
Craig Schield	OVR
Jesper Nielsen	Croyle-Nielsen Therapeutic Associates
Julia Brulia	Gateway Travel Plaza0
Keith Baker	BWPO
Sharon Clapper	Clapper's Industries
Wendy Melius	CCA

Non-Members

Amy Horwath	Goodwill
Barb Covert	E & T
Debbie Ankney	Tableland Services
Gwen Fisher	Goodwill
Judy Lutz	E & T
Lisa Phillips	Tableland Services
Sarah Helman	Goodwill
Jen Sklodowski	SAP&DC
Steve Howsare	SAP&DC
Jill Reigh	SAP&DC
Jim Walker	SAP&DC
Tim Baranik	SAP&DC
Renee Best	SAP&DC

Call to Order

SAWDB Chair, Mr. Jesper Nielsen, called the meeting of the Southern Alleghenies Workforce Development Board Executive Committee to order at 10:00 a.m. and roll call was taken. The meeting was open to the public and also available virtually using Zoom.

Approval of Minutes from September 12, 2023

Mr. Jesper Nielsen asked for a motion for approval of the minutes from the September 12, 2023, Executive Committee meeting. There were no questions, concerns, or discussion regarding the minutes.

Ms. Sharon Clapper made a motion to approve the September 12, 2023, Executive Committee meeting minutes as presented. Mr. Keith Baker seconded the motion. The motion passed with unanimous approval.

Director's Report

Outcome of September Action Items

Mr. Jesper Nielsen reported that there was a lack of a quorum at the September 12, 2023

Executive Committee Meeting. Therefore, Ms. Jennifer Sklodowski sent a ballot via email to the Executive Committee members for motion approval, and eight ballots were received:

- Approval was received for the July 11, 2023 Executive Committee meeting minutes.
- Approval was received for the final PY'23 Budget.
- Approval was received to amend the Individual Training Account Policy.

Review of PY'23 Budget

Ms. Jennifer Sklodowski reviewed the PY'23 Budget Summary and noted that the SAWDB is in a very strong financial position with more than sufficient funding available for approval of training requests. Training requests continue to remain low; for this fiscal year there have been 18 requests to date (Adult - 6, Dislocated Worker - 4, Youth - 8). The two sectors that stood out were truck drivers and information technology.

Mr. Jesper Nielsen asked if there will be additional training requests coming through with the newly approved High Priority Occupation List now that occupations in the childcare and aviation field have been added. Mr. Jim Walker stated that aviation and childcare were two sectors that had courses affiliated with the High Priority Occupation List. On the aviation side, Saint Francis is partnering with Nulton Aviation to develop several courses, but they have not come to fruition yet. Regarding childcare, there were some programs that have been added that were for childcare workers and there are many more programs affiliated with childcare. The schools have to be on board to develop the curriculums.

Ms. Sharon Clapper questioned if the large amount in Reserve should be of concern. Ms. Sklodowski noted that she will be meeting with SAP&DC's fiscal department regarding how much funding can be moved at this time.

Red/Green Report

Ms. Jennifer Sklodowski referred to the Red/Green Report and noted that it reflects two months of expenditures. At this time invoices for the month of September are coming into SAP&DC. This report reflects Title I provider expenditure rates as measured against the 80% expenditure agreement. Adult and Dislocated Worker are on target for the quarter.

Regarding Youth expenditures, E & T is on target, but Goodwill and Tableland are not meeting the quarter target. Even though it is early in the year, providers need to focus on meeting the requirements going forward.

Mr. Nielsen asked Goodwill and Tableland providers if there is anything the Board can do to help them. Ms. Sarah Helman noted that Goodwill is currently recruiting for a staff member in each county, which is hampering their results. Goodwill has seen an influx of OSY registrations.

Ms. Sklodowski stated that all providers met their quarter targets for TANF.

Ms. Sklodowski referred to page 2 of the Red/Green report and stated that it tracks expenditure rates as measured against the 20% and 75% WIOA expenditure requirements. Goodwill and E & T are on track for the region to meet the 20% requirement, with Tableland falling short. It is important to monitor results early on so the SAWDB is not subject to recapture of funds in the future.

Request for Support – Bedford Site

Ms. Jennifer Sklodowski reported that the SAWDB has received a request for support in the amount of \$7,803 from the PA CareerLink® Bedford to assist with the center's relocation to the Bedford County Technical Center. Ms. Sklodowski reviewed the expense descriptions in addition to the estimated expenses associated with the move. Ms. Gwen Fisher explained some of the costs associated with continuing to do business when moving to a new location: changes to the building, internet access, fax, phones, printers.

Ms. Wendy Melius made a motion to approve the support request from the PA CareerLink® Bedford in the amount of \$7,803. Mr. Bob Parsons seconded the motion. The motion passed with unanimous approval.

Service Element Evaluation & Monitoring (SEEM) Training – Overview

Mr. Jim Walker provided information on the SEEM training. There were follow-ups on state monitoring and state trainings that were conducted throughout the entire state. They involved file review and are indirectly related to processes related to monitoring that is done for Title I. Eligibility determination goes along with file review that is called data element validation. This was also part of the statewide corrective action that had to be put in place by the PA Department of Labor through the state. Some of the training was for staff monitors as well as local PA CareerLink® staff. This training has been taking place for six months where all PA CareerLink® staff has to participate in.

Ms. Sklodowski gave kudos to her team for pulling the staff training together very quickly for the state and thanked the providers for participating in it.

One-Stop Operator Report

Ms. Lisa Phillips shared that they have been working on the November 9th workforce symposium and securing presenters and data collection.

Ms. Jill Reigh stated that the registration link for the event was sent out on Friday. The event will be held on November 9th, from 7:30 to noon at the Blair County Convention Center. This event will be the beginning of a conversation around reinventing the workforce system and developing a new ecosystem.

Staff Remote Work Decision

Mr. Keith Baker provided an update on the telework plan. BWPO staff that work in the PA CareerLink® offices are now permitted to opt in to telework one day a week, and this is a permanent option. Discussion centered on the benefits and downside of remote work and types of industries where remote work can be done.

Other Business

Ms. Clapper shared that Ms. Sklodowski did a great job presenting at the Penn Highlands Workforce Solutions Forum.

Ms. Clapper also shared that the Somerset County Transition Fair will be held on Thursday at the Somerset County Tech Center, and all of the school districts in Somerset County have been invited. There will be an employer panel, agency panel, and a series of vendors attending. There will be a healthcare expo the following week with UPMC; the goal is to inform students about the many opportunities within the healthcare industry in addition to showcasing jobs that are not often thought of. There will be 60 students attending this event.

Ms. Fisher thanked the Board for their continued support with their job fairs. Results from the recent Blair County job fair were shared: over 83 employers attended, over 400 job seekers attended the event, and 24 job offers were made on the spot. There were four high schools in attendance, and it was a really great event. Ms. Fisher noted that 24% of job seekers were already employed. There are varying things happening within the workforce in each county, and jobs continue to increase in various counties.

Ms. Julie Brulia shared that Gateway Travel Plaza hired five people from the Blair County job fair. She also shared that Dunkin Donuts in Roaring Spring is currently hiring and will be opening on November 20th. Arby's in Roaring Spring will be opening on December 18th.

Ms. Barb Covert thanked the Board for their support. Results from the recent Huntingdon County job fair were shared: 45 employers attended, 111 job seekers in attendance, 22% of job seekers were already employed, one school district in attendance, 74 interviews were scheduled, and over 800 positions were being recruited for.

The Fulton County job fair will be held on October 25th with four school districts attending.

Discussion centered on job fair demographic characteristics and if these statistics are available. Mr. Walker stated that these numbers are often difficult to track, there is a shift of demographics especially in the rural areas. There is a need for workforce development to adopt training methods that can teach basic skills. Enrollment requirements for Title I services were also discussed.

Discussion focused on unemployment statistics and how many individuals have stopped filing for UC or have taken early retirement. Mr. Baker stated that BWPO is working on a project to review the data where UC claimants filed a claim and received at least one payment but are no longer in the workforce. There are currently 426,000 individuals on this list. Surveys will be sent out to them asking why they did not return to the workforce and if they would like to be contacted by PA CareerLink® staff.

It is important to have internal career ladders and for companies to be able to train individuals to move up internally so there is motivation to stay in the workforce above and beyond wages. Mr. Nielsen stated that it is important for the Board and providers to look at what will have the greatest impact and try to focus on this.

Adjournment

There being no further business, the meeting was adjourned at 11:15 a.m.

The next meeting of the Southern Alleghenies Workforce Development Board Executive Committee will be held on Tuesday, December 12, 2023, 10:00 a.m.
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ON TARGET
SHORTFALL

Quarterly Targets	Adult	Dw	Youth	Tanf
Goodwill	\$ 114,417	\$ 103,000	\$ 107,108	\$ 122,577
E&T	\$ 52,810	\$ 47,458	\$ 48,110	\$ 25,689
Tableland	\$ 45,259	\$ 29,387	\$ 42,902	\$ 28,761
Fund Total	\$ 212,486	\$ 179,845	\$ 198,120	\$ 177,027

[illegible]

PY23 TITLE I PROVIDER QUARTERLY EXPENDITURE RATES
AS MEASURED AGAINST 20% & 75% WIOA EXPENDITURE REQUIREMENTS

ON TARGET

SHORTFALL

Monthly Targets	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 8,926	\$ 33,471
E&T	\$ 4,009	\$ 15,035
Tableland	\$ 3,575	\$ 13,407
Fund Total	\$ 16,510	\$ 61,913

Quarterly Targets	WIOA YTH - Work Exp. (20%)	WIOA YTH - OSY (75%)
Goodwill	\$ 26,777	\$ 100,413
E&T	\$ 12,028	\$ 45,104
Tableland	\$ 10,726	\$ 40,221
Fund Total	\$ 49,531	\$ 185,738

Provider/Fund	WIOA Youth Budget	Exp. July	Exp. Aug	Exp. Sept	QTR Target	Exp. Oct	Exp. Nov	Exp. Dec	QTR Target	Exp. Jan	Exp. Feb	Exp. March	QTR Target	Exp. Apr	Exp. May	Exp. June	Cumm. YTD	Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent
WIOA YTH - Work Exp																						
Goodwill	\$ 535,538	18,374	16,794	5,965	YES	5,361	-	-	NO	-	-	-	NO	-	-	-	\$ 48,484	\$ 489,044	\$ 107,108	\$ 107,108	8.58%	43.41%
E&T, Inc	\$ 240,552	10,666	21,441	9,867	YES	5,808	-	-	NO	-	-	-	NO	-	-	-	\$ 47,782	\$ 192,770	\$ 48,110	\$ 48,110	19.86%	89.32%
Tableland	\$ 214,510	479,75	1,757	485	NO	570	-	-	NO	0	-	-	NO	-	-	-	\$ 3,282	\$ 211,218	\$ 42,902	\$ 42,902	1.53%	7.67%
Total WIOA Youth	\$ 990,600	\$ 29,040	\$ 39,992	\$ 16,317	YES	\$ 11,739	\$ -	\$ -	NO	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 97,088	\$ 893,032	\$ 198,120	\$ 198,120	9.80%	48.00%

Provider/Fund	WIOA Youth Budget	Exp. July	Exp. Aug	Exp. Sept	QTR Target	Exp. Oct	Exp. Nov	Exp. Dec	QTR Target	Exp. Jan	Exp. Feb	Exp. March	QTR Target	Exp. Apr	Exp. May	Exp. June	Cumm. YTD	Available	20% Target	75% Target	% of Budget Spent	% of Goal Spent
WIOA YTH - OSY																						
Goodwill	\$ 535,538	52,877	49,326	45,286	YES	33,791	-	-	NO	-	-	-	NO	-	-	-	\$ 182,280	\$ 353,258	\$ 401,654	\$ 401,654	34.04%	45.38%
E&T, Inc	\$ 240,552	22,268	35,408	22,668	YES	15,048	-	-	NO	-	-	-	NO	-	-	-	\$ 95,392	\$ 145,160	\$ 180,414	\$ 180,414	39.66%	52.87%
Tableland	\$ 214,510	11332.8	11,952	12,768	NO	15616	-	-	NO	0	-	-	NO	-	-	-	\$ 51,669	\$ 162,841	\$ 160,893	\$ 160,893	24.09%	32.12%
Total WIOA Youth	\$ 990,600	\$ 86,478	\$ 96,686	\$ 81,722	YES	\$ 64,455	\$ -	\$ -	NO	\$ -	\$ -	\$ -	NO	\$ -	\$ -	\$ -	\$ 329,341	\$ 661,259	\$ 742,950	\$ 742,950	33.25%	44.33%

Southern Alleghenies Workforce Development Board (SAWDB)
Youth Supportive Services Policy

POLICY		Youth Supportive Services Policy
<input type="checkbox"/> NEW	<input checked="" type="checkbox"/> REVISION	
PURPOSE		To ensure successful experience for youth
DATE APPROVED BY SAWDB		

The following supportive services are available to youth registered and receiving one or more of the required WIOA service elements. **A per-person Supportive Service cap of \$4,000.00 will be in place while the participant is active in WIOA Title I Youth Services and Training services.**

Implement Allowance

Implement Allowances include gift certificates, gift cards, or direct payments to vendors, to off-set the cost of items that will enhance the marketability of the customer (i.e. professional attire, tools & equipment, professional or commercial certifications, driver education, personal hygiene-related, GED Tests) or assist with the initial transition into employment pending the following:

Career Planners will evaluate the youth's need for such an allowance and document the level of service in the customer's Individual Service Strategy.

- Career Planners will counsel the youth regarding options and alternatives for clothes, tools and equipment purchases.
- Career Planners will provide youth with a gift card or certificate as well as direct payment to a department store. The amount of the allowance will be determined by the Career Planner based on the need of the customer.
- The Career Planner will complete invoice forms on behalf of the WIOA customer and submit them to SAP&DC.
- A \$400.00 cap will be applied to the Implement Allowance.

The following supportive services will be available to youth registered and enrolled into a WIOA funded On-the-Job Training, Individual Training Account, or WIOA subsidized Work Experience Program. Assistance includes:

Transportation

Transportation supportive services can be used for:

- Van service
- Bus Token
- Automobile
- Reimbursement will be available for those traveling in excess of 10 miles round trip and is based on the distance from the customer's home to their training institution or work site. The rate of reimbursement will be 80% of the Federal standard mileage reimbursement rate for automobiles; calculations for mileage reimbursement will begin with the 11th mile traveled.

Childcare Support

- Individuals are required to apply for Child Care Works as well as other available sources of subsidized day care.
- If an individual is eligible for subsidized day care, their co-pay will be covered through WIOA supportive services. The rate of reimbursement for those not eligible for subsidized day care will be a maximum of \$2.00 per hour, per child, per day or \$14.00 total reimbursement per day per child.
- Childcare expenses can be reimbursed for services provided by a registered day care or relative care; relative care does not include parents of the child.
- Reimbursement will be made only for the actual time spent in class/classes, plus up to two hours of travel time.
- For those children receiving care at a registered daycare, the daycare operator can be paid directly on a monthly basis, or the customer can be reimbursed for childcare services with the appropriate receipt. Any difference in fees will be the responsibility of the customer.
- For those children receiving care by a family member or friend, a W-9 form must be completed by the provider prior to requesting childcare assistance.
- The Career Planner will be responsible for seeking alternative childcare opportunities (Department of Human Services/Head Start, etc).
- The Career Planner will be responsible for verifying all childcare information including the proper submission of a W-9.
- A copy of the student's class schedule must be submitted each semester that childcare is requested.
- The Career Planner will complete invoice forms on behalf of the WIOA customer and submit them to SAP&DC.

Southern Alleghenies Workforce Development Board (SAWDB) Dislocated Worker Supportive Services Policy

POLICY		Dislocated Worker Supportive Services Policy
<input type="radio"/> NEW	<input checked="" type="radio"/> REVISION	
PURPOSE		To ensure success for Dislocated Workers engaged in selected WIOA Training or Work Experience services
DATE APPROVED BY SAWDB		

Customers determined eligible for supportive services may utilize childcare support and transportation assistance*. In addition to these services, customers are eligible to receive an implement allowance if needed. A per-person Supportive Service cap of \$4,000.00 will be in place while the participant is active in WIOA Individualized Career and Training services.

Childcare Support

Workforce Innovation and Opportunity Act (WIOA) funds can be used to assist registered individuals in a WIOA or Trade funded training program, the WIOA-funded Subsidized Work Experience program, or the WIOA-funded On-the-Job Training program with childcare expenses pending the following:

- Individuals must be enrolled into an Individual Training Account as a full-time student, enrolled in an On-the-Job Training contract, or be participating in a Subsidized Work Experience program.
- For those in the Intensive level Subsidized Work Experience program or in the On-the-Job Training program, childcare assistance will only be available to the individual until he/she receives their first paycheck.
- Individuals are required to apply for Child Care Works as well as other available sources for subsidized day care.
- If an individual is eligible for subsidized day care, their co-pay will be covered through WIOA supportive services. The rate of reimbursement for those not eligible for subsidized day care will be a maximum of \$2.00 per hour, per child, per day or \$14.00 total reimbursement per day per child.
- Childcare expenses can be reimbursed for services provided by a registered day care or relative care; relative care does not include parents of the child.
- For those children receiving care at a registered daycare, the daycare operator can be paid directly on a monthly basis or the customer can be reimbursed for childcare services with the appropriate receipt. Any difference in fees will be the responsibility of the customer.
- For those children receiving care by a family member or friend, a W-9 form must be completed by the provider prior to requesting childcare assistance.

- The Career Planner will be responsible for seeking alternative childcare opportunities (Department of Public Welfare/ Head Start etc)
- The Career Planner will be responsible for verifying all childcare information including the proper submission of a W-9.
- A copy of the student's class schedule must be submitted each semester that childcare is requested.
- Childcare expenses will be granted only for time in school or actual hours on the job plus up to two hours of travel time.
- The Career Planner will complete invoice forms on behalf of the WIOA customer and submit them to SAP&DC.

Implement Allowance

This service, available for those in intensive level services (where appropriate), and training level services, will include gift certificates, gift cards, or direct payments to a vendor, to off-set the cost of items that will enhance the marketability of the customer (i.e., professional work attire, tools & equipment, professional or commercial certifications, driver education, GED testing), or assist with the initial transition into employment, pending the following:

- Career Planners will evaluate the WIOA customer's need for such an allowance and document the level of service in the customer's Individual Employment Plan.
- Career Planners will counsel WIOA customers regarding options and alternatives for clothes, tools and equipment purchases.
- WIOA Career Planners will provide customers with a gift card or certificate to local department stores. The amount of the card will be determined by the Career Planner, based on the need of the customer.
- Customers are expected to turn in all receipts from their purchases. In the event that a customer has purchased an ineligible item, the amount of that item will be deducted from the customer's next Needs-Based payment.
- The Career Planner will complete invoice forms on behalf of the WIOA customer and submit them to SAP&DC.
- A \$400.00 cap will be applied to the Implement Allowance.

Transportation

WIOA funds can be used to assist with transportation costs for registered individuals participating in a WIOA or Trade funded classroom training, WIOA-funded On-the-Job training, or in the WIOA-funded Subsidized Work Experience program pending the following:

- Transportation assistance may be used to assist customers in getting to and from school or, in the case of On-the-Job training, to and from work. For those participating in On-the-Job training or the Subsidized Work Experience program, assistance will only be provided until the customer receives their first paycheck.
- Transportation assistance provided while a customer is participating in an Individual Training Account will only be provided if a customer is unemployed and unable to secure any other type of assistance.
- Reimbursement will be available to those traveling in excess of 10 miles round trip and is based on the distance from the customer's home to their training institution or work site. The rate of reimbursement will be 80% of the

Federal standard mileage reimbursement rate for automobiles, calculations for mileage reimbursement will begin with the 11th mile traveled.

- Transportation assistance will be paid on a monthly basis.
- The Career Planner will complete invoice forms on behalf of the WIOA customer and submit them to SAP&DC.

Note- Access to Supportive Services for Trade customers is contingent upon them not receiving childcare or transportation assistance through the Trade Program.

***In the event that special training-related funds are secured, these supportive services may be expanded to mirror state accepted/approved supportive services.**

Southern Alleghenies Workforce Investment Board (SAWIB)
Adult Supportive Services Policy

POLICY		Adult Supportive Services Policy
○ NEW	■ REVISION	
PURPOSE		To ensure access for Adults engaged in Training services and for implement allowances WIOA Individualized Career and Training services.
DATE APPROVED BY WDB		

Customers determined eligible for supportive services may utilize childcare support and transportation assistance. In addition to these services, customers are eligible to receive an implement allowance if needed. A per-person Supportive Service cap of \$4,000.00 will be in place while the participant is active in WIOA Individualized Career and Training services.

Childcare Support

Workforce Innovation and Opportunity Act (WIOA) funds can be used to assist registered individuals in a WIOA funded Occupational skills or On-The Job (OJT) training program, WIOA funded Individualized Career services, with childcare expenses pending the following:

- Individuals must be enrolled into an Individual Training Account as a full-time student, participating in the Subsidized Work Experience program or enrolled in an On- the- Job Training contract.
- For those in the Subsidized Work Experience program or in the On-The-Job Training program, childcare assistance will only be available to the individual until he/she receives their first pay check.
- Childcare expenses can be reimbursed for services provided by a registered day care or relative care; relative care does not include parents of the child.
- Individuals are required to apply for Child Care Works as well as other available sources for subsidized day care.
- If an individual is eligible for subsidized day care, their co-pay will be covered through WIOA supportive services. The rate of reimbursement for those not eligible for subsidized day care will be a maximum of \$2.00 per hour per child, per day or \$14.00 total reimbursed per day per child.
- Reimbursement will be made only for the actual time spent in class/classes, or on the job, plus up to two hours of travel time.
- For those children receiving care at a registered daycare, the daycare operator can be paid directly on a monthly basis, or the customer can be reimbursed for childcare services with the appropriate receipt. Any difference in fees will be the responsibility of the customer.
- For those children receiving care by a family member or friend, a W-9 form must be completed by the provider prior to requesting childcare assistance.
- The Career Planner will be responsible for first seeking alternative childcare opportunities (Department of Human Services/ Head Start, etc).
- The Career Planner will be responsible for verifying all childcare information including the proper submission of a W-9.

- A copy of the student's class schedule must be submitted each semester that childcare is requested.
- The Career Planner will complete invoice forms on behalf of the WIOA customer and submit them to SAP&DC.

Transportation

Workforce Innovation and Opportunity Act (WIOA) funds can be used to assist with transportation cost for registered individuals participating in a WIOA funded Occupational Skills or WIOA funded On- the-Job training, or the WIOA Individualized Career Services pending the following:

- Transportation assistance may be used to assist customers in getting to and from school or, in the case of On-the-Job training or the Subsidized Work Experience program to and from work. For those participating in On-the-Job training or the Subsidized Work Experience program, assistance will only be provided until the customer receives their first paycheck.
- Transportation assistance provided while a customer is participating in an Individual Training Account will only be provided if a customer is unemployed and unable to secure any other type of assistance.
- Reimbursement will be available for those traveling in excess of 10 miles round trip and is based on the distance from the customer's home to their training institution or work site. The rate of reimbursement will be 80% of the Federal standard mileage reimbursement rate for automobiles, calculations for mileage reimbursement will begin with the 11th mile traveled.
- Transportation assistance will be paid on a monthly basis.
- The Career Planner will complete invoice forms on behalf of the WIOA customer and submit them to SAP&DC.

Implement Allowance

This service available for those individuals in WIOA Individualized Career services (where appropriate), and training level services, will include gift certificates, gift cards, or direct payments to vendors, to off-set the cost of items that will enhance the marketability of the customer (i.e. professional attire, tools & equipment, professional or commercial certifications, and driver education, GED testing fees) or assist with the initial transition into employment pending the following:

- Career Planners will evaluate the WIOA customer's need for such an allowance and document the service in the customer's Individual Employment Plan.
- Career Planners will counsel WIOA customers regarding options and alternatives for clothes, tools and equipment purchases.
- Career Planners will provide customers with a gift card or certificate to local department stores. The amount of the card will be determined by the Career Planner based on the needs of the customer.
- The Career Planner will complete invoice forms on behalf of the WIOA customer and submit them to SAP&DC.
- A \$400.00 cap will be applied to the Implement Allowance.

Southern Alleghenies Workforce Development Board (SAWDB)

Work Based Training Policy

POLICY		Work Based Training Policy
NEW	REVISED	X
PURPOSE		To outline the work-based related services.
DATE APPROVED BY WDB		January 14, 2020

The Workforce Innovation and Opportunity Act (WIOA) authorizes several Work Based Training options that may be utilized, as appropriate, to assist job seekers to re-enter or advance in the workforce. The following programs may be used by the Workforce Development Board (WDB):

- On-the-Job Training
- Transitional Employment
- Incumbent Worker Training
- Registered Apprenticeship
- Work Experience for Youth

General Guidelines

1. Eligibility of Participant

Any individual considered for participation in work-based training must have been certified as eligible and recommended through a PA CareerLink® of the Southern Alleghenies as appropriate for such training. Any work-based training agreement must be executed prior to the participant's first day of work.

No employee hired under terms of a work-based training agreement may displace, including partial displacement, any employee currently employed as of the date of participation.

Participants in Incumbent Worker Training (IWT) must be determined eligible according to the guidelines set forth in the Workforce Innovation and Opportunity Act WIOA Desk Reference for IWT. 008

1. Eligibility of Employer

No work-based training agreement will be authorized for any organization or part thereof that has relocated until 120 days after the date on which such organization begins

operations at the new location if the relocation of such organization or part thereof results in a loss of employment for any employee of such organization at the original location.

The work-based training agreement must not impair existing contracts for services or collective bargaining agreements. In order to assure the integrity of collective bargaining agreements, the signature of a designated union representative, indicating awareness that the work-based training agreement is in place and that they have the right to comment to the WDB relative to any problems bearing on the bargaining agreement, is required on all work-based training agreements covering positions represented by a collective bargaining agreement.

A Work Opportunity Tax Credit may not be taken at the same time for the same individual participant as an active work-based training agreement.

Work-based training vendors must disclose any potential conflicts of interest with the Title 1 service provider.

The WDB will not authorize work-based training for occupations where tips, commissions, bonuses, or similar methods of payment provide the primary compensation to the participating employee.

The WDB will not authorize agreements with employer vendors who have previously exhibited a pattern of failing to provide participants with continued long-term employment with wages, benefits and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work. The WDB will not authorize agreements with employers whose past performance is such that they can reasonably be expected to adversely affect the WDB's ability to meet and exceed the Performance Measures agreed to in the course of negotiations with the State Department of Labor and Industry (L&I) and United States Department of Labor (USDOL). In making determinations with respect to an employer vendor's continued suitability, the WDB shall consider whether work-based training employees quit voluntarily, were terminated for good cause, or were released due to unforeseeable changes in business conditions.

The SAWDB will use the following policy to implement OJT:

General Guidelines

The number of allowable OJT training hours is determined by the Specific Vocational Preparation code (SVP) for a named occupation. The maximum length of an OJT is six-months. Every OJT participant must have an individualized training plan that addresses specific skill gaps and competencies that require training.

The SVP's are a set of codes developed by the US Department of Labor. The SVP's are found in occupation specific data within the O*NET and are used to estimate the amount of education or training that is necessary to enter into an occupation. Service providers are expected to use the SVP Codes in conjunction with employers to develop training plans. The SVP code dictates the "maximum" number of allowable hours and providers must consider any previous participant experience when developing the training plan.

The hourly rate and employer reimbursements for adult, dislocated worker, and youth OJT participants will be set according to the following scale:

Adult-DW:	Equal to or greater than \$13.80 hr. and less than \$14.37 hr. = (40% reimbursement)
	Equal to or greater than \$14.37 hr. = (50% reimbursement)
Youth:	Equal to or greater than \$10.00 hr. and less than \$11.00 = (40% reimbursement)
	Equal to or greater than \$11.00 hr. (50% reimbursement)

The reimbursement for Salaried positions that are paid hourly will be calculated on the company's definition of a full-time work week. For example, if 35 hours is considered full time, the annual salary divided by 1,820 hours (35 x 52 weeks).

No fee may be charged to the participant or the employer for placement.

It is allowable for OJT contracts/master agreements for positions that require a license, such as Commercial Driver's License, to provide for the actual on-the-job experience and training.

The allowable hours may be modified on a case-by-case basis upon review of the employees past work history and formal training.

Payments to employers with multiple OJT participants will automatically be suspended temporarily if any participant is terminated until the circumstances of the termination have been clearly determined and reported to the Board.

Participant Eligibility

No family members, previous employees, or current employees are eligible for the program.

All employees selected must be eligible WIOA applicants and the employers have the right to review potential employees utilizing their own company procedures before making a final hiring decision.

Contracts/Master Agreements are developed by the Title I Providers and submitted to the Board staff for review. No employees are permitted to start an OJT experience until the contract/master agreement is approved by the Board.

OJT participants cannot be hired to replace any current employees or to fill positions vacant through layoff or work stoppages.

OJT participants must be hired for full-time positions defined as at least 30 hours per week.

Employer Eligibility

The employer must agree to compensate an OJT participant in the same manner that similarly positioned employees are compensated. The OJT participant can be compensated at a higher rate based on merit or other factors; however, the reimbursement will be based on the base rate for the position within the company.

Employers will be reimbursed based on the number of actual hours worked and will be paid only for the actual hours the employee is engaged in productive work which provides knowledge and skill essential to the full and adequate performance of the job. No payment will be made for sick days, vacation, holidays, or non-OJT training time.

The employer must show proof of workman's compensation, or equivalent protection for each employee covered contract/master agreement.

The contract/master agreement must be a fixed unit cost agreement and adjustments will not be made during the term of the agreement without the written approval of the board.

The **maximum** reimbursement rate for all employers is set at 50% of the hourly rate for the contracted OJT position unless there are discretionary grants with modified reimbursement rates. In that case, the discretionary funds may be used to supplement the 50% reimbursement rate using the rates outlined in the discretionary grant.

The Board will not authorize contracts/master agreements with employers who have previously exhibited a pattern of failing to provide participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work. Neither will the board authorize agreements with employers whose past performance is such that they can reasonably be expected to adversely impact the Board's ability to meet and exceed the Board's negotiated performance measures. In making suitability determinations, the Board will take into consideration issues such as contract/master agreement compliance, whether OJT participants quit voluntarily, were terminated for good cause or were released due to unforeseeable changes in business conditions, continued wage growth, participant satisfaction, and any other factors the board determines. The Board will not authorize a contract/master agreement for an employer that is under suspension or debarment.

The Board will not authorize training for individuals employed through employment staffing, employee leasing, or organizations unless the work those individuals perform is solely for the benefit of the employing organization.

Quality Assurance

All OJT employers will be monitored for compliance by the Board staff through the use of on-site visits, phone interviews, employer survey's, review of payroll records and participant file reviews. A report of each monitoring visit will be kept on file with the Board.

The Board reserves the right to approve OJT contracts/master agreements that exceed \$25,000.

Transitional Employment

Transitional Employment will provide time-limited, wage-paid work experience for individuals with chronic unemployment or inconsistent/limited work history. No more than 10% of the Adult or Dislocated Worker WIOA Title I allocation will be used to support this service.

1. Participant Eligibility

Transitional Employment (TE) will be available to eligible participants in the SAWDA who are determined eligible under the WIOA (Adult or Dislocated Worker) and the Employment, Retention and Advancement Network (EARN) Temporary Assistance for Needy Families program.

- An individual is considered chronically unemployed or to have inconsistent work history if the individual, within the last two years, has not worked steadily, has had differing skill and wage level positions (contract, temporary, permanent, etc.) or has held numerous jobs.

2. Employer Eligibility

A transitional job may be within the private for-profit, non-profit, or public sectors and preferably in a high-priority occupation. Employers who host transitional job participants must have an agreement with the provider and designate a person to provide supervision and feedback to the participant. Participating employers must agree to monitoring requirements set forth by the workforce board regarding WIOA and all other local, state, federal workforce regulations and guidelines. Participating employers are not obligated to offer regular employment at the end of the program.

3. Training Length

The minimum length will be 4 weeks and the maximum transitional employment length shall be 12 weeks. TE agreements will only be executed for full time positions. Full time is considered 30 hours per week or more.

4. Wage Requirements

The Title I program provider will be the employer of record and pay an amount equal to the pay of a similarly situated employee at the targeted business but not less than the federal minimum wage. Shift differentials, overtime, premium pay and other non-regular wages will not be considered.

The transitional employment wage will be paid only for the actual hours the employee is engaged in productive work which provides knowledge and skill essential to the full and adequate performance of the job. No payment will be paid for sick days, vacation, holidays, classroom training hours, etc.

5. Supportive Services

Supportive Services as appropriate and within the guidelines of the WDB Supportive Service Policy must be offered and made available to participants enrolled in TE.

Incumbent Worker Training

Incumbent Worker Training is designed to meet the requirements of an employer to retain a skilled workforce or to avert the need to lay off employees by assisting the workers in obtaining

the skills necessary to retain employment. It is expected that the employer will commit to retain or avert the layoffs of those workers trained.

Employers must pay a share of the training cost based on the following:

=/< 50 employees = 10%

51 to 100 employees = 25%

>100 employees = 50%

Apprenticeship

The SAWDB may support apprenticeships with either support for the cost of related instruction or for the hands-on portion of the training. Related instruction support will be treated the same as Individual Training Accounts and the hands-on training will be supported in accordance with the On-the-Job Training guidelines referenced above.

Work Experience for Youth

Work Experience for Youth is time limited with the specific outcome of providing youth exposure to possible careers and the requirements and expectations of employers for their employees. Work experience is fully subsidized by the contracted youth program – no cost is incurred by the employer; however, it is expected the employer will provide supervision to the youth participating in a work experience at their work site.

1. Funding

Work Experience for Youth (WEY) will be available to participants of the PA CareerLink® sites in the SAWDA who are eligible under the Youth WIOA funding stream and to participants in contracted programs funded with the TANF Youth funding stream.

2. Training Length

The maximum length of a specific work experience 12 weeks. A youth may participate in multiple work experiences.

3. Wage Requirements

Youth Work Experience providers must pay at least the Pennsylvania minimum wage. Wage rates may vary depending on the funding stream.