

Date Certified to Serve	Board Member Name	County Member Represents	Board Member Employer, Organization	Special Requirement	Nominator Name	Nominator Organization	Begin Date of Appointment	End Date of Appointment	Conflict of Interest Date	Conflict of Interest Expiration [1]	Northwest Local Board Summary				Previous Members								
6/3/2019	Rita Alexander	Gibson	Gibson Electric Membership Corp	WIOA Section 107(b)(2)(A)	Libby Wickersham	Gibson Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Total LWOB Members	27			10/30/2018	Sandra Woods	Gibson	Communication Workers of WIOA Section 107(b)(2)(B)	Joe Coleman	Communication Workers of WIOA Section 107(b)(2)(B)	7/1/2017	6/30/2021	
6/3/2019	Neely Ashby	Henry	Henry County Medical Center	WIOA Section 107(b)(2)(A)	Travis McLeese	Paris-Henry County C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Total Business [2]	14	1.9%	3	10/30/2018	Charlie Moore	Crockett	Crockett County WIOA Section 107(b)(2)(D)	Melissa Cox-Rayner	Crockett Co Chamber of WIOA Section 107(b)(2)(A)	7/1/2017	6/30/2021	
6/3/2019	John G. Castlaw	Crockett	Farmspace Systems LLC	WIOA Section 107(b)(2)(A)	Charlie Moore	Paris-Henry Co C of C	7/1/2019	6/30/2023	2/4/2021	2/4/2022	Total Labor [4]	6	2.2%	5	8/6/2019	Jennifer Starks	Henry	Granges WIOA Section 107(b)(2)(A)	Jennifer Wheatley	Henry Co C of C	7/1/2019	6/30/2023	
6/3/2019	R. Keith Curvey	Weakley	MTD Products	WIOA Section 107(b)(2)(A)	Barbara Virgin	Weakley Co C of C	7/1/2019	6/30/2023	2/4/2021	2/4/2022	Total Education [6]	2	7.4%		10/30/2018	John Penn Ridgeway	Carroll	TCAT - McKenzie WIOA Section 107(b)(2)(B)	Margaret Prater	NWTN WB	7/1/2017	6/30/2021	
6/3/2019	Bedford Dunavant	Obion	Union City Insurance	WIOA Section 107(b)(2)(A)	Lindsay Frilling	Obion Co Joint Econ. Dev. Council	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Total Government, Economic Development [7]	5	18.5%		10/30/2018	John Bucy	Weakley	Northwest TN Development WIOA Section 107(b)(2)(B)	Margaret Prater	NWTN WB	7/1/2017	6/30/2021	
6/3/2019	Brad Hurley	Carroll	Carroll County Trophies	WIOA Section 107(b)(2)(A)	Stan Sanders	Carroll Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(B)(i) [8]	2	4		10/30/2018	Cliff Sturdivant	Carroll	Carroll County Chamber of WIOA Section 107(b)(2)(D)	Kenny McBride	Carroll Co Mayor	7/1/2017	6/30/2021	
9/1/2019	Randy S. Shannon	Benton	Shannon Office of Law	WIOA Section 107(b)(2)(A)	Stephanie Harcelroad	Benton Co C of C	10/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(B)(ii) [9]	2											
6/3/2019	Ben Marks	Benton	Mark's Building Materials	WIOA Section 107(b)(2)(A)	Sara Vilgore	Benton Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(C)(i) [10]	1											
6/3/2019	Kristy Mercer	Gibson	Ceco Door	WIOA Section 107(b)(2)(A)	Julie Allen-Burke	Milan C of C	7/1/2019	6/30/2023	2/23/2021	2/23/2022	WIOA Section 107(b)(2)(C)(ii) [11]	1		2									
6/3/2019	Ted Piazza --VICE CHAIR--	Gibson	Rack - IT Industries	WIOA Section 107(b)(2)(A)	Libby Wickersham	Gibson Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(D)(i) [12]	3											
10/23/2020	Tommie St. John	Henry	Sweet Jordan's	WIOA Section 107(b)(2)(A)	Travis McLeese	Paris-Henry County C of C	10/29/2020	6/30/2023	2/22/2021	2/22/2022	WIOA Section 107(b)(2)(D)(ii) [13]	1	5										
6/3/2019	Gayanne Williams	Lake	Citizens of Lake County for Healthcare, Inc.	WIOA Section 107(b)(2)(A)	Marcia Perkins Mills	Lake Co C of C	7/1/2019	6/30/2023	1/5/2021	1/5/2022	WIOA Section 107(b)(2)(D)(iii) [14]	1											
6/3/2019	Jimmy Williamson -- BOARD CHAIR --	Dyer	Attec Pest Control	WIOA Section 107(b)(2)(A)	Allen Hesler	Dyer Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Counties Represented [16]	24	Financial Liability										
5/8/2019	Lana C. Hammons	Dyer	Develey Mustard & Condiments Corp.	WIOA Section 107(b)(2)(A)	Tim Cliner	Develey Mustard & Condiments Corp.	5/21/2019	6/30/2023	2/22/2021	2/22/2022	Benton	2	8.3%										
10/29/2019	William Eddie White	Henry	United Auto Workers Local 9025	WIOA Section 107(b)(2)(B)(i)	Anthony Phifer	United Auto Workers Local 9025	11/1/2019	6/30/2023	2/22/2021	2/22/2022	Carroll	4	16.7%										
6/3/2019	Jon Dougherty	Dyer	Amteck	WIOA Section 107(b)(2)(B)(ii)	David Wagner	Amteck	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Dyer	4	16.7%										
2/4/2020	Amy McDonald	Dyer	Tennessee Homeless Solutions	WIOA Section 107(b)(2)(B)	Debbie Todd	Tennessee Homeless Solutions	2/1/2020	6/30/2023	1/4/2021	1/4/2022	Gibson	3	12.5%										
10/30/2018	Lindsay Frilling	Obion	Union City Boys and Girls Club	WIOA Section 107(b)(2)(B)	Mayor Benny McGuire	Obion County	7/1/2021	6/30/2025	1/4/2021	1/4/2022	Henry	4	16.7%										
7/29/2019	Angela Hollingsworth	Weakley	Weakley County Schools	WIOA Section 107(b)(2)(C)(i)	Mark Maddox	Weakley County Schools	7/1/2019	6/30/2023	1/11/2021	1/11/2022	Lake	1	4.2%										
6/3/2019	Landa Fuyfa	Weakley	University of TN at Martin Reed Center	WIOA Section 107(b)(2)(C)(ii)	Jake Byrum	Mayor of Weakley County	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Obion	2	8.3%										
1/29/2021	Melinda Goode	Weakley	Northwest Tennessee HRA	WIOA Section 107(b)(2)(D)(i)	Tim Witherspoon	Northwest Tennessee HRA	7/1/2021	6/30/2025	2/2/2021	2/2/2022	Weakley	4	16.7%										
10/19/2020	Jordan Spraggins	Crockett	Crockett County Chamber of Commerce	WIOA Section 107(b)(2)(D)(ii)	Tyler Gamble	Crockett County Chamber of Commerce	7/1/2021	6/30/2025	1/27/2021	1/27/2022													
10/30/2018	Kristie Bennett	Carroll	Tennessee Department of Labor and Workforce Development	WIOA Section 107(b)(2)(D)(ii)	Deniece Thomas	Tennessee Department of Labor and Workforce	7/1/2021	6/30/2025	1/4/2021	1/4/2022													
10/30/2018	David Parrish	Henry	Tennessee Department of Human Services	WIOA Section 107(b)(2)(D)(iii)	Cherrill Champbell-Street	Tennessee Department of Human Services	7/1/2019	6/30/2023	2/22/2021	2/22/2022													
9/14/2020	Brendan Powell	Shelby	United Food and Commercial Workers Union Local 1529	WIOA Section 107(b)(2)(B)(ii)	Rick Slayton	UFCW Local 1529	7/1/2019	6/30/2025	1/26/2021	1/26/2022													
12/2/2020	Willie Huffman	Carroll	TCAT Paris	WIOA Section 107(b)(2)(B)(ii)	Dr. Bradley White	TCAT Paris	7/1/2021	6/30/2025	1/4/2021	1/4/2022													
5/4/2021	Monica Heath	Carroll	McKenzie Chamber of Commerce and Industry	WIOA Section 107(b)(2)(D)(i)	Gary Simmons	McKenzie Chamber of Commerce and Industry	7/1/2021	6/30/2025	4/19/2021	4/19/2022													

**Northwest Tennessee Workforce Board and  
Consortium of Local Elected Officials  
May 18, 2021 –11:30 am  
Zoom Meeting**

**Minutes**

**Board Members Attending:** Rita Alexander, Neely Ashby, Kristie Bennett, Melinda Goode, Monica Heath, Angela Hollingsworth, Brad Hurley, Lindsay Frilling, Landy Fuqua, Ben Marks, Amy McDonald, David Parrish, Ted Piazza, Randy Shannon, Jordan Spraggins, Jimmy Williamson

**Local Elected Officials Attending:** Mayors Joseph Butler, Jake Bynum, Brett Lashlee, Benny McGuire, Gary Reasons, John Penn Ridgeway, Tom Witherspoon

**Committee Members Attending:** Mark Chandler, Justin Crice, Sherry Fowler, Ronnie Gunnels, Blake Swaggert

**Staff and Contractors Attending:** Jennifer Bane, Lana Burchfiel, Gina Johnson, LeAnn Lundberg, Laura Speer, Jennifer Eppley (OSO), James Starnes (OSO), Erica Nance (OSO)

**Other Guest Attending:** Nicole Briley, Diane Lancaster

**Welcome:** Mayor Gary Reasons welcomed all members and guests to the meeting, including new member Monica Heath, Executive Director of the McKenzie Chamber of Commerce & Industrial Board (replacing Cliff Sturdivant).

**Partner Presentation-TN Pathways:** Justin Crice, NW Regional Coordinator with Tennessee Pathways, gave a short presentation describing the three main areas of TN Pathways: Advisement, Early College and Career Experience, and Cross Sector Alignment. These align with all our state agencies and partner with local school systems. He briefly spoke on the TN Pathways Certification to recognize schools who meet the criteria. The Innovative High School Models Grant is similar to GIVE and LEAP, as they try to align labor and education. A couple of models that would fall into innovative practice would be reimagining partnerships (courses are co-designed and co-taught by high school teachers and employers, as well as Reimagining modes of learning (remote learning).

**Business Meeting:** Jimmy Williamson called the business meeting to order, acknowledged that a quorum was present, and reminded members to abstain from discussion and voting in the event of a conflict of interest.

**Approval of Minutes:** The minutes of the February 23, 2021 meeting were presented for review.

- **MOTION: A motion to approve the February 23, 2021 minutes as presented was made by Randy Shannon and seconded by Ted Piazza. All were in favor and the motion carried.**

**Meeting Reports:** All committee reports were provided to the board ahead of time and included in the attached handouts. The following items were presented for discussion and questions prior to voting.

- **American Job Center Committee Meeting (4/26/21):** A report of the meeting is attached. Rita Alexander stated the Committee reviewed and recommended approval of the attached Priority Services Policy Changes:
  - **MOTION: A motion to approve the Priority Services Policy changes as presented was made by Rita Alexander and seconded by Kristie Bennett. All were in favor and the motion carried.**
- **Outreach and Opportunities Committee Meeting (4/26/21):** A report of the meeting is attached. Ben Marks stated the Committee reviewed and recommended approval of the attached Eligible Training Provider List Program Renewals:
  - **MOTION: A motion to approve the Eligible Training Provider List Programs Renewals as presented was made by Ben Marks and seconded by Randy Shannon. All were in favor and the motion carried.**
- **Executive Committee Meeting (4/28/21):** A report of the meeting is attached. Ted Piazza stated the Committee reviewed and recommended approval of the attached changes to the Youth Eligibility Policy.
  - **MOTION: A motion to approve the changes to the Youth Eligibility Policy as presented was made by Ted Piazza and seconded by Kristie Bennett. All were in favor and the motion carried.**

Ted Piazza also stated the committee reviewed and recommended approval of the attached Program Year 2021 Budget.

- **MOTION: A motion to approve the Program Year 2021 Budget as presented was made by Ted Piazza and seconded by Rita Alexander. All were in favor and the motion carried.**

**Other Business and Updates:** Jennifer Bane provided the following reports:

- **Regional Planning Update:** The West TN Regional Planning Council met April 20<sup>th</sup> and the group heard a presentation from Vanessa Presson, Complex HR Manager, on the status and workforce needs of the Tyson Humboldt Complex. The group also reviewed performance and KPI results, each area's local dashboard, regional's strengths and weaknesses, and updates from economic and community development partners, and the three sub-committees – Jobseeker Services, Business Services, and Career Pathways. The next meeting is scheduled for 10:00 am on Tuesday, July 20<sup>th</sup> and will be hosted either virtually or in-person by the Southwest area. A healthcare employer representative is being asked to present to the group.
- **Other:** Jennifer mentioned we will be working with Adult Education for Virtual Access Points that allow individuals to come to the American Job Centers (AJCs) to use our computers and webcams for Adult Education (AE) classes or testing, or an AE student may connect with the AJCs virtually from an AE class using a laptop or computer to access Jobs4TN or the Virtual AJC online. We must submit a plan outlining our proposed process to the state by the end of the month. We will be receiving a Summer Youth grant for about \$100,000 to be used between May and August. Our program pays the typical wage for the position and the Career Service Provider, Dyersburg State, covers workers' compensation. We also have Rural Initiative funding, which ends in September, that we are repurposing for work experience since COVID has prevented classes from taking place in the jails as originally planned. Benton County has already spent their funds, but Carroll, Lake, Obion and Weakley counties still have funds remaining. It has been challenging to recruit program participants.

**Future Meeting Dates & Upcoming Events:** Jennifer Bane reviewed the following upcoming meetings and events:

- State Workforce Development Board Meeting: June 18<sup>th</sup> (YouTube)
- Regional Planning Council Meeting: July 20<sup>th</sup>, 10:00 am
- AJC Committee Meeting: July 26<sup>th</sup>, 10:00 am
- Outreach & Opportunities Committee Meeting: July 26<sup>th</sup>, 1:00 pm
- Executive Committee Meeting: July 28<sup>th</sup>, 10:00 am
- Remaining 2021 Board Meeting Dates: August 24<sup>th</sup> and November 16<sup>th</sup>

Respectfully submitted,  
Lana Burchfiel, Public Information Specialist

**Northwest Tennessee Workforce Board and  
Consortium of Local Elected Officials for  
Northwest TN Workforce Development Area  
May 18, 2021 –11:30 am**

[Join Zoom Meeting](#)

Meeting ID: 825 1170 9367

Passcode: 749494

**Agenda**

**Welcome**

Mayor Gary Reasons, CLEO

- New Members: Monica Heath, Executive Director of the McKenzie Chamber of Commerce & Industrial Board (*replacing Cliff Sturdivant*)

**Partner Presentation – TN Pathways**

Justin Crice  
NW Regional Coordinator

**Business Meeting- Call to Order & Acknowledge Quorum/Conflict of Interest**

Jimmy Williamson  
Chair, NWTNWB

**Approval of Minutes of February 23, 2021 Meeting (Vote Required)**

**Meeting Reports**

American Job Center Committee Meeting (April 26<sup>th</sup>)

Rita Alexander, Chair

- **Priority Policy Changes (Vote Required)**

Outreach and Opportunities Committee Meeting (April 26<sup>th</sup>)

Ben Marks, Chair

- **Eligible Training Provider List (ETPL) Programs Renewals (Vote Required)**

Executive Committee Meeting (April 28<sup>th</sup>)

Ted Piazza, Chair

- **Youth Eligibility Policy Changes (Vote Required)**
- **Program Year 2021 Budget (Vote Required)**

**Other Business & Updates**

Jennifer Bane

- Regional Planning Update
- Other

**Future Meeting Dates & Upcoming Events**

- State Workforce Development Board Meeting: June 18<sup>th</sup> (YouTube)
- Regional Planning Council Meeting: July 20<sup>th</sup>, 10:00 am
- AJC Committee Meeting: July 26<sup>th</sup>, 10:00 am
- Outreach & Opportunities Committee Meeting: July 26<sup>th</sup>, 1:00 pm
- Executive Committee Meeting: July 28<sup>th</sup>, 10:00 am
- Remaining 2021 Board Meeting Dates: August 24<sup>th</sup> and November 16<sup>th</sup>

# 2020 Impact Summary



**Tennessee Pathways** creates alignment between K-12, postsecondary education, and employers so that students have a clear and guided pathway to move seamlessly into the workforce. Tennessee Pathways is structured around three key elements to support student enrollment and success in postsecondary programs:

- High-quality college and career advisement throughout K-12
- Rigorous early postsecondary and work-based learning opportunities in high school
- Seamless vertical alignment between K-12, postsecondary programs, and career opportunities as a result of effective partnerships among school districts, higher education institutions, employers and community organizations

## High-Quality Advising

**District-Postsecondary Partnerships:** Across the state, most high schools send the majority of their college-bound students to a single local college. At the same time, every year there are many college-ready students who do not enroll in postsecondary education. Throughout spring 2021, regional coordinators are supporting local community and technical colleges and their high school partners to help students complete as much of the college enrollment process as possible prior to high school graduation. Working together, college partners and high school staff will identify ways to reduce administrative barriers in the enrollment process and provide robust supports to students and families. This program will support 18 partnerships representing every economic region of the state and serve approximately 1,000 high school seniors.

## Early College & Career Experiences

**Student Placement Solutions Program for Work-Based Learning:** Work-based learning (WBL) is an evidence-based practice that increases a student's likelihood of gaining high-quality employment after graduation. Still, because of liability concerns, some employers are hesitant to place students under the age of 18, thus limiting the number of WBL opportunities. Lori Burdine, Southwest regional coordinator, coordinated with local partners Personnel Placements, LLC (PPL), theCO, and the Southwest Tennessee Workforce Development Board to propose a novel approach to this challenge. The Student Placement Solutions Program (SP2) allows districts to place 16-17-year-olds in a variety of WBL placements with local employers, and PPL acts as the single employer of record. SP2 will serve students involved in CTE and academic programs of study tied to these industry sectors: Transportation and Warehousing, Healthcare and Social Assistance, Advanced Manufacturing, and Professional, Scientific, and Technical Services.

## Cross-Sector Partnerships

**Tennessee School for the Deaf:** In the spring of 2019, the Tennessee School for the Deaf (TSD) in Knoxville was seeking postsecondary partners for three of their programs of study. The TSD presented a unique opportunity for postsecondary partnerships and early college experiences because they serve students on three campuses across the state. Danny Satterfield, East regional coordinator, and the East CTE CORE consultant collaborated to leverage their statewide networks to connect TSD with TBR institutions across five Tennessee regions. The first partnership, established with Mississippi State Community College, helped pave the way for TSD to provide local dual credit agreements for pathways in structural systems, STEM, and culinary arts. Through this collaboration, TSD students can access multiple early postsecondary opportunities that prepare them for successful careers in or near their hometowns.

*Tennessee Pathways is made possible through an interagency agreement between the **Tennessee Department of Education (TDOE)** and the **Tennessee Board of Regents (TBR)**. Launched in 2018, Tennessee Pathways represents our state's commitment to ensuring that every student can graduate high school with opportunities for postsecondary education and high-quality employment in their local community.*

## District Support & Partnerships

**Tennessee Pathways Regional Coordinators** serve all nine economic regions in the state by facilitating cross-sector coordination and partnerships to serve students. For example, regional coordinators help local districts and schools initiate or expand partnerships to offer career exploration, early postsecondary coursework, work-based learning, mentorship, and more. Regional coordinators are housed at local TBR campuses and are the glue that connects educators, employers, and community partners throughout each region.



## Starting Line Partnership

Shelby County Schools is partnering with Nike to develop Starting Line, a training program for students in the logistics sector, a high-demand field in the Greater Memphis region. The Starting Line partnership will design industry-informed logistics training while promoting career opportunities in the logistics field. Kenderek Harris, Greater Memphis regional coordinator, is facilitating coordination between Shelby County Schools, Nike, and Southwest Tennessee Community College (STCC) to create a postsecondary certificate for the program. As a result of Starting Line, STCC has started the process of co-designing a logistics/distribution technical certificate with Nike. The end goal is for students to obtain this certificate from Southwest concurrent with a high school diploma, placing them at the front of the line for employment with Nike.



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
—SHELBYVILLE—

## Pre-Practical Nursing Pathway

In fall 2020, TCAT Shelbyville established a pilot dual enrollment program in pre-Practical Nursing (pre-PRN) with Moore County Schools to fill a growing labor market need. As the program began, two immediate challenges surfaced: limited dual enrollment funding and time for students to complete all graduation requirements. Tracy Whitehead, the Southern Middle regional coordinator, supported the partnership by facilitating communication with the Tennessee Student Assistance Corporation and TDOE. Tracy helped the partners advocate for GIVE dual enrollment grant eligibility for pre-PRN courses and confirm that the program's math course could satisfy students' required fourth level math course. Finally, Tracy collaborated with district leadership to minimize out-of-pocket costs to students to promote access to this high-quality, in-demand pathway.

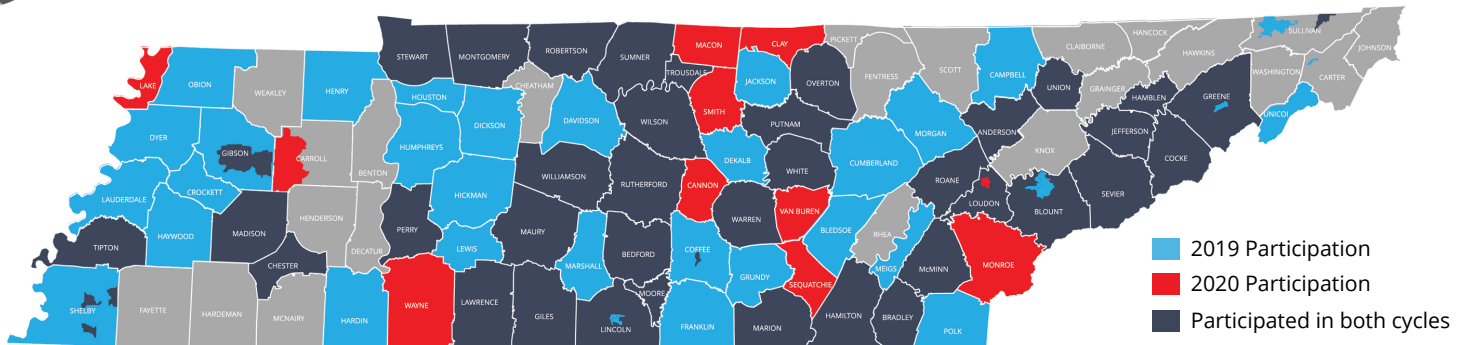


## DENSO/Blount County Partnership

DENSO, a Fortune 500 automotive manufacturing company focused on automotive electrical products, currently maintains partnerships with six school districts in the East and Southeast regions. Recently, DENSO deepened its relationship with three Blount County school districts through the Blount County Partnership 2020 Perkins Reserve Grant award. The Blount County Partnership was one of only twelve proposals granted a portion of TDOE's \$1.4 million allocation for expanding Regional Career Pathways. Through the grant award, DENSO will continue to expand its capacity to offer students on-the-job training through work-based learning, increase Mechatronics dual enrollment opportunities with TCAT Knoxville, and strengthen the Tennessee Valley Youth Apprenticeship program.



Launched in 2019, the **Tennessee Pathways Certification** sets clear expectations for alignment, advisement, and partnerships that define strong education-to-career pathways. Beyond establishing standards for program quality and design, the Certification elevates and celebrates innovative and exemplary pathways across the state.



281

CERTIFIED  
PATHWAYS

62

## POSTSECONDARY PARTNERS

1,283

EMPLOYER  
PARTNERS

695

## INDUSTRY CERTIFICATIONS

4,000+

## EARLY POSTSECONDARY OPPORTUNITIES

**Northwest Tennessee Workforce Board and  
Consortium of Local Elected Officials  
February 23, 2021 –11:30 am  
Zoom Meeting**

**Minutes**

**Board Members Attending:** Rita Alexander, Kristie Bennett, Glad Castellaw, Jon Dougherty, Melinda Goode, Willie Huffman, Lindsay Frilling, Landy Fuqua, Lana Hammons, Angela Hollingsworth, Brad Hurley, Ben Marks, Kristy Mercer, David Parrish, Ted Piazza, Brendan Powell, Dr. Randy Shannon, Jimmy Williamson

**Local Elected Officials Attending:** Mayor Brett Lashlee, Mayor Gary Reasons, Mayor John Ridgeway

**Committee Members Attending:** Mark Chandler, Justin Crice, Ronnie Gunnels, Janna Hellums, Blake Swaggert

**Staff and Contractors Attending:** Jennifer Bane, Lana Burchfiel, Maleia Evans, Gina Johnson, Ginger Powell, Laura Speer, Lana Wood, Connie Stewart (CSP), Erica Nance (OSO), James Starnes (OSO)

**Other Guest Attending:** Gina Abbott

**Welcome:** Mayor Gary Reasons welcomed all members and guests to the meeting, including new members Willie Huffman (Vice-President TCAT Paris), replacing John Penn Ridgeway and Melinda Goode (Executive Director NW Development District/HRA), replacing John Bucy.

**Business Meeting:** Jimmy Williamson called the business meeting to order, acknowledged that a quorum was present, and reminded members to abstain from discussion and voting in the event of a conflict of interest.

**Approval of Minutes:** The minutes of the November 17, 2020 meeting were presented for review.

- **MOTION:** A motion to approve the November 17, 2020 minutes as presented was made by Ben Marks and seconded by Ted Piazza. All were in favor and the motion carried.

**Meeting Reports:** All committee reports were provided to the board ahead of time and included in the attached handouts. The following items were presented for discussion and questions prior to voting.

- **American Job Center Committee Meeting (1/25/21):** A report of the meeting is attached. Rita Alexander stated the Committee reviewed and recommended approval of the attached Supportive Services Policy Changes:
  - **MOTION:** A motion to approve Supportive Services Policy changes as presented was made by Rita Alexander and seconded by Mayor Gary Reasons. All were in favor and the motion carried.
- **Outreach and Opportunities Committee Meeting (1/25/21):** A report of the meeting is attached. Ben Marks stated the Committee reviewed and recommended approval of the attached new programs at Dyersburg State and Bethel, along with the attached programs due for renewal. The graduate programs submitted by Bethel could not be approved since they do not meet the WIOA definition of a credential:
  - a. **MOTION:** A motion to approve the existing programs as listed in the handouts, Dyersburg State's new programs as listed in the handouts, and Bethel University's new undergraduate certificate programs (not the graduate certificate programs), as listed in the handouts for the Eligible Training Provider List was made by Ben Marks and seconded by Landy Fuqua. All were in favor and the motion carried with Willie Huffman abstaining from voting and discussion.
- **Executive Committee Meeting (1/27/21):** A report of the meeting is attached. Ted Piazza stated the Committee reviewed and recommended approval of the attached changes to the Monitoring Policy and Grievance & Complaints Policy.
  - **MOTION:** A motion to approve the changes to the Monitoring Policy and the Grievance & Complaints Policy as presented was made by Ted Piazza and seconded by Rita Alexander. All were in favor and the motion carried.

**Other Business and Updates:**

- **Regional Planning Update:** A report is attached. No additional items were presented.
- **State Workforce Board Draft Policies:** Report is attached. Jennifer Bane highlighted the new Local Workforce Boards Hiring Procedures policy and the proposed changes to the Priority of Service Policy. State staff received several comments regarding the Hiring policy and are looking at making several changes to provide local areas more flexibility than what the original policy allowed. They do plan to leave in the requirement that a standing

committee be utilized and that it include the core partners. It is possible the final version will be issued as guidance rather than a policy. The Priority Policy changes are the result of a new Training and Employment Guidance Letter (TEGL) issued by USDOL which requires that at least 50.1% and preferably 75% of Adult participants served meet the priority categories. The state's draft policy indicated that the 75% must be met through the first four priority categories, but in discussions with the state staff, it appears it may actually be limited to the first two categories. This would limit the number of individuals who qualify as Adults. Currently we are able to serve individuals who are above low income but below self-sufficiency under the fourth category. Once approved by the State Workforce Board, our local policies will be reviewed and updated accordingly.

- **Other:** Jennifer Bane stated that staff and contractors have been working to promote the youth program to all high schools in our areas to help meet the new requirement that at least 35% of 2020 Youth program funds be spent on in-school youth. After an informative webinar in January, each school was asked to enter into an Access for Services Agreement and identify a School Ambassador to serve as liaison between students and AJC staff. So far, 21 schools have agreed to participate and about 15 Ambassadors participated in additional training this morning.

**Future Meeting Dates & Upcoming Events:** Jennifer Bane reviewed the following upcoming meetings and events:

- Conflict of Interest Renewals Due: February 26<sup>th</sup>
- State Workforce Development Board Meeting: March 26<sup>th</sup> (YouTube)
- Regional Planning Council Meeting: April 20<sup>th</sup>, 10:00 am
- AJC Committee Meeting: April 26<sup>th</sup>, 10:00 am
- Outreach & Opportunities Committee Meeting: April 26<sup>th</sup>, 1:00 pm
- Executive Committee Meeting: April 28<sup>th</sup>, 10:00 am
- Remaining 2021 Board Meeting Dates: May 18<sup>th</sup>, August 24<sup>th</sup>, November 16<sup>th</sup>

Respectfully submitted,  
Lana Burchfiel, Public Information Specialist

### **American Job Services Committee (AJC) – Rita Alexander, Chair/ Neely Ashby, Vice Chair**

The AJC Committee met on April 26<sup>th</sup> with 11 members along with staff, contractors, and two guests participating. The committee received an update on Vocational Rehabilitation (VR) programs from David Parrish. They are currently working on revamping the four TN Rehabilitation Centers and placing individuals in work experience to match their interests while looking at long-term goals and job retention. They're also considering possible trainings such as OSHA, customer care, forklift training, and CNA training and looking at independent living skills as well.

Erica Nance, One-Stop Operator, shared very detailed reports including the Employer Services Report, Target Populations report, Referral and Co-Enrollment reports, and VOS Greeter reports showing traffic counts across all offices since July 1<sup>st</sup>. With on-site services limited through March due to COVID-19, there have only been 2,728 visits to the American Job Centers since July 1<sup>st</sup> with 3,841 services provided. Traffic count by AJC is listed on the Performance Dashboard included with the handouts. There were 62 surveys completed this quarter with 97% indicating they were completely satisfied with their visit. The enrollment summary report showed that our area has served 2,459 individuals for the quarter including 657 carryover participants and 1,802 new enrollments across the Wagner Peyser, Title I, TAA, SNAP, and Adult Education programs. The Target Populations report showed 539 total enrolled including 24 new enrollments, 13 who are youth-aged individuals, and 17 individuals with barriers to employment, including 4 individuals with disabilities, and 13 low income individuals. The Employer Services report showed a total of 903 employers served and 3,053 services provided through March.

The Career Services report provided an overview of current job openings including a full-time temporary Career Advisor to serve the Out-of-School Youth population across all counties and a Career Advisor to serve RAMP and OJT participants. Youth enrollments have improved quite a bit in the last few months. Since July, 378 individuals have been enrolled, about 78% of the goal for the program year. There were 147 people enrolled in occupational skills training, mostly in healthcare, followed by transportation, then manufacturing, and most are at TCATs and community colleges. There were also 55 people enrolled in Youth work experience--32 Out-of-School Youth and 23 In-School Youth (ISY). While we are striving to increase ISY enrollments and expenditures, because most ISY who meet our eligibility requirements qualify for Pell and other federal and state financial aid, there is usually very little cost for our programs to cover for training. In-School Youth participating in work experience also typically work fewer hours.

The Business Services report showed we have had 206 individuals participating in On-the-Job Training since July 1<sup>st</sup> with 24 employers. Of those, 124 had completed training as of March 31<sup>st</sup> with \$293,787.59 expended, 50 were still in training, and 32 did not complete. Over \$233,300 has been expended of the nearly \$335,000 obligated to 24 employers for Incumbent Worker Training since mid-September. The contracts, funded with CARES Act funds, trained 548 as of March 31<sup>st</sup> of the 706 individuals proposed. Staff also continue to coordinate job fairs and hiring events with four events being held this quarter. Rapid Response materials were delivered to the dislocated workers from the closure of Save-A-Lot in Paris, and Finney's Flooring in Dresden will be closing by June with less than 5 individuals affected. Staff also continue to provide labor market information and to participate in speaking engagements and marketing events. The first webinar of a quarterly series was held in March on hosting a virtual job fair.

The committee also reviewed the proposed changes to the Priority Policy as outlined in red in the attachments. The policy has been updated to match new state and federal requirements. The primary change is that 75% of individuals served through the Adult program must now meet categories 1 or 2 of the priority populations – Veterans or non-Veterans who are low income, public assistance recipients, or basic skills deficient – as dictated by state policy. The U.S. Department of Labor guidance requires only 50.1% between these two categories with 75% required for all four priority categories, with categories 3 and 4 covering a large portion of the individuals we typically serve. As of mid-April, 72.6% or 337 individuals of 464 currently being served were included in priority categories 1 and 2. Due to having to now look at past 6 months of income for all family in the household, as opposed to an individual's current income, to determine low-income status, and decreased RAMP classes due to COVID issues, we anticipate this percentage will go down, not up for the rest of the program year. Based on estimated carryover, we anticipate that just 45 of the projected 252 new Adult enrollments for next year can be individuals not included in priority categories 1 and 2. While staff are greatly concerned that this will negatively impact our enrollments as many of the individuals seeking services are above low income but below self-sufficiency, and that this will negatively impact our Minimum Participant Cost Rate (MPCR) as low-income individuals typically have less unmet need due to qualifying for more assistance and don't need as much assistance through our programs, we must comply with the state policy.

**The committee recommends approval of the Priority Policy changes as outlined in red in the attachments (VOTE).**

## Priority of Service

**Effective Date:** ~~June 10, 2020~~ May 18, 2021

**Duration:** Indefinite

**Purpose:** To provide guidance to the One-Stop Operator and American Job Center Service Providers on the requirements for providing priority of service to all covered persons and identified populations. This guidance will differentiate the requirements based on a participant's "point of entry" and their enrollment into a program to receive employment and/or training services. ~~for implementation of a priority of service for WIOA Title I Adult program participants that focuses on serving "individuals with barriers to employment" and seeks to ensure access to quality services for these populations, including individuals both underemployed and low income.~~

**Policy:** Priority of service means the right to take precedence over a person with lower priority in obtaining employment and training services. Per TEGL 19-16, Section 134(c)(3)(E) of WIOA, with respect to funds allocated to a local area for Adult employment and training activities, priority must be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of Individualized Career Services and Training Services. Also per TEGL 19-16, Veterans and eligible spouses continue to receive "point of entry" priority of service for all DOL-funded job training programs, which include WIOA programs.

### "Point of Entry" Priority of Service

Any covered person who is seeking WIOA services must be provided priority of service at their "point of entry" into the workforce system. Covered persons include:

1. *Veterans:* persons who have served at least one (1) day of active duty in the military, naval, or air service, and were discharged or released from such service with other than a dishonorable discharge.

2. *Eligible Spouses:*

- A spouse of any veteran who died of a service-connected disability; or
- A spouse of any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than ninety (90) days:
  - o Missing in action
  - o Captured in the line of duty by a hostile force, or
  - o Forcibly detained or interned in the line of duty by a foreign government or power; or
- A spouse of a veteran who has a total disability resulting from a service-connected disability, as evaluated by the department of Veteran Affairs; or
- A spouse of any veteran who died while a disability was in existence.

A spouse will lose eligibility if it is derived from a living veteran, or a service member, who loses their status which made them eligible. For instance, if a veteran, with a total service-connected disability, were to receive a revised-disability rating at a lower level. Similarly, a spouse, whose eligibility is derived from a living veteran or service member, would lose that eligibility upon a divorce from that veteran or service member.

The spouse of a veteran who died as the result of a service-connected disability, or died while a disability was in existence, would not lose covered status through subsequent remarriage.

The "point of entry" includes physical locations, such as AJCs, as well as websites, and other virtual service delivery resources. The One-Stop Operator will be responsible for assuring that the AJC staff are aware of, promote, and comply with the Priority of Service policy. A Priority of Service notice will be posted at each AJC detailing:

- How priority of service allows a covered person to take precedence over a non-covered person,
- That individuals may self-attest to being a member of a priority population, and

- The services available to priority populations.

AJC staff will ~~also evaluate~~ ~~determine~~ priority status during the initial assessment, eligibility process, and / or enrollment. Each AJC customer is greeted and provided with an evaluation of service need by the AJC staff person serving in the Welcome Function which includes questions for identifying both Veteran and high school diploma / equivalent status. ~~Additionally, the Priority Policy will be posted on the area's website, which will also include a designated section for an electronic version of the priority notice displayed in the AJCs to be posted.~~

#### Employment and Training Priority of Service

~~The priority of service for veterans and eligible spouses always applies across all qualified employment and training programs. The priority of service for public assistance recipients, other low-income individuals, and individuals who are basic skills deficient is a statutory priority that applies only to the recipient of individualized career and training services in the WIOA Title I Adult program.~~

~~However, As described in TEGL 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the ~~WIOA~~ Point of Entry priority described above, priority must be provided in the below manner:~~

1. Priority Group # 1 - Veterans and eligible spouses who are also recipients of public assistance, low income, or basic skill deficient.
2. Priority Group # 2 - Non-Veterans who are recipients of public assistance, low income, or basic skill deficient.
3. Priority Group # 3 - Veterans and eligible spouses who are **not** also recipients of public assistance, low income, or basic skill deficient ~~and meet Title I Adult eligibility.~~
4. Priority Group # 4 - ~~Other individuals (not veterans or eligible spouses) who do not meet the statutory priority (such as public assistance recipients, other low-income individuals including underemployed, or those who are basic skills deficient), but do meet discretionary criteria established by the Local Workforce Development Board (LWDB), and Title I Adult program eligibility.~~

~~Priority groups established by the Governor and/or Local Board:~~ In accordance with WIOA Section 2, the purpose of the WIOA is to increase, particularly for individuals with barriers to employment, access to and opportunities for the employment education, training, and supportive services they need to success in the labor market. Furthermore, per TN Department of Labor and Workforce Development (TDLWD) Workforce Services Guidance – WIOA Memorandum of Understanding (MOU) / One-Stop Service Delivery and Infrastructure Funding Agreement (IFA), the following demographics experiencing barriers to employment are specifically targeted for services and must be provided priority for training activities as Priority Group # 4:

- |  |  |
|--|--|
| • Individuals with significant barriers to employment  | • Individuals who are English language learners                              |
| • Displaced homemakers   | • Individuals who are unemployed, including the long-term unemployed         |
| • Eligible migrant and seasonal farmworkers  | • Individuals who have low levels of literacy                                |
| • Re-entry services  | • Individuals without a high school diploma                                  |
| • Homeless individuals   | • Native Americans, Alaskan Natives, and Native Hawaiians                    |
| • Individuals facing substantial cultural barriers   | • Older individuals  |
| • Individuals with disabilities, including youth with disabilities   | • Single parents (including single pregnant women and non-custodial parents) |
| • Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act 13 | • Veterans   |
|  | • Youth who are in, or have aged out of, the foster care system              |

Additionally, the NW area includes individuals who are employed with an income below the NW Self-Sufficiency Standard, as identified in the Adult and Dislocated Worker Eligibility policy, that are identified to need training as part of Priority Group # 4. Per the [U.S. Bureau of Labor Statistics](#), achieving higher levels of education reduces the incidence of living in poverty, and people who complete more years of education usually have greater access to higher paying jobs than those with fewer years of education. By contrast, individuals employed in occupations that typically do not require high levels of education and that are characterized by relatively low earnings were more likely to be among the working poor.

To be served under priority group #4, individuals must supply the following documentation as appropriate:

Barrier	Required Documentation
Displaced Homemakers.	Documentation of living in the same household as a spouse or parent / guardian who had income supporting the applicant and providing unpaid services; Documentation of loss of income; and Documentation of being unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.
Non Self-Sufficient Individuals <del>Low Income individuals.</del>	Documentation requirements as listed in within the <b>Adult and Dislocated Worker Eligibility Policy</b> <del>Process for Determining Low Income Eligibility</del> section below.
Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.	Self-Attestation on Application <del>and Eligibility Form.</del>
Individuals with disabilities, including youth who are individuals with disabilities.	Documentation of the disability such as a written statement from Vocational Rehabilitation reflecting current services, verification showing current receipt of SSI or SSD for the individual from the Social Security Administration, or a letter from a local education entity stating the individual is M-Teamed based on a disability.
Older individuals (an individual age 55 or older).	Usual documentation requirements for Date of Birth (i.e. Driver's License, Birth Certificate, etc.)
Ex-offenders.	Self-Attestation on Application <del>and Eligibility Form.</del>
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))).	Self-Attestation on Application <del>and Eligibility Form.</del>
Youth who are in or have aged out of the foster care system.	Documentation of foster care status from the appropriate foster care agency.

Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.	Scoring below a 9.0 on the TABE or CASAS.
Eligible migrant and seasonal farmworkers, as defined in section 167(i).	Documentation of eligibility from TOPS.
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.).	Agency (i.e. DHS or WFE) documentation.
Single parents (including single pregnant women).	Documentation of parenting (i.e. birth certificate) and indication of single status on the Application <del>and Eligibility Form</del> , including only one parent being listed in the household.
Long-term unemployed individuals (Individuals who are unemployed for 27 or more weeks per WIOA Application found in the Virtual One Stop system as provided by TNDOL).	Self-Attestation on the Application <del>and Eligibility Form</del> <u>AND</u> documentation of means of support.
Individuals facing substantial cultural barriers	Self-Attestation on Application and / or documented in case notes.
Individuals who have low levels of literacy	Objective, valid, and reliable assessment such as the Comprehensive Adult Student Assessment Systems (CASAS) or Tests of Adult Basic Education (TABE).
Individuals without a high school diploma	Self-Attestation on Application and / or documented in case notes.
<del>Such other groups as the Governor involved determines to have barriers to employment.</del>	<del>N/A—no groups have been identified by the Governor.</del>

5. Priority Group # 5 - Non-covered persons outside the groups given priority under WIOA or TDLWD policy ~~but who meet Title I Adult eligibility.~~

#### *Percentage of Priority Populations Served*

It is expected that 75% of individuals enrolled in the Title I Adult program must be a recipient of public assistance, low-income, or basic skills deficient as identified in the above section as priority of service level one (1) and two (2). A priority group that is identified by the Governor of Tennessee or a LWDB will not count towards the 75%. Any LWDB who does not meet this metric will be placed under sanctions per the State Workforce Development Boards (SWDB) policy. Documentation of the participant's eligibility as a priority participant, such as public assistance records, income information, or academic assessments, must be maintained in the participant's file.

#### *Procedures for Applying Priority of Service*

AJC staff will evaluate priority status during the initial assessment, eligibility process, and / or enrollment. Each AJC customer is greeted and provided with an evaluation of service need by the AJC staff person serving in the Welcome Function which includes questions for identifying potential priority status. Title I staff will also request information during orientation and / or eligibility and enrollment to determine priority status. Documentation of priority status will be maintained in participant's electronic case file. The Priority Policy will be posted on the area's website, which will also include a designated section for an electronic version of the priority notice displayed in the AJCs to be posted.

In order to appropriately serve priority populations as described above, AJC Staff will provide appointments accordingly within the timeframes described below:

Priority Group # 1 - the first available appointment, but no longer than three (3) working days.

Priority Group # 2 - the first available appointment, but no longer than four (4) working days.

Priority Group # 3 - the first available appointment, but no longer than five (5) working days.

Priority Group # 4 - the first available appointment, but no longer than six (6) working days.

Non-covered persons outside the groups given priority under WIOA or TDLWD policy will be scheduled at the first available appointment, subject to currently scheduled PRIORITY appointments.

~~The NWTNWB has also determined that in the event that funds allocated to the local area for Adult employment and training activities are limited, Individualized Career Services and Training Services will be limited to recipients of public assistance and other low income individuals and other specific groups defined as:~~

- ~~1.—Adults who are unemployed or employed with an income below the NWTNWB Self-Sufficiency Standard that are identified to need training to obtain the job, will be eligible for Individualized Career Services and placement in an on-the-job training position.~~
- ~~2.—Adults who are unemployed or employed with an income below the NWTNWB Self-Sufficiency Standard who are currently attending classroom occupational skills training and making satisfactory progress and are identified by the training provider to have a financial unmet need that could result in discontinuing training, will be eligible for Individualized Career Services and training services such as assistance with fees, books and transportation.~~
- ~~3.—Adults who are unemployed or employed with an income below the NWTNWB 12 Self-Sufficiency Standard who have a barrier to employment listed as below and found in WIOA sec. 3(24), and provide the required documentation as listed:~~

<b>Barrier</b>	<b>Required Documentation</b>
<del>Displaced Homemakers.</del>	<del>Documentation of living in the same household as a spouse or parent / guardian who had income supporting the applicant and providing unpaid services; Documentation of loss of income; and Documentation of being unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.</del>
<del>Low Income individuals.</del>	<del>Documentation requirements as listed in within the <i>Process for Determining Low Income Eligibility</i> section below.</del>
<del>Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.</del>	<del>Self-Attestation on Application and Eligibility Form.</del>
<del>Individuals with disabilities, including youth who are individuals with disabilities.</del>	<del>Documentation of the disability such as a written statement from Vocational Rehabilitation reflecting current services; verification showing current receipt of SSI or SSD for the individual from the Social Security Administration, or a letter from a local</del>

	<del>education entity stating the individual is M-Teamed based on a disability.</del>
<del>Older individuals (an individual age 55 or older).</del>	<del>Usual documentation requirements for Date of Birth (i.e. Driver's License, Birth Certificate, etc.)</del>
<del>Ex-offenders.</del>	<del>Self-Attestation on the Application and Eligibility Form.</del>
<del>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))).</del>	<del>Self-Attestation on the Application and Eligibility Form.</del>
<del>Youth who are in or have aged out of the foster care system.</del>	<del>Documentation of foster care status from the appropriate foster care agency.</del>
<del>Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.</del>	<del>Scoring below a 9.0 on the TABE or CASAS.</del>
<del>Eligible migrant and seasonal farmworkers, as defined in section 167(i).</del>	<del>Documentation of eligibility from TOPS.</del>
<del>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.).</del>	<del>Agency (i.e. DHS or WFE) documentation.</del>
<del>Single parents (including single pregnant women).</del>	<del>Documentation of parenting (i.e. birth certificate) and indication of single status on the Application and Eligibility Form, including only one parent being listed in the household.</del>
<del>Long-term unemployed individuals (Individuals who are unemployed for 27 or more weeks per WIOA Application found in the Virtual One Stop system as provided by TNDOL).</del>	<del>Self-Attestation on the Application and Eligibility Form <u>AND</u> documentation of means of support.</del>
<del>Such other groups as the Governor involved determines to have barriers to employment.</del>	<del>N/A—no groups have been identified by the Governor.</del>

~~4.—Adults who are unemployed or employed with an income below the NWTNWB Self-Sufficiency Standard who are in need of training to secure employment.~~

Basic Career Services will continue to be available to all Adults.

### Process for Determining Low Income Eligibility

Unless otherwise indicated (i.e. specific groups 1 and 2), applicants must meet the criteria in the WIOA definition of a low-income individual, ~~including public assistance recipients~~, as listed in below order to be determined eligible as ~~Priority Adults during Priority Status~~:

**LOW-INCOME INDIVIDUAL** is an individual who—

(i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7U.S.C. 2011 et seq.), the program of block grants to States for temporary

assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;

(ii) is in a family with total family income that does not exceed the higher of—(I) the poverty line; or (II) 70 percent of the lower living standard income level;

(iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 H. R. 803—12 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));

(iv) 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.);

(v) is a foster child on behalf of whom State or local government payments are made; or

(vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

A youth eighteen (18) or older, who was determined to be a low-income individual eligible for the WIOA Title I Youth program, may be co-enrolled in the WIOA Title I Adult program without an additional determination of eligibility. They may be counted as an individual who meets adult priority of service if the original determination was made no more than six (6) months prior to the date of co-enrollment.

### Process for Determining Basic Skills Deficient Status

According to the WIOA, “basic skills deficient means, with respect to an individual, (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is 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.

In accordance with Workforce Services ~~Policy Guidance – Adult~~ Priority of Services ~~for Adults, Veterans, and Eligible Spouses –WIOA~~, the area will utilize the basic skills definition contained in WIOA Section 3(5)(B) (above), documented ~~as follows:~~ by using an objective, valid, and reliable assessments, such as the Comprehensive Adult Student Assessment Systems (CASAS) or Test for Adult Basic Education (TABE). An individual who has an English, reading, writing or computing skills at an 8.9 or below on a standardized test (CASAS or TABE) will be considered basic skills deficient. ~~If an applicant is qualified as priority based on the basic skills deficient criteria, then the participant's file must contain academic tests (including the participant's name, date of test, and results).~~

**Reference:** WIOA Section 134(c)(3)(E); 20 CFR 680.640; TEGL 19-16; WIOA Section 134(d)(4)(E); WIOA Section 3(24); WIOA Section 3(5)(B); WIOA Section 3(36); WIOA Section 134(c)(3)(E);

**Related TDLWD Policy:** Workforce Services ~~Policy – Priority of Service for Adults~~ ~~Priority of Services Guidance;~~ ~~Workforce Services Guidance – Income Guidelines for Persons Defined as Low Income Individuals;~~ ~~Workforce Services Policy – Veterans, and Eligible Spouses~~ ~~Priority of Services (17-05).~~

**Vetted and Approved by the Northwest Tennessee Workforce Board:** ~~June 10, 2020~~ May 18, 2021

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Jimmy Williamson, Chair  
Northwest Tennessee Workforce Board

## **Outreach & Opportunities Report – Ben Marks, Chair / Glad Castellaw, Vice Chair**

The committee met on April 26<sup>th</sup> with 8 members plus staff, contractors, and two guests participating. The committee reviewed the Target Populations report and heard updates on Youth Services, including a presentation from a former Youth Work Experience participant, Ms. Kemisha Thompson. Kemisha spoke about her entry into the program several years ago after she left college and came back home. She came to the Youth program expressing her wish to be a math teacher and was placed at Dyersburg Middle School (DMS) as a teacher assistant where she got the experience that helped her with earning her teaching degree. She has now passed all of her exams and is finishing up student teaching at DMS where she has received a job offer. Kemisha did all of this in just five years as the mother of three young children. She had great mentors from her worksite, which is key to the success of the program.

The committee also received an update on the Rural Initiative Grant projects. In Benton County, which has been using their funds for paid work experience, the program funds have been fully expended already. Due to COVID restrictions, remaining funds are being repurposed for work experience, like in Benton County, in Carroll, Lake, and Weakley counties instead of for the Re-Entry Advanced Manufacturing Program (RAMP). Lake County will be the biggest focus since we have funds for 23 full-time participants there. Carroll County has 6 projected to be served, Weakley County has 8, and Obion will have 5 if another RAMP class doesn't occur during the grant period. We will also be recruiting for In-School and Out-of-School Youth for summer work experience.

An update on RAMP classes was also provided. In Dyer County, eight students participated in the Certified Production Technician Safety module with seven successfully completing. Five are currently participating in the Quality module. Staff hope to resume classes in Gibson County soon, likely at The Orchard House, as soon as the Production Technician apprenticeship application, submitted to U.S. DOL in November, is approved. The Committee also heard updates on several other ongoing special grant programs:

- **RESEA:** Services were suspended in March but have picked up since restarting in November. Since July 1<sup>st</sup> there have been 327 first scheduled RESEA services, with 236 completing subsequent visits. There were 216 deemed job-ready and referred to reemployment, and 24 referred to training in order to become job-ready. There were 14 referred to Title I and no co-enrollments. There were 195 individuals who completed the program.
- **National Dislocated Worker Grant:** As of the end of March, seven individuals of the 18 proposed had been placed in disaster-relief positions so far, with several new enrollments pending, and there were 43 individuals receiving career and training services of the 105 proposed. Staff submitted a plan to the TDLWD on how enrollments and expenditures would be increased to meet proposed goals, and have already seen increases. We had originally proposed to serve two individuals per county in the courthouse or other county facilities, but some counties ended up needing only one or none, so we have added additional worksites, such as the AJCs, TCATs, and a library and increased the number of hours per person, so will still spend the money, but it will likely end up being for 13-15 individuals instead of 18. Ten percent of each area's original request was reserved at the state level since expenditures have been low in many areas. The funds may be redistributed to areas who have the greatest need before the grant ends on June 30, 2022.
- **Apprenticeship Grants (DRA & TDLWD):** We are on track for meeting our goals of the DRA grant. We still need to have two more registered apprenticeships by the end of this year to meet our goals. We have one submitted for approval and have one submission pending. During this last quarter we enrolled two new apprentices in Alamo. Amteck's pre-apprenticeship has been certified by the Apprenticeship TN office and Shock and Awe! Day was held May 1<sup>st</sup>. Our TDLWD apprenticeship grant funds must be 90% expended by May 31<sup>st</sup> or any unspent funds will be recaptured and distributed to other areas who have expended at least 90% of their funds to be spent by December. The grant actually goes through June 2022, so staff has requested an extension on our funds until September 30<sup>th</sup> and hope it will be approved. We will be having a webinar June 3<sup>rd</sup> for any businesses interested in starting an apprenticeship with Tyra Copas from the Apprenticeship TN office and a local employer representative participating as panelists.
- **GIVE Partnership with DSCC:** In partnership with DSCC and their GIVE grant, two videos for Lake and Dyer County high school students interested in healthcare careers were produced – one with an employer panel and another with an educator panel. Staff will be working on an employer video for Obion, Lauderdale, and Tipton County for this fall.

The committee also reviewed the list of programs due for renewal included in the handouts. Performance information was suppressed by Jobs4TN for these programs due to having less than 10 students. The included labor market information indicates that all programs either have expected growth or plenty of annual openings.

**The committee recommends renewing approval of the existing programs, as listed on the attachments, for the Eligible Training Provider List (VOTE).**

## Eligible Training Provider List Program Renewals with Labor Market Information

Provider Name	Program Title	Completion Level	Occupation Title	2021 Jobs	2025 Jobs	2021-2025 Change	Annual Openings	Avg. Hourly Earnings
<a href="#">BETHEL UNIVERSITY</a>	Associate of Arts in Customer Relationship Management	An associate degree	Customer Care Rep, Customer Services Rep, Customer Service Specialist	898	898	0	110	\$ 15.01
<a href="#">BETHEL UNIVERSITY</a>	B.S. NURSING	A baccalaureate degree	Registered Nurses*	1,085	1,071	-14	58	\$ 28.13
<a href="#">BETHEL UNIVERSITY</a>	Bachelor of Science Business Administration	A baccalaureate degree	Management Occupations	5,924	6,190	266	542	\$ 34.01
<a href="#">BETHEL UNIVERSITY</a>	CRIMINAL JUSTICE	A baccalaureate degree	Probation Officers & Correctional Treatment Specialists	99	105	6	9	\$ 20.37
<a href="#">BETHEL UNIVERSITY</a>	SUCCESS PROGRAM	A baccalaureate degree	Management Occupations	5,924	6,190	266	542	\$ 34.01
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	AAS IN ADV. EMERGENCY MEDICAL TECH. CONCENTRATION	An associate degree	Emergency Medical Technician and Paramedics	347	353	6	25	\$ 17.73
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	AAS-PARAMEDIC CONCENTRATION	An associate degree	Emergency Medical Technician and Paramedics	347	353	6	25	\$ 17.73
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	Advanced Programmable Logic Controllers	An industry-recognized certificate or certification	Computer Numerically Controlled Tool Operators and Programmers	128	139	11	15	\$ 19.24
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	ASSOCIATE OF APPLIED SCIENCE - BUSINESS	An associate degree	Management Occupations	5,924	6,190	266	542	\$ 34.01
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	ASSOCIATE OF APPLIED SCIENCE - COMPUTER INFORMATION TECHNOLOGY	An associate degree	Computer Support Specialists	150	158	8	13	\$ 22.54
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	ASSOCIATE OF APPLIED SCIENCE - EARLY CHILDHOOD EDUCATION	An associate degree	Education and Childcare Administrators	358	364	6	27	\$ 39.55
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	ASSOCIATE OF APPLIED SCIENCE - HEALTH INFORMATION TECHNOLOGY	An associate degree	Health Information Technologists, Medical Registrars, Surgical Assistants, and Healthcare Practitioners and Technical Workers**	26	25	-1	1	\$ 24.33
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	ASSOCIATE OF APPLIED SCIENCE - NURSING	An associate degree	Registered Nurses*	1,085	1,071	-14	58	\$ 28.13
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	ASSOCIATE OF APPLIED SCIENCE - NURSING -MAJOR & CONCENTRATION ADVANCED STANDING	An associate degree	Registered Nurses*	1,085	1,071	-14	58	\$ 28.13
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	ASSOCIATE OF APPLIED SCIENCE IN ENGINEERING SYSTEMS TECHNOLOGY	An associate degree	Engineering Technologists and Technicians	408	427	19	40	\$ 23.53
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	ASSOCIATE OF APPLIED SCIENCE-CRIMINAL JUSTICE	An associate degree	Probation Officers & Correctional Treatment Specialists	99	105	6	9	\$ 20.37
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	CERTIFIED PRODUCTION TECHNICIAN	An industry-recognized certificate or certification	Production Workers	1,228	1,255	27	149	\$ 16.61

<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	COMPUTER SYSTEMS OPERATIONS & MAINTENANCE TECHNICAL CERTIFICATE	An industry-recognized certificate or certification	Computer, Automated Teller, and Office Machine Repairers	31	32	1	3	\$ 19.38	
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	CORRECTIONS AND LAW ENFORCEMENT CERTIFICATE	An industry-recognized certificate or certification, A community college certificate of completion	Police Officers	572	598	26	46	\$ 18.77	
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	EARLY CHILDHOOD EDUCATION TECHNICAL CERTIFICATE	An industry-recognized certificate or certification, A community college certificate of completion	Childcare Workers***	674	645	-29	93	\$ 10.44	
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	ELECTRONIC HEALTH RECORD TECHNICAL CERTIFICATE	An industry-recognized certificate or certification, A community college certificate of completion	Health Information Technologists, Medical Registrars, Surgical Assistants, and Healthcare Practitioners and Technical Workers**	26	25	-1	1	\$ 24.33	
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC CERTIFICATE	An industry-recognized certificate or certification, A community college certificate of completion	Emergency Medical Technician and Paramedics	347	353	6	25	\$ 17.73	
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	MEDICAL CODING TECHNICAL CERTIFICATE	An industry-recognized certificate or certification, A community college certificate of completion	Information and Record Clerk	74	76	2	8	\$ 12.90	
<a href="#">DYERSBURG STATE COMMUNITY COLLEGE</a>	PROGRAMMABLE LOGIC CONTROLLERS	An industry-recognized certificate or certification	Computer Numerically Controlled Tool Operators and Programmers	128	139	11	15	\$ 19.24	
<a href="#">TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT PARIS</a>	Industrial Maintenance Technology CPT	An industry-recognized certificate or certification, A measurable skills gain leading to a credential	Industrial Machinery Installation, Repair, and Maintenance Workers	461	508	47	51	\$ 23.28	
<a href="#">UNIVERSITY OF TENNESSEE AT MARTIN</a>	Communications News Editorial	A baccalaureate degree	New Analysts, Reporters, and Journalists	21	21	0	3	\$ 15.46	
<i>Program performance information has been suppressed due to all programs having less than 10 WIOA students enrolled.</i>				LMI for all of West TN, excluding Shelby County					
				*Registered Nurses	4,768	4,888	120	280	\$ 27.90
				**Health Information Technologists	138	141	3	8	\$ 25.51
				***Childcare Workers	1,831	1,781	-50	258	\$ 10.59

## **Executive Committee Report – Ted Piazza, Chair/ Jimmy Williamson, Vice-Chair**

The Executive Committee met on April 28<sup>th</sup> with six members plus staff and one guest participating. The committee received updates on accessible parking needs at the Dyer and Obion AJCs. Dyersburg State will paint the lines for a van accessible spot at the Dyersburg AJC. In Union City, Union City Paving has been requested to complete the painting. Monitoring results, including draft 6-month reviews of the One-Stop Operator (OSO) and Career Service Provider (CSP) contracts, were also reviewed. Monitoring is on schedule and there have not been any issues. The CSP enrollments are on track to be met along with all fiscal and performance measures. The OSO's traffic count goals for the AJCs are still not being met. AJC traffic has been down due to COVID, but increased between January and March. At the end of March, AJCs opened to the public without an appointment so we hope to see additional increases in customer traffic. Other suggestions for improvements are minor and staff have continued to be very pleased with Mid-Cumberland as the OSO.

Estimated performance results for the third quarter of the current program year showed all goals are exceeding 100% of the target except for employment in the 4<sup>th</sup> quarter after exit for Adults (99.88% of the target) and wages for Dislocated Workers (93.11% of the target), both of which are still above the required 90% threshold. Estimated results are listed on the Performance Dashboard included in the handouts. Final results for the quarter from TDLWD are still pending. The committee also heard an update on the annual Data Validation review. The preliminary results from the review showed 50 of the 140 files selected having issues, but there was an issue with the staging site used not having the documentation available that was uploaded in the live site. After investigating and sending proof to the state, staff show only 7 files with issues, or 5% overall. Most issues are date validation issues, such as a keying error or a missing document.

The financial status report as of March was also reviewed and fiscal performance results are listed on the Performance Dashboard. Although the requirement was waived for this year and next year, we are still tracking and striving to meet the 40% minimum participant cost rate (MPCR). The rate as of March was 43.38%. Out-of-School Youth expenditures exceeded the required 75% for program year (PY) funds at over 86%, and total Work Experience expenditures exceeded the required 20% at over 42%. In-School Youth expenditure rate for PY 20 funds must be at least 35%, and we are currently at about 23%. This is a huge increase from last year when we had about 6% for the whole year. The committee also received a budget update. We've had several additional grants including the CARES Reemployment funds and Consolidated Business Grants that provided funding for participants, so we have only expended about 53% of our participant budgeted funds so far. We have expended about 60% of our operating budget, and 75% of our administrative budget. Our RESEA contract was originally supposed to end in December but was increased and extended to June 30<sup>th</sup>. We are on track to spend close to all of the RESEA funds received and are waiting for guidance on requesting funds for the next program year.

The committee also reviewed the draft program year (PY) 2021 budget for July 1, 2021 to June 30, 2022. There is a significant decrease in carryover formula funds expected compared to last year. There will be a small DRA amount to carryover through December and we will have a large carryover amount for the National Dislocated Worker (DW) Grant, which will help fund DW participants next year, but we will need additional funding for Adult participants. Our allocations for next year are down close to \$245,000, about a 12% decrease. The vast majority of the cut is in DW funding, which is only 65% of what it was last year, leaving less funding to transfer to Adult. The board staff operating budget is up a little bit because of a potential 4% cost-of-living raise that has yet to be confirmed. A breakdown of the budget by category, program, and line item is also included in the handouts. **The committee recommends approval of the budget as included in the attachments (VOTE).**

Changes to the Youth Eligibility policy as indicated in red on the attached handout were also reviewed. Changes include clarification to the foster care eligibility criteria, definition of a family, and determining high poverty status by census tract. **The committee recommends approval of the policy changes as outlined in red in the attachments (VOTE).**

The committee also received an update on two draft State Workforce Board (SWDB) policies:

- Draft Board Hiring Procedures Policy: It was originally posted for public comment prior to the March SWDB meeting and received several comments. Some changes have been made since the original policy was

posted including the removal of requiring a bachelor's degree for an Executive Director, and the addition in the last section on board oversight and compliance clarifying that the board staff are not to act without the board's approval when a vote or signature is required. Staff has asked for additional clarification on when a board vote and/or signature is required since it is still a very broad statement.

- Draft Key Performance Indicators (KPIs) Policy: Significant changes from the current KPI process include converting KPI goals from calendar year to program year goals, so we are now re-negotiating to get targets to a program year on a quarterly breakdown beginning July 1<sup>st</sup>. They also become hard targets instead of soft targets with possible sanctions for not meeting goals, or incentives for meeting goals. Staff has requested clarification about how the performance of partners we don't have contracts with might affect our funding as indicated in the policy, and the weighing of the quarterly results. The math seems to stop working at about 88% of the goal being met, at which point the weighted amount becomes less than the actual amount achieved.

So far our KPIs results do look better this year as shown in the attached Performance Dashboard, but we have several goals not being met. Staff are also concerned about how the new state requirement that 75% of those served as Adults must meet one of the first two priority categories since many of the individuals we serve are above low income but still below self-sufficiency.

## Youth Eligibility

**Effective Date:** May 18, 2021 ~~August 28, 2020~~

**Duration:** Indefinite

**Purpose:** To establish policy to provide guidance on WIOA Title I youth program eligibility requirements, policies, and procedures consistent with state and federal requirements and to define “requires additional assistance to enter or complete an educational program, or to secure or hold employment.”

**Policy:** Youth must meet eligibility requirements to participate in the WIOA Title I youth program. WIOA section 129(a)(1) establishes separate criteria for out-of-school youth (OSY) and in-school youth (ISY).

WIOA Section 129(a)(1)(B) defines OSY as an individual who is:

1. not attending any school (as defined under State law);
2. not younger than age 16 or older than age 24; **and**
3. one or more of the following:
  - a. a school dropout.
  - b. 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.
  - c. a recipient of a secondary school diploma or its recognized equivalent who is a **low-income individual and** is (a) basic skills deficient; **or** (b) an English language learner.
  - d. an individual who is subject to the juvenile or adult justice system.
  - e. a homeless individual (as defined in section 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 section 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 section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
    - i. Or, per [20 CFR 681.210](#), an individual who has attained 16 years of age and left foster care for kinship guardianship or adoption.
  - f. an individual who is pregnant or parenting.
  - g. a youth who is an individual with a disability.
  - h. a **low-income** individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

WIOA Section 129(a)(1)(C) defines ISY as an individual who is:

2. attending school (as defined by State law);
3. not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
4. a low-income individual; **and**
5. one or more of the following:
  - a. Basic skills deficient.
  - b. An English language learner.
  - c. An offender.
  - d. A homeless individual (as defined in section 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 section 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 section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
    - i. Or, per [20 CFR 681.220](#), an individual who has attained 16 years of age and left foster care for kinship guardianship or adoption.
  - e. Pregnant or parenting
  - f. A youth who is an individual with a disability.

- g. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

Additionally, eligible youth must also be a citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylum, and parolee, and other immigrant authorized by the Attorney General to work in the United States. Before enrollment in WIOA Title I funded services, all males who are at least 18 years old and have not reached their 26<sup>th</sup> birthday must be registered with Selective Services. If a male turns 18 while participating in any applicable services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIOA Title I funded services. If a man under the age of 26 refuses to register with Selective Service, WIOA Title I funded programs must be suspended until he registers. For transgender customers, compliance with selective service is predicated on the individual's gender as assigned at birth/as recorded on a birth certificate.

#### Documentation of Participant Eligibility

Documentation is necessary to support WIOA Title I youth eligibility. Staff must verify and confirm that youth are eligible to participate in WIOA youth services through an examination of documents which must be stored electronically by uploading the documents into the participant's file in Jobs4TN. Documentation must be available to program staff, fiscal monitors, and auditors for monitoring purposes. A case note may be added with the documentation indicating the eligibility requirement that the document is supporting. Records must be maintained for a period of at least five (5) years after the submittal of the final closeout expenditure report for that funding period by the Board's Fiscal Agent.

#### Determining School Status

To determine school status for youth participants, service provider staff must follow the below definitions provided in the Workforce Services Policy – Youth Eligibility:

*School:* Any secondary or postsecondary school as defined by the applicable State law or secondary and postsecondary institutions. For purposes of WIOA, the Department does not consider providers of adult education under WIOA Title II, YouthBuild programs, Job Corps program, high school equivalency programs, or dropout re-engagement programs to be schools. Youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in school are an exception; they are considered in-school youth.

*Attending School:* An individual is considered to be attending school if the individual is enrolled in a secondary school or registered for credit-bearing courses at a postsecondary institution. Such schools and/or institutions include, but are not limited to: Tennessee Colleges of Applied Technology, community colleges, four (4) year college/university, traditional K-12 public and private, and alternative schools (e.g. continuation, magnet, charter, and home schools). AJC staff must evaluate the following at the time of enrollment:

- If the youth is enrolled in the WIOA youth program during the summer and is in between school years, the youth is considered in-school youth if they are enrolled to continue school in the fall.
- If a youth is enrolled in the youth program between high school graduation and postsecondary education, the youth is considered an in-school youth if they are registered for postsecondary credit-bearing courses, even if they have not yet begun postsecondary classes at the time of enrollment.
  - If the youth does not follow through with attending postsecondary education, then such a youth would be considered an out-of-school youth if the eligibility determination is made after the point that the youth decided not to attend postsecondary education.
- Postsecondary courses must be credit-bearing classes. An individual attending non-credit bearing, post-secondary classes (e.g. remedial courses) are to be considered out-of-school youth.

*Not Attending School:* An individual who is not attending a secondary or postsecondary institution.

*Alternative School:* A non-traditional academic program or school designed to meet the student's educational, behavioral, and social needs for students in grades seven (7) through twelve (12).

#### Determining Basic Skills Deficiency

An individual that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or is 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, is considered basic skills deficient. If an individual is found to be basic skills deficient, this must be recorded in Jobs4TN.

Testing for basic skills deficiency is recommended to be done through Tennessee Department of Adult Education when applicable. When testing through TN Department of Adult Education is not applicable, local providers are permitted to administer testing. Formalized testing instruments that are valid, reliable, appropriate, fair, cost effective, well-matched to the test administrator's qualifications, and easy to administer and interpret results must be used with approval of the Board. Assessment instruments must also be appropriate for the target population, and reasonable accommodations must be provided in the assessment process, if necessary, for individuals with disabilities.

#### Determining Low Income Status

WIOA Section 3(36)(A) defines a low income individual as someone who:

1. (i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
2. is in a family with total family income that does not exceed the higher of (I) the poverty line; or (II) 70 percent of the lower living standard income level;
3. is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
4. 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.);
5. is a foster child on behalf of whom State or local government payments are made; or
6. is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

Per WIOA section 129(a)(2), for the purpose of WIOA section 129(a)(1), the term "low-income", used with respect to an individual, also includes a youth living in a high-poverty area. As stated in TEGL 21-16, the WIOA regulations at 20 CFR § 681.260 define high-poverty areas as a Census tract, a set of contiguous Census tracts, an American Indian Reservation, Oklahoma Tribal Statistical Area (as defined by the U.S. Census Bureau), Alaska Native Village Statistical Area or Alaska Native Regional Corporation Area, Native Hawaiian Homeland Area, or other tribal land as defined by the Secretary in guidance or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data. ~~As of the 2018 data~~ (<https://www.census.gov/acs/www/data/data-tables-and-tools/data-profiles/>), ~~Lake County is the only county in the Northwest area meeting the criteria to be a high poverty area. Below are the poverty rates (percentage of families and people whose income in the past 12 months is below the poverty level, all people):~~

~~Benton County, 21.40%~~~~Carroll County, 19.80%~~~~Crockett County, 19.30%~~~~Dyer County, 18.50%~~~~Gibson County, 17.10%~~~~Henry County, 19.80%~~

Lake County, 26.90%

Obion County, 22.70%

~~Weakley County, 20.20%~~

If the entire county does not have at least a 25% poverty rate, individual and / or contiguous Census tracts with at least a 25% poverty rate may also be considered a high poverty area. All of the individual Census tracts within the contiguous target area do not have to have a 25% poverty rate as long as the overall set of Census tracts within the contiguous area have an overall poverty rate of 25%. More than one high-poverty area may be identified as long as the Census tracts within each high-poverty area are contiguous. For example, a high poverty area can be established in the West side of town and a high poverty area in the South side of town, as long as the Census tracts within the West side poverty area are contiguous with each other and the Census tracts within the South side poverty area are contiguous with each other. Poverty rates of Census tracts may be found at <https://www.census.gov/data.html>.

Once Census tracts have been identified as high-poverty, as an individual tract or part of contiguous tracts with an overall rate of 25% or more, it is necessary to document that a youth applicant lives in a high-poverty area and therefore meets the low-income criteria. AJC staff must determine the Census tract in which the applicant's street address is located at: <https://geocoding.geo.census.gov/geocoder/geographies/address?form>. Once the Census tract of the applicant's residence is identified, it can be compared to high-poverty Census tracts as identified above. Documentation that the Census tract qualifies as part of a high-poverty area and that the applicant's residence is within such as tract must be maintained in the participant's electronic case file.

WIOA Section 3(36)(B) defines lower living standard income level as that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

*Five-Percent Low-Income Eligibility Exception:* As described in 20 CFR 681.250(c), WIOA allows a low-income exception where five (5) percent of WIOA youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria. A program must calculate the five (5) percent based on the percent of newly-enrolled youth in the Local Workforce Development Area's WIOA youth program in a given program year who would ordinarily be required to meet the low-income criteria. It is not based on all youth since many of the OSY categories do not require low-income status. Because not all OSY are required to be low-income, the five (5) percent low-income exception under WIOA is calculated based on the five (5) percent of youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria.

*Income Calculations:* In order to determine if a youth applicant is in a family with total family income that does not exceed the higher of (I) the poverty line or (II) 70 percent of the lower living standard income level, actual total family income received by the applicant and all members of his / her family living in the household during the six-month period prior to the application date must be collected. All income earned and unearned income, unless specifically excluded per TEGL 19-16 or TEGL 21-16, is considered in determining monthly gross income. Income may be received periodically or at irregular intervals.

WIOA staff members must always obtain ample information to account for all income received during the six-month period prior to the application date, or information on how the family has been supported in the absence of income and / or public assistance (i.e. Food Stamps, Unemployment Insurance, etc.). When completing income computation, WIOA staff should use the following order for obtaining income documentation:

- (1) Actual Six Months of Income (e.g. six months of paystubs or employer statement)
- (2) Best Available Documentation (e.g. any available paystubs or Employment Security Wage Report)
- (3) Third Party Support

Method #1, actual six months of income, is always the best method and there should be very few cases in which six months of actual income is not used for income computation. If six months of actual income is not used for income computation, then staff must enter a very detailed case note justifying why method # 2 (Best Available Documentation such as any available paystubs or Employment Security Wage Report) is used and not method # 1. If method # 3 (Third Party Support) is used instead, staff must enter a very detailed case note justifying why method # 3 was used and not method # 1 or # 2.

*Actual Income Verification:* The Employment Verification Form for Eligibility, a statement from the employer of income between the application date and six months prior to the application date, or paystubs or other wage reports for the entire six-month period may be used to document actual income earned during the six-month period prior to the application date. The total gross income for the six-month period must be included in income computation, including any overtime, allowances, tips, or bonuses. All documents should have the person's name, the date(s) of the pay period, and the amount of income before deductions.

*Best Available Documentation:* If the income documentation provided does not reflect an accurate account of the income over the past six months (i.e. worked different jobs, had no income for a period of time, etc.), WIOA staff members should (a) call the applicant or parent/guardian to gather more income information to help determine eligibility (i.e. additional paystubs); (b) prorate year to date (YTD) amount from paystubs that include the entire six month pay period (see below for instructions on using YTD wages); (c) request wage information from Employment Security staff if available; or (d) obtain a Third Party Support Form. Ultimately, the responsibility is on the applicant/parent to supply adequate information to determine eligibility.

In the event that actual income verification for the past six months cannot be supplied by the applicant or employer, income documentation that includes at a minimum the most recent 30-days income (earned and unearned) for all family members in the household can be used may be used as an exception to compute income for the six-month period prior to the application date using prorated year-to-date (YTD) wages. The more income data available for the six-month time period, the better the documentation (multiple paystubs, although not consecutive for the entire period, may give a better picture). In order to use YTD information WIOA staff must determine the hire date and determine how many weeks of pay is represented by the YTD figure. The YTD amount should then be divided by the number of weeks represented, or the number between the first of the year or the hire date, whichever is more recent, and the end date of the most recent pay period as seen on the participant's paystub to identify an average weekly pay amount. The average weekly pay amount must then be multiplied by 26 weeks to determine the income amount for the six-month period prior to the application date. Any other income received during the six-month period by family members living in the household must also be included in the income computation.

*Self-Employment:* For self-employed individuals who have filed their taxes, the most recent tax return (not to be over 13 months old) of the self-employed individual is to be used to determine wages for the previous year. The amount in line will then be divided by 2 to determine the amount for the six-month period. The individual who is self-employed must also provide a signed attestation that nothing has occurred since the last income tax return period being supplied with the application that has or will significantly change the applicant's financial situation. Income of other family members of the household (if applicable) will also need to be documented and included in the income computation. For self-employed individuals who are not required to file taxes, a Personal Services Employment Verification Form may be used to document cash income (e.g. housecleaning, babysitting, dog-walking, etc.).

*Other Means of Support:* For families without includable income or public assistance, or those with gaps in income during the six months, information must be gathered to determine how the family supported themselves. A Third Party Support Form may be used to show how the applicant was supported. When using a Third Party Support Form, the person who is providing support to the applicant, who cannot be a family member as defined above, must list all the types of support provided to the applicant in a month on the form. Support received is not counted as income. Any income of family members living in the household must be included in income computation. If during gaps in employment a family member was relying on the income of other members of the family, staff must document this in the eligibility case note. The income of the family members must be included in income computation. If the family is being supported by exclusionary income, documentation must be obtained and a copy uploaded to the participant's file.

*Determining Family Size:* Income from individuals living in the household who do not meet the definition of "family" will not be included in income computation. ~~In the absence of a Federal and / or State definition, the Northwest Local Workforce Development Area has continued to use the definition of a family provided under the Workforce Investment Act and has considered Per 20 CFR § 675.300,~~ family ~~to~~ means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (A) A ~~husband, wife, married couple~~ and dependent children.
- (B) A parent or guardian and dependent children.
- (C) A ~~husband and wife married couple~~.

Since parents are included in the definition of family, when an applicant lives in the same household as his/her parents, the income of the parents shall be included in determining low-income status and eligibility, unless:

- a) The applicant is a ~~single~~ parent/guardian, living with ~~his / her child within~~ his / her parents' ~~household~~, and is not claimed as a dependent on the most recent tax return of his / her parents (a copy must be maintained in the participant's file), whereby the applicant and his/her children comprise a separate family unit within the household; or
- b) The applicant is married but lives with parents, and is not claimed as a dependent on the most recent tax return of his / her parents, parents (a copy must be maintained in the participant's file) whereby the applicant and his/her spouse are considered a separate family unit within the household.
- c) ~~The applicant lives with his / her parent or guardian is not claimed as a dependent on the most recent tax return of his / her parents (a copy must be maintained in the participant's file).~~

When an individual has a disability for which documentation can be obtained, the income for such individual shall exclude the income of any and all other members of the family. Acceptable documentation shall include a written statement from Vocational Rehabilitation reflecting current services, verification showing current receipt of SSI or SSD for the individual from the Social Security Administration, or a letter from a local education entity stating the individual has an IEP along with a signed attestation from the youth applicant and his/her parents/guardians, when applicable due to the applicant's age, that the IEP is based on a disability.

#### Needs Additional Assistance Definition

Each LWDB must define in its local plan and local policies the criterion of "requires additional assistance to complete an educational program, or to secure and hold employment" for OSY and ISY. LWDBs must include evidence supporting the established criteria ensure regional alignment to the best of their abilities, which may include most current labor market information, statistical evidence, and other data deemed supportive. Documentation required from participants to support established criteria must also be identified.

According to the Office of Disease Prevention and Health Promotion (ODPHP)'s website, "Many factors can contribute to inequitable access to resources and opportunities, which may result in poverty. Marital status,

education, social class, social status, income level, and geographic location (e.g., urban vs. rural) can influence a household's risk of living in poverty. For example, in 2012, 17.7% of people in rural areas were living in poverty, compared to 14.5% of people in urban areas. Racial and ethnic minorities are more likely than non-minority groups to experience poverty at some point in their lives. In addition, children from families that receive welfare assistance are 3 times more likely to use welfare benefits when they become adults than children from families who do not receive welfare. Studies also report that migrant status is a risk factor for poverty.”

As mentioned above, as of 2018, the U.S. Census Bureau’s American Community Survey 5-Year data showed poverty rates for the NW area between 17.1% and 26.9%. A rate of at least 20% is categorized by the U.S. Census Bureau as a poverty area, while 20 CFR § 681.260 defines a high poverty area as an area that has a poverty rate of at least 25%. Benton, Obion, and Weakley counties are considered poverty areas while Lake County is considered a high poverty area. The NW area also has median household incomes below the national average and significant percentages of children in poverty, female householders with no husband present, and non-family households. Although small, each county also has a presence of foreign-born individuals.

County Name	Median Household Income	% Children Under 18 Poverty Level	% Foreign-Born Population	% Male Householder, No Wife Present, Family Households	% Female Householder, No Husband Present, Family Households	% Non-Family Households
Benton	\$33,125	25.3%	1.1%	4.2%	11.4%	40.7%
Carroll	\$40,810	25.2%	0.9%	4.5%	12.7%	32.8%
Crockett	\$42,047	28.7%	4.2%	3.7%	12.7%	33.6%
Dyer	\$43,762	24.3%	1.9%	6.0%	15.3%	29.1%
Gibson	\$41,886	24.8%	1.2%	3.5%	15.9%	32.4%
Henry	\$40,837	30.9%	1.3%	3.4%	12.9%	31.8%
Lake	\$34,966	40.1%	0.7%	5.9%	20.9%	33.3%
Obion	\$39,866	33.2%	1.8%	5.2%	12.5%	32.9%
Weakley	\$38,566	25.6%	1.7%	5.3%	9.8%	36.2%

Source: Community Indicators Map, Economic Modeling Systems, Inc. (from the Census's American Community Survey 5-year estimates)

Furthermore, according to the Tennessee State Plan for 2020-2023, unemployment rates among youth (ages 16 to 24 years old) are higher in the West region at 18.45%, more than five times the overall state rate.

Based on the above labor market information, statistical evidence, Training and Employment Notice 22-19 - Technical Assistance Resources for the Workforce Innovation and Opportunity Act (WIOA) Youth Program, and other relevant experience in serving the youth population, the Northwest TN Workforce Board, in consultation with the Chief Local Elected Officials, has adopted the below criterion for Youth- “requires additional assistance to enter or complete an educational program, or to secure or hold employment” in an effort to increase the likelihood of participants’ educational and occupational success, and reduce the likelihood of participants entering or remaining in poverty:

#### REQUIRES ADDITIONAL ASSISTANCE FOR BOTH OSY AND ISY:

1. Educational Barriers – as documented by school or testing agency records
  - a. Has been placed on probation, suspended, or expelled from school at least within the last 12 calendar months
  - b. Has repeated at least one secondary grade level
  - c. Has or has previously had below average grades or an ACT/SAT score below the college readiness range
2. Employment Barriers – as documented on the participant’s application
  - a. Little or no successful work experience or has never held a job
  - b. Has been fired from a job in the last 12 calendar months
  - c. Has a family history of chronic unemployment and / or long-term use of public assistance

- d. Has experienced an unsuccessful work search or little to no exposure to successfully employed adults
- e. Has, or is a member of a family who has, a poor work history, to include no work history, long-term unemployment, significant gaps in employment, or sporadic work history
- 3. Living Arrangements – as documented on the participant’s application, assessment, and / or case notes
  - a. Has been previously placed in out-of-home care (foster care, group home, or kinship care)
  - b. Lives in a home with parents who have limited English proficiency or the primary language spoken in the home is not English
  - c. Lives with only one or neither of his/her natural parents
  - d. Lives in public housing
  - e. Lives in a poverty area (poverty rate  $\geq 20\%$ ), federally-designated high poverty area (poverty rate  $\geq 25\%$ ), or an at-risk or distressed county per the Appalachian Regional Commission (ARC)
- 4. Medical/Social/Family Barriers – as documented on the participant’s application, assessment, and / or case notes
  - a. Lacks parental support
  - b. Has emotional, medical, physical, cognitive, or psychological impairment which creates a significant impediment to employment
  - c. Has been referred to, is being treated by, or has previously been treated by an agency for substance abuse
  - d. Has experienced recent traumatic events, is a victim of a crime or abuse, or resides in an abusive environment as documented by a school official or other professional
  - e. Faces significant personal challenges including dysfunctional domestic situations, lack of supportive services or transportation, documented behavioral problems, and substance abuse by the youth or a family member
  - f. Is, or is a member of household, receiving assistance to meet basic needs such as food and shelter
  - g. Has currently or formerly incarcerated parent(s) or guardians
  - h. Has parents who lack a high school diploma or equivalent
  - i. Potential first-generation postsecondary student
  - j. Emancipated youth
  - k. Immigrant, refugee, or migrant youth

REQUIRES ADDITIONAL ASSISTANCE for Out-of-School Youth only – as documented by school records or the participant’s application:

- a. Has dropped out of postsecondary educational program as documented by school records
- b. Has not enrolled in postsecondary school or entered a career path within one year of completion of secondary school to include lack of full-time employment or history of employment with earnings below self-sufficiency guidelines
- c. Has never held a full-time job (aged 18+ only)
- d. Has received court agency/referrals mandating school attendance
- e. Has been unemployed six months out of the last two years (aged 18+ only)

REQUIRES ADDITIONAL ASSISTANCE for In-School Youth only – as documented by school or court records:

- a. Has poor attendance patterns in an educational program during the last 12 months
- b. Has documented behavioral problems at school
- c. Is deemed at risk of dropping out of school by a school official
- d. Is required to enroll in remedial or development coursework in postsecondary
- e. Grade Point Average of less than 2.0 In school (secondary or postsecondary)
- f. One or more years behind modal grade for one’s age group

*Five-Percent Additional Assistance Barrier Limitation for ISY:* WIOA section 129(a)(3)(B)(1) states that in each LWDA, not more than five (5) percent of the ISY assisted may be eligible due to the barrier of requiring additional assistance to complete an educational program or to secure or hold employment. States and local

areas must ensure that in a given program year, no more than five (5) percent of ISY enrolled in the program year are eligible only based on the “additional assistance” criterion. The five (5) percent limitation criterion for additional assistance applies to ISY only.

In order to ensure compliance with the five (5) percent ISY limitation and that ISY who are most in need are served in the WIOA youth program, the Northwest areas focuses on serving ISY who are eligible based on criteria other than the “requires additional assistance” criterion, such as homeless youth, foster youth, youth with a disability, and youth offenders. In addition, the service provider must request approval for any ISY enrollments using the needs additional assistance criterion so that the Board staff can track the number of newly-enrolled ISY in this category in a given program year.

**Reference:** WIOA section 129(a)(1)(B) and (C), WIOA Section 3(36)(A) and (B), WIOA section 129(a)(2), 20 CFR § 681.260, 20 CFR 681.250(c), WIOA Section 129(a)(3)(B)(1), WIOA Section 188(a)(5), TEGL 19-16, TEGL 21-16, ODPHP: <https://www.healthypeople.gov/2020/topics-objectives/topic/social-determinants-health/interventions-resources/poverty>

**Related TDLWD Policy:** Youth Eligibility Policy

**Vetted and Approved by the Northwest Tennessee Workforce Board:** May 18, 2021 ~~August 28, 2020~~

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Jimmy Williamson, Chair  
Northwest Tennessee Workforce Board

Census Tract	County	Total Population	Total in Poverty	% in Poverty
9621	Carroll	5,869	1,458	24.8%
9622.01	Carroll	3,368	868	25.8%
<b>Contiguous</b>	<b>Carroll</b>	<b>9,237</b>	<b>2,326</b>	<b>25.2%</b>
9643	Dyer	4,925	1,120	22.7%
9644	Dyer	6,007	1,853	30.8%
<b>Contiguous</b>	<b>Dyer</b>	<b>10,932</b>	<b>2,973</b>	<b>27.2%</b>
9669	Gibson	2,669	911	34.1%
9670	Gibson	6,311	1,525	24.2%
<b>Contiguous</b>	<b>Gibson</b>	<b>8,980</b>	<b>2,436</b>	<b>27.1%</b>
9691	Henry	2,963	581	19.6%
9692	Henry	1,741	242	13.9%
9693	Henry	3,207	1,060	33.1%
9694	Henry	2,014	699	34.7%
<b>Contiguous</b>	<b>Henry</b>	<b>9,925</b>	<b>2,582</b>	<b>26.0%</b>
9601	Lake	2,355	723	30.7%
9602	Lake	2,248	592	26.3%
<b>Contiguous</b>	<b>Lake</b>	<b>4,603</b>	<b>1,315</b>	<b>28.6%</b>
9654	Obion	4,527	935	20.7%
9655	Obion	2,254	274	12.2%
9656	Obion	4,029	1,742	43.2%
9657	Obion	4,198	1,081	25.8%
9658	Obion	1,662	230	13.8%
9659	Obion	1,247	216	17.3%
<b>Contiguous</b>	<b>Obion</b>	<b>17,917</b>	<b>4,478</b>	<b>25.0%</b>
9682.01	Weakley	4,678	894	19.1%
9682.02	Weakley	410	315	76.8%
9682.03	Weakley	2,549	749	29.4%
<b>Contiguous</b>	<b>Weakley</b>	<b>7,637</b>	<b>1,958</b>	<b>25.6%</b>

**Northwest PY 2021 Budget - DRAFT**  
**April 2021**

	<i>PY 2019</i>	<b>Total</b>	<b>Admin. (all)</b>	<b>Adult Prg (w/ AT)</b>	<b>DW Prg (w/o AT)</b>	<b>Youth Prg</b>	<b>Prg Total</b>	<b>Other Admin.</b>	<b>RESEA</b>	<b>DRA</b>	<b>DWG</b>	<b>Total Budget</b>
<b>Estimated Carryover</b>	\$ 624,476.87	\$ 261,282.44	\$ 42,245.44	\$ 123,383.58	\$ 46,756.39	\$ 48,897.02	\$ 219,036.99	\$ 72,091.62	\$ -	\$ 26,346.52	\$ 586,539.81	\$ 946,260.39
<b>PY 21 / FY 22 Funds</b>	\$ 1,995,408.21	\$ 1,750,867.66	\$ 175,086.77	\$ 617,404.67	\$ 346,679.45	\$ 611,696.77	\$ 1,575,780.89	\$ 20,212.77	\$ 164,593.56	\$ -		\$ 1,935,674.00
<b>Total Budget</b>	\$ 2,619,885.08	\$ 2,012,150.10	\$ 217,332.21	\$ 740,788.25	\$ 393,435.84	\$ 660,593.79	\$ 1,794,817.89	\$ 92,304.40	\$ 164,593.56	\$ 26,346.52	\$ 586,539.81	\$ 2,881,934.39
<i>PY 20 Budget</i>	\$ 2,619,885.08	\$ 2,619,885.12	\$ 309,377.89	\$ 950,235.35	\$ 583,318.60	\$ 776,953.28	\$ 2,310,507.23		\$ 232,165.00			\$ 2,852,050.12
<i>Difference</i>	\$ (607,734.98)	\$ (607,735.02)	\$ (92,045.68)	\$ (209,447.10)	\$ (189,882.76)	\$ (116,359.49)	\$ (515,689.34)		\$ (67,571.44)			\$ 29,884.27
<b>IFA Expenses (including OSO)</b>	\$ 164,244.14	\$ 170,900.63	\$ 6,311.37	\$ 100,399.45	\$ 21,396.60	\$ 42,793.21	\$ 164,589.26	\$ 2,798.83	\$ 67,462.43			\$ 241,161.89
<b>Career Service Provider</b>	\$ 806,282.00	\$ 675,937.71		\$ 412,322.00	\$ 87,871.90	\$ 175,743.80	\$ 675,937.71		\$ 90,280.05		\$ 130,344.33	\$ 896,562.09
<b>Board / Fiscal Agent Expenses</b>	\$ 807,874.26	\$ 832,483.59	\$ 291,794.38	\$ 297,379.06	\$ 75,696.49	\$ 167,613.65	\$ 540,689.20		\$ 6,851.08	\$ 26,346.52		\$ 865,681.19
<b>Total Operating Expenses*</b>	\$ 1,778,400.40	\$ 1,679,321.92	\$ 298,105.75	\$ 810,100.51	\$ 184,964.99	\$ 386,150.67	\$ 1,381,216.17	\$ 2,798.83	\$ 164,593.56	\$ 26,346.52	\$ 130,344.33	\$ 2,003,405.17
<i>Board changes</i>		\$ 24,609.33	\$ 47,329.50			\$ (22,720.18)			\$1,512,496.96 = PY 19 actual \$1,245,956.26 = PY 20 estimated			
<b>Remaining Balance</b>	\$ 713,469.70	\$ 332,828.17	\$ 8,732.02	\$ (69,312.26)	\$ 208,470.85	\$ 274,443.13	\$ 413,601.72	\$ 89,505.57	\$ -	\$ -	\$ 456,195.48	
<b>Adult Transfer</b>		\$ -		\$ 204,228.53	\$ (204,228.53)		\$ -					\$ 2,417,006.88
<b>Revised Balance</b>	\$ 713,469.70	\$ 332,828.17	\$ 8,732.02	\$ 134,916.27	\$ 4,242.32	\$ 274,443.13	\$ 413,601.72					
<b>Participant Formula Balance*</b>		\$ 331,183.86		\$ 52,498.41	\$ 4,242.32	\$ 274,443.13	\$ 331,183.86	<i>Adult Participant Budget reduced to ensure carryover funding for July - September 2022</i>				
<i>Original PY 20 Formula Budget</i>	\$ 650,411.05	\$ 650,411.05		\$ 203,186.55	\$ 73,500.00	\$ 373,724.50	\$ 650,411.05					
<i>Difference</i>	\$ (319,227.19)	\$ (319,227.19)		\$ (150,688.14)	\$ (69,257.68)	\$ (99,281.37)	\$ (319,227.19)					
<b>Rural Funds, DWG</b>	\$ 361,704.97	\$ 456,195.48		\$ 155,520.63	\$ 300,674.85		\$ 456,195.48		\$1,230,712.68 = PY 19 actual (all grants)			
<b>Total Participant Budget</b>	\$ 692,888.83	\$ 787,379.33		\$ 208,019.03	\$ 304,917.17	\$ 274,443.13	\$ 787,379.33		\$709,497.87 = PY 20 actual (all grants) as of 3/31/21			\$ 2,790,784.50
<i>PY 20 Total Participant Budget</i>	\$ 94,490.51	\$ 1,012,116.02	\$ -	\$ 440,558.71	\$ 197,832.81	\$ 373,724.50	\$ 1,012,116.02	\$ 945,997.16	(estimated PY 20 actual)			
<i>Difference</i>		\$ (224,736.69)	\$ -	\$ (232,539.68)	\$ 107,084.36	\$ (99,281.37)	\$ (224,736.69)					
<b>July - Sept. 2021 Operating Budget</b>												
<b>Carryover Funds</b>		\$ 91,149.88	\$ 8,732.02	\$ 82,417.86	\$ -	\$ -	\$ 82,417.86					\$ 91,149.89
<b>April / July 2021 Funding</b>		\$ 864,494.77	\$ 86,449.48	\$ 103,044.85	\$ 63,303.67	\$ 611,696.77	\$ 778,045.29					
<b>Total Funding</b>		\$ 955,644.65	\$ 95,181.50	\$ 185,462.71	\$ 63,303.67	\$ 611,696.77	\$ 860,463.15					
<b>July - Sept. Operation Costs</b>		\$ 419,830.48	\$ 74,526.44	\$ 202,525.13	\$ 46,241.25	\$ 96,537.67	\$ 345,304.04					
<b>Remaining Balance</b>		\$ 535,814.17	\$ 20,655.06	\$ (17,062.42)	\$ 17,062.42	\$ 515,159.11	\$ 515,159.11					
<b>Adult Transfer</b>		\$ (115,983.69)	\$ -	\$ 17,062.42	\$ (17,062.42)	\$ -	\$ (169,855.07)					
<b>Revised Balance</b>		\$ 651,797.87	\$ 20,655.06	\$ 0.00	\$ -	\$ 515,159.11	\$ 685,014.18					

NWTNWB Budget Items		Total (all grants)	IFA Share	RESEA Share	DRA Share	Rural Share	DWG Share	Admin Share	Program Share
Personnel Fringe	Executive Director, Deputy Director, Director of Facilities/IT, Director of Performance/Compliance, Director of Admin. Services, Business Services Representative (2), Compliance Coordinator, Fiscal Coordinator, Public Information Specialist	\$ 538,917.86	\$ 81,439.20	\$ 4,555.42	\$ 18,215.24			\$ 167,085.73	\$ 349,061.47
	Social Security, Medicare, FUTA, SUTA, Health Insurance, 401K, Annual Leave	\$ 229,213.33	\$ 23,333.97	\$ 1,782.36	\$ 5,162.92			\$ 77,629.53	\$ 144,638.52
	Board staff travel costs for the purpose of fulfilling daily responsibilities, and may include overnight costs, when appropriate. Subject to State of TN Travel Regulations.	\$ 10,000.00	\$ -	\$ -	\$ 2,856.99			\$ 3,857.23	\$ 3,285.78
Travel	Replacement laptops, printers / copiers, hard drives, etc. - as needed	\$ 2,000.00	\$ -	\$ -	\$ -			\$ 516.00	\$ 1,484.00
Equipment	Office supplies for board staff	\$ 5,000.00	\$ -	\$ 30.00	\$ 111.38			\$ 1,290.00	\$ 3,568.62
Supplies									
Contractual									\$ -
Printer / Copier Rental	Konica Minolta for board staff, AIC flyers & brochures, annual reports	\$ 4,500.00	\$ -	\$ 27.00	\$ -			\$ 1,161.00	\$ 3,312.00
OJTs	On-the-Job Training Grants to Employers for Title I Participants	\$ 163,175.37	\$ -	\$ -	\$ -		\$ 7,518.96		\$ 194,392.81
CSP: Staffing & Operations	Title I Adult, Dislocated Worker, and Youth services	\$ 896,562.09	\$ -	\$ 90,280.05	\$ -		\$ 130,344.33		\$ 675,937.71
	ITAs, including those used to support RAMP, REAP, and other Registered Apprenticeships, Supportive Services, Work Experience, and Transitional Jobs	\$ 624,203.96	\$ -	\$ -	\$ -	\$ 155,520.63	\$ 293,155.89	\$ -	\$ 136,791.05
CSP: Participant Costs	ITAs (including OSO) Title I and RESEA portions of shared infrastruture and additional costs	\$ 241,161.89	\$ 59,816.09	\$ 67,462.43	\$ -			\$ 9,110.20	\$ 164,589.26
IFA (including OSO)									
Other	Insurance Policies (D&O, workers comp, contents), Audit, Tax Services, Shredding, Memberships & Dues, Subscriptions (EMSI, Career Ready 101, Career Coach),								
3rd Party Services	QuickBooks	\$ 52,000.00	\$ -	\$ 312.00	\$ -			\$ 34,050.00	\$ 17,638.00
Rent	Administrative Office (\$650 per month)	\$ 7,800.00	\$ -	\$ 46.80	\$ -			\$ 2,012.40	\$ 5,740.80
Printing & Publications	AJC Flyers & Brochures, Annual Reports, etc.	\$ 1,000.00	\$ -	\$ 6.00	\$ -			\$ 258.00	\$ 736.00
Communications	Postage, Verizon Data Plans, Vonage Phones, Internet, Conference Calls, Zoom	\$ 12,000.00	\$ -	\$ 72.00	\$ -			\$ 3,096.00	\$ 8,832.00
Building Maintenance	Repair costs, security and building items, etc. - as needed	\$ 250.00	\$ -	\$ 1.50	\$ -			\$ 64.50	\$ 184.00
Staff Training	Estimated training costs for 10 board staff	\$ 3,000.00	\$ -	\$ 18.00	\$ -			\$ 774.00	\$ 2,208.00
Total Budget		\$ 2,790,784.50	\$ 164,589.26	\$ 164,593.56	\$ 26,346.52	\$ 155,520.63	\$ 431,019.18	\$ 300,904.58	\$ 1,712,400.03
		Total	IFA	RESEA	DRA	Rural	DWG	Admin	Program
CSP Budget Items									
Personnel	Executive Director, Financial Coordinator, Career Services Coordinator (2), Quality Advisor, Career Advisor (7), Employment Specialists (7)	\$ 491,145.59		\$ 57,869.51					\$ 433,276.07
Fringe	DSCC provides State of TN benefits including Medical Insurance, Retirement, 401K Match, Longevity and FICA/FICA Med.	\$ 206,112.58		\$ 24,285.33					\$ 181,827.24
Travel	CSP staff travel costs for the purpose of fulfilling daily responsibilities, and may include overnight costs, when appropriate. Subject to State of TN Travel Regulations.	\$ 27,583.84		\$ 3,250.08					\$ 24,333.76
Supplies	Office supplies for CSP staff	\$ 4,597.31		\$ 541.68					\$ 4,055.63
Contractual	Registered Electrical Apprenticeship Preparation (REAP) Program	\$ 30,000.00							\$ 30,000.00
Other									\$ -
Participant Costs	ITAs (including RAMP), Supportive Services, Work Experience, Transitional Jobs	\$ 594,203.96				\$ 155,520.63	\$ 293,155.89		\$ 145,527.44
Indirect	Negotiated indirect not to exceed approved indirect cost rate	\$ 36,778.45		\$ 4,333.44					\$ 32,445.01
Total Budget		\$ 1,390,421.72	\$ -	\$ 90,280.05					\$ 851,465.15
IFA Budget Items									
Personnel	Public Information and IT / Facilities Staff	\$ 28,880.65		\$ 8,414.31					\$ 20,466.34
Fringe	Public Information and IT / Facilities Staff	\$ 5,415.16		\$ 1,577.68					\$ 3,837.48
Travel	Travel for IT / Facilities Staff	\$ 1,805.06		\$ 525.89					\$ 1,279.16
Supplies	Shared office and cleaning supplies	\$ 906.73		\$ 264.17					\$ 642.56
Contractual	One-Stop Operator Contract	\$ 80,834.46		\$ 23,550.75					\$ 57,283.71
Other									
Rent	Benton, Carroll, Crockett, Dyer, Gibson, Lake, Obion, and Weakley AJCs	\$ 93,528.55		\$ 27,249.11					\$ 66,279.43
Utilities	Henry and Weakley AJCs	\$ 1,679.59		\$ 489.34					\$ 1,190.25
Communications	Printing & Publications, Postage, Internet, Copier Rentals, Telephone & Fax (across all nine AJCs)	\$ 13,899.14		\$ 4,049.45					\$ 9,849.69
	Dues, Subscriptions, Advertising, Janitorial, Security, Maintenance, and Repair Services								
3rd Party Services	(across all nine AJCs)	\$ 8,963.37		\$ 2,611.44					\$ 6,351.93
Indirect	Included in OSO Contract	\$ 5,249.18		\$ 1,529.32				\$ 3,719.86	\$ -
Total Budget		\$ 241,161.87	\$ -	\$ 70,261.46	\$ -	\$ -	\$ -	\$ 3,719.86	\$ 167,180.55

## Northwest Local Workforce Development Area PY 20 Performance Dashboard

Mar-21

<b>Fiscal Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Minimum Participant Cost Rate*	40%	43.4%	3%	109%
PY 19 Out-of-School Youth Expenditures	75%	92.0%	17%	123%
PY 20 In-School Youth Expenditures	35%	23.0%	-12%	66%
Youth Work Experience	20%	42.4%	22%	212%
Formula Funds Obligation Rates	80%	85.7%	6%	107%
Adult	80%	91.0%	11%	114%
Dislocated Worker	80%	75.0%	-5%	94%
Youth	80%	91.0%	11%	114%
Apprenticeship Expansion Grant Expenditure Rate	90%	43.3%	-47%	48%
Rural Funding Expenditure Rate	87.5%	41.4%	-46%	47%

<b>Adult Performance Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Employment Rate 2nd Quarter after Exit	82%	88.4%	6.4%	107.8%
Employment Rate 4th Quarter after Exit	82%	81.9%	-0.1%	99.9%
Median Earnings 2nd Quarter after Exit	\$6,650.00	\$6,758.98	\$108.98	101.6%
Credential Attainment within 4 Quarters after exit	63%	87.3%	24.3%	138.6%
Measurable Skills Gains	52%	65.2%	13.2%	125.4%

<b>Dislocated Worker Performance Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Employment Rate 2nd Quarter after Exit	82%	93.2%	11.2%	113.7%
Employment Rate 4th Quarter after Exit	82%	86.8%	4.8%	105.9%
Median Earnings 2nd Quarter after Exit	\$7,600.00	\$7,076.57	-\$523.43	93.1%
Credential Attainment within 4 Quarters after exit	66%	95.5%	29.5%	144.7%
Measurable Skills Gains	48%	57.4%	9%	119.6%

<b>Youth Performance Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Employment Rate 2nd Quarter after Exit	76.0%	85.1%	9.1%	112.0%
Employment Rate 4th Quarter after Exit	75%	76.1%	1.1%	101.5%
Median Earnings 2nd Quarter after Exit	\$3,300.00	\$3,822.22	\$522.22	115.8%
Credential Attainment within 4 Quarters after exit	69%	79.0%	10.0%	114.5%
Measurable Skills Gains	45%	68.3%	23.3%	151.8%

<b>Key Performance Indicators</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
<b>(January - December 2021)</b>				
Adult / Dislocated Worker New Enrollments Goal	236	92	-144	39%
Youth New Enrollments Goal	89	24	-65	27%
Wagner Peyser New Enrollments	989	471	-518	48%
RESEA Co-Enrollments	28	0	-28	0%
SNAP E&T New Enrollments	124	9	-115	7%
TAA Co-Enrollments (of new enrollments since 9/1/20)	100%	n/a	#VALUE!	#VALUE!
Jobs for Veterans State Grants New Enrollments	13	0	-13	0%
Re-Entry New Enrollments (Titles I & III)	104	16	-88	15%
SCSEP - TNSCA (Exits)	10	1	-9	10%
Adult Ed. - Jackson State Community College (7/1/20-6/30/21)	292	33	-259	11%
Adult Ed. - Weakley County Schools (7/1/20-6/30/21)	361	28	-333	8%

<b>Career Service Provider Enrollments</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Adult / Dislocated Worker New Enrollments Goal	311	330	19	106%
Youth New Enrollments Goal	79	68	-11	86%
Total New Enrollments	390	398	8	102%

<b>Social Media Presence</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Number of Page Likes	6,912	6,712	-200	97%

<b>American Job Center Visits</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Benton	24	22	-2	92%
Carroll	128	52	-76	41%
Crockett	15	5	-10	33%
Dyer	187	64	-123	34%
Gibson	94	52	-42	55%
Henry	85	53	-32	62%
Lake	7	5	-2	71%
Obion	83	21	-62	25%
Weakley	70	30	-40	43%
Average	77	34	-43	44%

<b>Business Services</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Number of Employers Served	620	903	283	146%
Number of Services Provided	3,890	3,053	-837	78%
Employers Receiving On-the-Job Training Grants	26	24	-2	91%
Number of Job Fairs / Recruitment Services	135	79	-56	58%

<b>RESEA Services</b>	<b>Goal (estimated)</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Completed First Scheduled Visits	580	327	-253	56%
Completed Subsequent Visit	635	236	-399	37%
Referred to Title I	10%	4%	-6%	43%
Co-Enrolled in Title I	28	0	-28	0%
Placed in Employment	12%	10%	-2%	84%

<b>Re-Entry Advanced Manufacturing (RAMP)</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Number Served*	53	28	-25	53%
Completing Safety Module	46	22	-24	48%
Completing Quality Module	39	3	-36	8%
Completing Manufacturing Module	34	4	-30	12%
Completing Maintenance Module	30	4	-26	13%
Certified Production Technicians	30	3	-27	10%

\*PY 20 Goals, rev. 12/2020: Carroll = 18; Dyer = 10, Gibson = 10; Obion = 15

<b>Rural Initiative Numbers Served*</b> (Oct. 2019 - Sept. 2021)	<b>Goal*</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Benton - Work-Based Learning (Young Adults)	21	14	-7	67%
Carroll - RAMP (10) / Work-Based Learning (6 Young Adults)	16	10	-6	63%
Lake - RAMP (9) / Work-Based Learning (23 Young Adults)	32	9	-23	28%
Obion - RAMP	15	10	-5	67%
Weakley - Work-Based Learning (Young Adults)	8	0	-8	0%
Total	92	43	-49	47%

\*Revised effective 11/4/2020

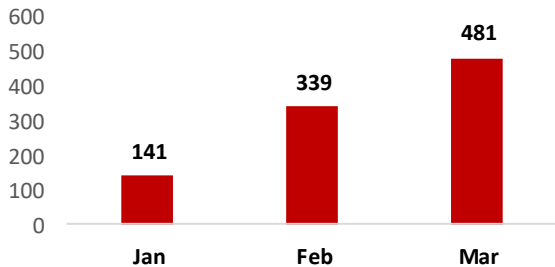
<b>State Apprenticeship Expansion Grant</b> (Sept. 2019 - June 2020)	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Individuals Trained (new apprentices)	89	44	-45	49%

<b>DRA Workforce Grant</b> (Dec. 2019 - Dec. 2021)	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Individuals Trained (pre-apprenticeship)	24	60	36	250%
Industry Recognized Certificates (pre / interim apprenticeship)	20	22	2	110%
Jobs Created (New Hire Apprentices)	8	9	1	113%
Jobs Retained (Incumbent Apprentices)	8	51	43	638%
Employer Outreach Events	18	11	-7	61%
Registered Apprenticeship Occupations Developed	6	4	-2	67%
Registered Apprenticeship Occupations Supported	6	2	-4	33%
Pre-Apprenticeships	2	2	0	100%
Jobseeker Recruitment Events	12	14	2	117%
WIOA Funding Support	\$45,000.00	\$ 93,963.81	\$48,963.81	209%

# NORTHWEST TN

Serving the counties of Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, & Weakley

## NW TN American Job Center (AJC) Visits



**3,841**

Number of visits  
PY20 to date

*\*Virtual Services offered  
whenever possible*

## AJC Surveys Results

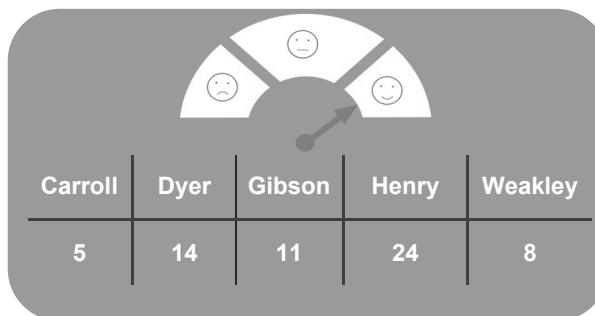
Overall, how satisfied were  
you with our services?

**96.8%**

60 out of 62  
answered  
"Completely  
Satisfied"

*\*From Jan-Mar 2021*

Number of Completed AJC Surveys by County for PY20Q3



## PY20Q3 Top 10 Reasons for Visits

1. Unemployment Insurance
2. Job Search/Resource Room
3. Adult Education
4. Career Coaching/WIOA
5. Job Search Assistance
6. Resume Assistance
7. Career Coaching/Youth
8. HiSET
9. RESEA
10. Career Coaching/Workforce Essentials

## Business Services

**24**

Total On-the-Job  
Training Contracts as of  
3/31/21

**206**

Enrolled in Training\*

**124 (60%)**

Completed

**32 (16%)**

Did not complete\*

**50 (24%)**

Still in Training\*

**29**

Total  
Incumbent  
Worker  
Training  
Contracts as of  
3/31/21

**706**

Proposed to train

**548**

Trained (78%)

**8**

Job seekers attended  
Job Fairs

**5**

Total Job Fairs hosted

**4**

Registered Apprenticeship  
Occupations

**60**

Apprentices Trained

*\*As of 3/31/21*

## Things to Note

- Regional Planning Council Meeting: April 20th, 10:00 am
- NWTNWB Committee Meetings:
  - American Job Center Committee meeting: April 26th, 10:00 am
  - Outreach & Opportunities Committee Meeting: April 26th, 1:00 pm
  - Executive Committee Meeting: April 28th, 10:00 am
- Next Board Meeting: May 18th, 11:30 am
- Visit us online to view upcoming job fairs, workshops, and other events:



@NWTNjobs



@nwtnjobs



www.nwtnjobs.org

**JOBS4TN.GOV**

## Current Unemployment Rate by County (March 2021)

Benton 6.3% | Carroll 5.7% | Crockett 5.0% | Dyer 5.8% | Gibson 5.1% | Henry 5.6% | Lake 8.9% | Obion 6.1% | Weakley 4.6%

## Title I Career & Training Services

	Adult	Youth	Dislocated Worker	Total Title I	Re-Entry Enrollments
YTD (Jul-Mar) New Enrollments	254	75	70	399	46
Jan-Mar 2021 New Enrollments	64	24	25	113	8

The Workforce Innovation and Opportunity Act (WIOA) consists of five core partner programs: Titles I—IV, and Temporary Assistance for Needy Families (TANF). These partners provide services through the American Job Center network in order to develop a quality workforce system to meet the needs of area employers and job seekers.

## Title III & Other Employment Services

New Enrollments	Jan-Mar 2021	YTD (Jul-Mar)
Wagner Peyser	471	1,090
SNAP E&T	94	147
Jobs for Veterans	0	0
Re-Entry Participants	0	0

Co-Enrollments with Title I	Jan-Mar 2021	YTD (Jul-Mar)
RESEA	0	0
Trade Adjustment Assistance	n/a (no new trade enrollments)	n/a (no new trade enrollments)

## Title V

Participant Exits	Jan-Mar 2021	YTD (Jul-Mar)
Senior Employment (SCSEP)	0	3 for employment

## Special Projects

## Title II Adult Education Enrollments

	Jan-Mar 2021	YTD Jul-Mar
Jackson State	33	139
Weakley County Schools	60	172

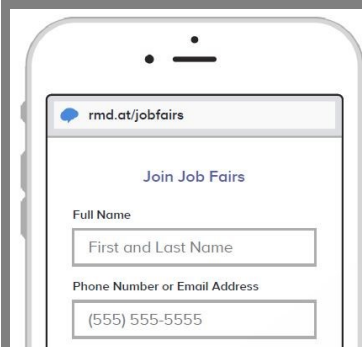
## Temporary Assistance for Needy Families

TANF had 250 active cases in Northwest TN, including 85 employed. Thirty-one were closed in successful employment.

## Title IV Vocational Rehabilitation

Vocational Rehabilitation served 632 customers in Northwest TN, including 93 new enrollments during the quarter. Thirty were closed in successful employment.

## Never Miss a Job Fair Again When You Sign Up for Mobile Alerts!



The American Job Center is pleased to announce a new way to keep jobseekers informed of upcoming job fairs in Northwest Tennessee!

Individuals can sign up through the "Remind" app to get Job Fair information sent right to their phones. There are options to get push notifications, text notifications, or even the option to get information sent to your email.

For instructions on how to sign up, please visit:

<https://nwnjobs.org/news/260-never-miss-a-job-fair-again>