

**Meeting of the Northwest Tennessee Workforce Board  
and Consortium of Local Elected Officials for  
Northwest TN Workforce Development Area  
Elks Lodge, Trenton, TN  
November 27, 2018**

**Members Present:** Jon Dougherty, Sandra Woods, John Penn Ridgeway, Brad Hurley, Cliff Sturdivant, John Killen, John Bucy, Rita Alexander, David Parrish, John Castellaw, Doug Clark, Ted Piazza

**Members via Conference Call:** Neely Ashby, Kristie Bennett,

**CLEO Members Present:** Denny Johnson, Gary Reasons, Brent Greer, Joseph Butler

**Partners / Contractors Present:** Blake Swaggart, Sherry Fowler, Mark Chandler, Connie Stewart, Catherine Vandyke, Erica Nance, Time Climer

**Others via Conference Call:** Judy Lofton, Benny Roberts

**Staff Members Present:** Lana Burchfiel, Laura Speer, Jennifer Bane, Margaret Prater, LeAnn Lundberg, Gina Johnson

**Welcome:** Mayor Reasons welcomed all members and guests to the Quarterly Meeting of the Northwest TN Workforce Board.

**Business Meeting:** Ted Piazza 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:** (attached) Ted Piazza asked everyone to review the August 28, 2018 Board Meeting Minutes.

- **MOTION:** A motion to approve the August 28, 2018 Board Meeting Minutes as presented was made by Denny and seconded by Sandra. All were in favor and the Motion carried.

**Meeting Reports:**

**MOU & AJC Partner Infrastructure Funding Agreement (September 20):** Jennifer Bane reported the American Job Center Partners met to review the Memorandum of Understanding (MOU) and Infrastructure Funding agreement (IFA). Losing Lauderdale and Tipton Counties to the Greater Memphis Area in the realignment made it necessary to update the MOU. The majority of changes were removing all references to those counties or incorrect number of counties in our area. We had also made some staff changes, but nothing actually changed as far as the processes. A reference was added to Odle Management in the MOU as the one-stop-operator. All budget items from Tipton and Lauderdale have been removed from the IFA. We did have a slight increase in the IT and Public Information staff items. Funds were also moved between the one-stop operator/one-stop assistants, which are now referred to as "resource specialists." The six resource specialists, present in six of the nine counties, are now under the new contract as full-time and eligible for benefits. Overall the budget decreased over \$40,000.

- **MOTION:** A motion to approve the Northwest TN MOU & IFA as presented was made by John Bucy and seconded by Brad Hurley. All were in favor and the Motion carried.

**Outreach and Opportunities Committee Meeting (October 29):** Ben Marks presented the Outreach and Opportunities Committee report. The committee elected Glad Castellaw as the new Vice Chair. Jennifer provided the committee an update on the transition and alignment. The committee recommends continued approval of all programs reviewed on the Eligible Training Provider List due for renewal, including Magic Valley's CNA program which is due to end in December.

- **MOTION:** A motion to approve the Eligible Training Provider List Renewals was made by John Bucy and seconded by Rita. All were in favor and the Motion carried.

Updates were given on special grant programs including the Bongards Creamery mobile advance manufacturing unit, the

DSCC Delta Healthcare Grant to address the opioid crisis, and the Strengthening Working Families grant transitioned to the Greater Memphis Area. On special populations the committee reviewed the Registered Electrical Apprenticeship Preparation (REAP) for high school seniors from Lake County; a new mentoring component to help participants in Youth Work Experience be successful on the job; a potential waiver for In-School and Out-of-School Youth Expenditure Rates to both be 50%; transitional jobs being used for postsecondary completers as a way of getting their foot in the door with a potential employer; Re-entry Advanced Manufacturing Program (RAMP), currently teaching Certified Production Technician courses in Gibson and Dyer County jails, and expanding to Henry County; a State application for a National Emergency grant to address the opioid crisis; and training offered by the new Veterans Representative to American Job Center staff. Margaret mentioned a December 13<sup>th</sup> trip to Mississippi to look at a trailer being considered for the Bongards truck and invited any board members to attend who would like to attend.

**American Job Center Committee Meeting (October 30):** Rita presented report from the meeting. Jennifer provided the group a transition / alignment update. Erica Nance shared VOS Greeter reports. Margaret provided updates on Business Services and Manufacturing Days. Connie reviewed a Career Services report. The committee discussed changing the Individual Training Account (ITA) policy, and recommended approval of increasing ITA from \$3,000 to \$4,000 per year for up to two years of training.

- **MOTION: A motion to approve the ITA Increase to \$4,000 per year was made by Glad and seconded by Kristy Mercer. All were in favor and the Motion carried.**

The committee also recommended increasing the transportation stipend rate from \$.10 per mile to \$.15 per mile, due to the continued need for transportation stipends and increased average cost per gallon.

- **MOTION: A motion to approve the Transportation Stipend increase to \$0.15 per mile was made by Brad and seconded by John Bucy. All were in favor and the Motion carried.**

After the vote Brad asked if it is one-way or round trip. It is round trip.

In order to ensure participants receive needed transportation services at the approved rate, the Committee also recommended approval of separating the transportation stipend from the ITA amount. The question was asked if there is a maximum for travel. There is not a maximum for travel, but Margaret clarified that the ITA is limited to \$4,000 is per year for 2 years, \$8,000 total.

- **MOTION: A motion to approve separating the ITA and Transportation Stipend was made by Ben Marks and seconded by Brad. All were in favor and the Motion carried.**

Ben asked if the travel was outrunning the other expense. Margaret explained no, the problem occurred in schools such as UT Martin where TN Promise didn't kick in, and participants wouldn't have any funds leftover from the ITA for travel.

**Executive Committee (November 5):** The committee reviewed the Program Accountability Report received October 12, 2018 and the correction action response letter back to them. There were three observations and one finding, "Case Management Needs Improvement." The committee also reviewed a letter from the Department of Labor regarding waiver requests the State Workforce Board submitted to the US DOL in May. The Executive Committee voted and approved continuing with the 75% OSY expenditure rate. TCAT Paris' new Industrial Maintenance Technology/Certified Production Technician (CPT) program was also reviewed. The program will be offered at the Henry County Jail as part of the Re-Entry Advanced Manufacturing Program (RAMP) initiative. The program was scheduled to start November 12, 2018, and the Executive Committee voted to approve the program to be added to the Eligible Training Provider list. The committee also heard reports on Transition/Re-alignment, the Financial Audit, and Facilities and Technology, as well as reviewing Performance and Budget/Administration. Jennifer called attention to the local performance data numbers that were not available at the time of the Executive meeting and mentioned that we are meeting or exceeding all current performance measures.

**State Workforce Board Meeting (November 9):** Jennifer explained that the meeting mostly consisted of updates. The one action taken was to waive the 50% Regional Minimum Participant Cost Rate (MPCR) for this year. When the policy was written they didn't address what would happen if, for example, we met the 50% and another area in West Tennessee did not meet the 50%, so it will be rewritten to clarify this potential situation. We will still have to meet the 40% MPCR this year. Jennifer reviewed handouts (attached) provided at the State Workforce Board meeting. As far as the September 30 numbers are concerned, the MPCR was over the 50% requirement. Jennifer reminded the board that most of our grants ended June 30, so it's almost like starting from scratch July 1. The state waived the requirement that 80% of our money has to be obligated by June 30 for this past year. As of June 30, we were at 100% obligated for Youth and Adults and 91% for Dislocated Workers. As of September 30, we haven't spent much since that is money we just got July 1. Tennessee numbers overall compared to West TN show that our numbers continue to look good. We are continuing to work on Employer Services. September was a transition month for us, and we expect numbers to go up when recent activities have been added.

**Other Business and Updates:** Mark Chandler gave a brief update on the transitions in their area, including the fact that they are moving their office from state office downtown to Whitehall close to Jackson State to save money. Jackson did not meet performance standards last year, but they are confident in one-stop operator and providers for the upcoming year. They are still anxiously awaiting allocation of the Consolidated Business grant money. He feels like the Southwest group works well with Northwest.

**Manufacturing Days 2018 Update:** Margaret Prater presented a handout for Manufacturing Days. All counties except for Benton, which had scheduling conflicts, participated. Over 1,100 students from 20 high schools participated. Twenty manufacturers participated in tours or speaking to groups. Eight other entities like mayors, veteran's representative, ECD, etc., were also involved. We had wonderful participation considering the contract with DSCC for Business Services ended Sept 30, and all the Business Services Staff had left by mid-September, with manufacturing events starting October 1. Margaret is looking forward to each year's Manufacturing Days being bigger and better.

**Certification of American Job Centers:** In early 2017, the Board submitted to TN Department of Labor all AJC certification information. State staff came out and visited all of the AJCs and went through a checklist, including Equal Opportunity and Disability assessments, etc. Next time the One Stop Operator will take over the process of completing Certification applications, which will come before the Board for approval. The State Department of Labor will provide training for board members and staff who will be on the certification teams visiting the centers. Kristie Bennett will be part of the team to review the centers, and any board members who would like to be part of that team can join the training, which is tentatively set for January 2019. Jennifer referenced the handout that outlined the policy for how the certification process works.

**Future 2019 Meeting Dates:** Future dates were listed on the agenda as February 26, Elks Lodge Trenton, TN; May 21, 2019, NWTNDD Martin, TN; August 27, 2019, TBD; and November 19, 2019, TBD.

**With no other business, Sandra moved to close the meeting and Brad seconded it.**

Respectfully submitted,

Lana Burchfiel  
Public Information Specialist

**Meeting of the  
Northwest Tennessee Workforce Board and  
Consortium of Local Elected Officials for  
Northwest TN Workforce Development Area**

**Tuesday, November 27, 2018 – 11:30 (lunch) 12:00 Business Meeting**

**Elks Lodge - 2025 US Highway 45 Bypass S, Trenton, TN  
Conference Call 1-877-216-1555 # 845157**

**Agenda**

**Welcome**

Mayor Reasons, Chair CEO

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

Jimmy Williamson, Chair, NWTWB

**Approval of Minutes of August 28, 2018 Meeting**

**Meeting Reports:**

MOU & AJC Partner Infrastructure Funding Agreement (September 20)

Jennifer Bane, Executive Director

- Approval of the Northwest TN MOU & IFA **(Vote Required)**

Outreach and Opportunities Committee Meeting (October 29)

Ben Marks, Chair

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

American Job Center Committee Meeting (October 30)

Rita Alexander, Chair

- Individual Training Account (ITA) Increase **(Vote Required)**
- Transportation Stipend Increase **(Vote Required)**
- Separate ITA and Transportation Stipend **(Vote Required)**

Executive Committee (November 5)

Ted Piazza, Chair

State Workforce Board Meeting (November 9)

Jennifer Bane, Executive Director

**Other Business and Updates**

Certification of American Job Centers

Jennifer Bane, Executive Director

Manufacturing Days 2018 Update

Margaret Prater, Senior Executive Advisor

***Future 2019 Meeting Dates***

February 26, *Elks Lodge Trenton, TN*

May 21, 2019, *NWTNDD Martin, TN*

August 27, 2019, *TBD*

November 19, 2019, *TBD*



**Meeting of Northwest TN Workforce Board  
and Local Elected Officials for LWDA 12  
Elks Club, Trenton, TN  
August 28, 2018**

**Board Members Present:** Kristie Bennett; John Bucy; Glad Castellaw; Doug Clark; Jon Dougherty; Landy Fuqua; Ben Marks; Kristy Mercer; Charlie Moore; John Penn Ridgeway; Stewart Stanfill; Jennifer Starks; Jimmy Williamson; Sandra Woods

**CLEO Members Present:** Mayor Jake Bynum, Mayor Kenny McBride; Mayor Gary Reasons

**Conference Call:** Ted Piazza; Mayor Brent Greer

**Committee Members Present:** Sherry Fowler; Ronnie Gunnels; Janna Hellums;

**Staff Members Present:** Jennifer Bane; LeAnn Lundberg; Margaret Prater; Kim Simpson; Laura Speer; Lana Burchfiel; Erica Nance; Terry Williams; Derrick Quinn; Theresa Ethridge

**Guests:** Mark Chandler; Ronnie Gunnels; Tim Clymer; Connie Stewart; Blake Swaggart; Lana Wood

**WELCOME:** Mayor Gary Reasons welcomed all members and guests to the Annual Meeting of the Northwest TN Workforce Board.

**PROGRAM HIGHLIGHT:** Jon Dougherty with Amteck reviewed a PowerPoint presentation and handout regarding the REAP (Registered Electrical Apprenticeship Preparation) program. Lake County High School senior students were given the opportunity to sign up for the program after Amteck visited the school to provide students with information about the program. The participants were provided wages during the initial work based learning phase from April 30 thru May 11, 2018. Upon successful completion, students received a certificate from Amteck University for the Pre-Apprenticeship program. After the first two weeks of training, one participant, Micah Rogers, remained in the program. He was transported to Amteck's Dyersburg facility on a daily basis for 8 weeks for additional hands-on experience. Micah was hired as a fulltime employee by Amteck and became a participant in the U.S. DOL Registered Electrician's Apprenticeship program on August 9, 2018. Micah is very grateful for the program and plans to continue to become a Journeyman Electrician.

**BUSINESS MEETING:** Chairman, Jimmy Williamson called the business meeting to order. He acknowledged that a quorum was present and issued a reminder of the Conflict of Interest Policy.

**Approval of Minutes: (attached)** Chairman Williamson asked everyone to review the May 22, 2018 Board Meeting Minutes.

- **MOTION:** A Motion to approve the May 22, 2018 Board Meeting Minutes as presented was made by Mayor Denny Johnson and seconded by Sandra Woods. All were in favor and the Motion carried.

**Meeting Reports:**

**Consortium of Local Elected Officials for Northwest TN Workforce Development Area:** Mayor Reasons, CLEO, reported that the Local Elected Official Consortium met on June 22 with 10 members plus Board Chair Jimmy Williamson and staff present. At the meeting, Mayor Reasons and Mayor Young were re-elected as Chair and Vice-Chair, respectively. Jimmy Williamson and Margaret Prater updated the mayors on the re-alignment process – where we were and what needed to be accomplished by certain dates. To meet those deadlines, the group approved the following agreements: Interlocal; Elected Official and Board Partnership; and Designation of the Northwest TN Workforce Board as Fiscal Agent & Staff to the

Board. The group also reviewed and approved the Bylaw changes to be presented to the full board for approval. Six board members were removed from the Board membership roster due to being representatives from rom Lauderdale and Tipton. One member, Stacey Weeks from Dyer County, was added to maintain the required 51% private sector representation. The group also approved the Board Budget and received an update on the RFP process for One-Stop Operator and Title I Service Provider. It was agreed to accept the Executive Committee Recommendation to select Thomas P Miller Associates as our third-party vendor. Margaret also provided the mayors with program updates including the Registered Electrical Apprenticeship Program for high school seniors in Lake County and Re-Entry Advanced Manufacturing Programs piloted in Gibson and Dyer County jails.

**American Job Center Committee Meeting:** Kristie Bennett reported that the American Job Center Committee met on July 25. There were 9 members, along with staff and contractors present. During the meeting Margaret briefly reviewed the Components that were in the Request for Proposal for the One-Stop Operator, including responsibility for coordination of partners, the welcome function and a new quality control aspect, and for the Service Provider, including delivering Adult, Dislocated Worker, Youth and special services, and payment of direct participant cost. The Service Provider will no longer provide Business Services, as it will be retained at the Board. The group also discussed possible ways to increase market penetration for employer services, including issues employers encounter with the Jobs4tn.gov website. Margaret shared very detailed reports on the various programs, including comparisons to other regions and areas across the state. Overall, our area continues to perform well noting we were third in the State (behind only Memphis and Nashville) in Adult enrollments and had the largest number of youth enrolled in work experience. Employer service numbers are not as high as many other areas. Employment Engagement, One-Stop Delivery, and Coordination with Education Partners, including the implementation of the new Career Coach software that allows customers to complete career assessment and review available training programs that lead to credentials related to the matched careers were also reviewed. An update on the transition of Lauderdale and Tipton counties to the Greater Memphis Area reporting on several meetings and all state deadlines being met. There was no action taken by the American Job Center Committee.

**Outreach and Opportunities Committee Meeting:** Ben Marks reported the Outreach and Opportunity Committee met on July 25 with 4 members plus staff and contractors present. The Committee reviewed new programs for consideration of the Eligible Training Provider List. After much discussion, no action was taken on the application by the TN College of Applied Technology Ripley – Cosmetology program due to low growth and lack of submission of follow-up data requested from the school. It is suggested the school apply to the Greater Memphis Area due to transition. The Committee recommends approval of the TN College of Applied Technology McKenzie – Major Appliance Repair and renewal of the Dyersburg State Community College AAS Health Science and TN College of Applied Technology Ripley Manufacturing Technology.

- **MOTION:** Ben Marks made a motion to approve the TN College of Applied Technology McKenzie – Major Appliance Repair and renewal of the Dyersburg State Community College AAS Health Science and TN College of Applied Technology Ripley Manufacturing Technology. John Bucy seconded the motion. All were in favor and the Motion carried.  
\* John Penn Ridgeway abstained from the vote.

The Committee heard updates on special grant programs including the Bongards Creamery Community Grant for a mobile advance manufacturing unit; the DSCC Delta Community Health Services Grant which

was used to purchase an enhancement for the EMSI labor market system and new Career Coach software which matches assessments to training programs; the LEAP Grant with 866 certifications earned through Manufacturing Skills Standard Council; and that the Strengthening Working Families grant transition to the Greater Memphis Area. On special populations, the committee reviewed the Registered Electrical Apprenticeship Preparation (REAP) for high school seniors from Lake County; Youth Work Experience – challenges and successes; Re-entry Advanced Manufacturing Program (RAMP), teaching Certified Production Technician courses in Gibson and Dyer County jails; and A mobile AJC event at the Vocational Rehabilitation Centers in Dyersburg and Union City. Margaret also updated our committee on the transition/re-alignment progress, reporting all state deadlines had been met to date.

**AJC Partner Infrastructure Funding Agreement Draft:** Chief Operating Officer, Jennifer Bane discussed the most recent changes in the budget. The main increase in the budget was from the One-Stop Operator to allow for additional staffing. Most everything else went down. Money saved on rent was \$44,000, which offset the increase in OSO funds. Overall, the budget increased by \$21,000.

**Executive Committee:**

Jimmy Williamson updated everyone on the Executive Committee held on August 24. The Committee was attended by 6 or 8 members, in addition staff. The first agenda item was review of the recommendation of Thomas P. Miller and Associates (TPMA), the third party who conducted procurement for the One-Stop Operator and Title I Service Provider.

**One-Stop Operator** - It was reported that both bid respondents, Dyersburg State Community College and Odle Management Group submitted strong, quality proposals and brought unique perspectives on how to fulfill the responsibilities of the One-Stop Operator. After review of budget, staffing and references, TPMA recommended Odle Management Group based on their ability to handle financial and HR functions from their corporate office allowing the OSO to focus primarily on duties outlined in WIOA and bring a fresh perspective to the NWTN region. **The Executive Committee voted to accept the recommendation to award the One-Stop Operator contract to Odle Management Group and puts this same recommendation in form of a motion.**

- **MOTION:** Ted Piazza made a motion to accept the recommendation to award the One-Stop Operator contract to Odle Management Group. Ben Marks seconded the motion. All were in favor and the Motion carried.

**Title I Service Provider** – Similarly, both DSCC and Odle Management Group submitted strong, detailed proposals. TPMA highlighted local experience, knowledge of state regulations and impressive service of youth. Budget for staffing was very comparable with some differences in full-time and part-time staff. The deciding factor for the TPMA recommendation was the very positive reputation DSCC has amongst partners who expressed vehemently that DSCC not receiving the contract would be a blow to the region and the foundation they have built. Prior to the vote, Margaret Prater corrected a couple of misunderstandings by TPMA including that work experience is currently paid weekly by the Board, not DSCC. Odle proposed a bi-weekly payroll. DSCC proposed a monthly. Margaret suggested that DSCC may need to issue gas cards and other support services until participants receive their first paycheck. Margaret also noted that while DSCC certainly understands youth service, they have not met the established goals this year. The Executive Committee voted to accept the recommendation to award the

Title I Service Provider contract to Dyersburg State Community College and puts this same recommendation in the form of a motion.

- **MOTION: Ben Marks made a motion to accept the recommendation to award the Title I Service Provider contract to Odle Management Group. Mayor Denny Johnson seconded the motion. All were in favor and the Motion carried.**

The Executive Committee also reviewed the changes to the bylaws, which were removing references to Lauderdale and Tipton, changing references to area 12 to Northwest TN and other state required changes. The Executive Committee recommends approval of the bylaws as presented.

- **MOTION: John Castellaw made a motion to accept the recommendation to approve the bylaws as presented. Mayor Gary Reasons seconded the motion. All were in favor and the Motion carried.**

The Committee also heard reports on the State Workforce Board Meeting, Transition/Re-alignment, Program Oversight, Performance, Budget/Administration and Facilities and Technology.

**State Workforce Board Meeting Report:** Margaret attended the State Workforce Board Meeting in Nashville on August 10, 2018. She reported that Chairman Jimmy Williamson and Board Member, Sandra Woods' terms had expired and new members were announced. There were minor policy changes. Information on the transition and comparison from the State is attached.

**Presentation of the Board Member of the Year:** Margaret presented Board Member of the Year, which was voted on by the staff, to Ben Marks for his outstanding leadership and dedication to the workforce program.

**Presentation of the 2017-2018 – Annual Report:** Margaret reviewed the attached Annual Report, which covers, who we are, what we do and why we do it. It contains many articles, data, success stories and pictures outlining the work of the Northwest TN Workforce Board and American Job Center partners.

**Other business and Updates:** Margaret recognized staff members and their current positions along with upcoming changes. Due to changes in the budget, the board will no longer employ staff members, Kim Simpson and Erica Nance after September 30, 2018. In addition, Theresa Ethridge will change for Finance Coordinator to Business Services Representative and two more people will be employed as members of the Business Services Team. Margaret announced with prior approval of the Board of Directors, effective October 1, 2018, Jennifer Bane will take over the position as Executive Director for the Northwest TN Workforce Board. Margaret will remain on staff as the Senior Executive Advisor for a term of one year. During this time, she will advise the administration of the Workforce Board and will specifically direct the Business Services Team, which will be returning to the Workforce Board on October 1, 2018. After her one-year term, the Senior Executive Advisor position will be eliminated and a Business Services Director will be hired at that time.

There was no further business, and the meeting adjourned.

Respectfully submitted,

Kimberly Simpson

## MEMORANDUM OF UNDERSTANDING BETWEEN

Northwest Tennessee Workforce Boardm, Inc.

AND

Northwest TN Workforce Development Area Comprehensive One-Stop Center Partners (as listed below)

Jennifer Bane

jbane@nwtworks.org

Individual designated by the Local  
Workforce Board Chair to lead MOU  
negotiations

Email address

Not applicable

Impartial individual designated by the Local  
Workforce Board Chair to lead annual  
budget negotiations

Email address

### 1. CONVENING OF THE PARTIES TO MOU (WIOA SEC. 121(C)(1)) (Tennessee MOU/IFA Instructions Page 4)

- List the required partner providing services in the local area
- List the partner agency providing services of each required partner

REQUIRED PARTNERS AS PARTIES TO MOU	ENTITY ADMINISTERING PROGRAM TYPED NAME
Title I: Adult, Dislocated Worker, Youth	Dyersburg State Community College
Title II: Adult Education and Family Literacy	Henderson County Schools
Title III: Employment Programs under Wagner-Peyser	TN Department of Labor & Workforce Development
Unemployment Insurance	TN Department of Labor & Workforce Development
Trade Readjustment Assistance (TRA)	TN Department of Labor & Workforce Development
Trade Adjustment Assistance (TAA)	TN Department of Labor & Workforce Development
Job Counseling, Training, Placement Services for Veterans	TN Department of Labor & Workforce Development
Migrant and Seasonal Farmworkers	Tennessee Opportunity Program
Community Services Block Grant (CSBG)	NW TN Economic Development Council
Senior Community Services Employment Program (SCSEP)	NW TN Human Resource Agency; TN Community Services Agency
Second Chance (Reentry)	No programs available in Northwest TN
Title IV: Rehabilitation Services	TDHS, Vocational Rehabilitation Program
TANF	Workforce Essentials, Inc.
Parties to the MOU	NAME
LWDB Chair	Jimmy Williamson
LWDA Chief Local Elected Official	Mayor Gary Reasons

TDLWD Regional Director		Kristie Bennett (WP, UI, TRA, TAA, and Veterans programs)
Title I - President of Dyersburg State Community College		Dr. Karen Bowyer
Title II - Adult Education District Coordinator (Henderson Co. Schools)		Stewart Stanfill
TANF - Workforce Essentials, Inc. President		Marla Rye
TDHS, Vocational Rehabilitation Program		Kevin R. Wright
Migrant and Seasonal Farmworkers Director		Alisha Walker
CSBG / NW TN Economic Development Council		Don Ridgeway
SCSEP - NW TN Development District		John Bucy
SCSEP - TN Community Services Agency		Tom McWherter
OTHER PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU		IF MARKED YES, ENTITY ADMINISTERING PROGRAM
Department of Human Services	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A
TCAT/Tennessee Reconnect	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Included as Perkins Partners
Job Corps	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A
Youth Build	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A
Housing and Urban Development Employment and Training Activities	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A
Perkins/Post-Secondary Career & Technical Education	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Dyersburg State Community College; TN College of Applied Technology-Paris, McKenzie, and Newbern
ADDITIONAL PARTNERS AS PARTIES TO MOU		ENTITY ADMINISTERING PROGRAM
Native American Programs		Native American Indian Association of TN

**2. PURPOSE AND SCOPE OF MOU (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.**

- *Describe the general purpose and scope of the “umbrella” MOU*

The purpose of this MOU is threefold, with the overall goal being to ensure efficiency within the local One-Stop Service Delivery system:

- 1) To establish cohesiveness and define the mutually agreed upon roles and responsibilities of each Partner in regards to service delivery, sharing of resources, and financial responsibilities;
- 2) To ensure that all individuals seeking services at American Job Centers are provided services through operations that are mutual to all Partners programs, and to ensure that these individuals are also referred to program services which are unique to the Partners' programs; and
- 3) To establish methods of referral of individuals between all Northwest TN American Job Centers and the consortia partners for the appropriate services and activities.

The scope of services outlined in this MOU follows Workforce Services Division Policy #7 regarding Service Integration and functional alignment wherein Tennessee's One-Stop system shall strive to streamline workforce services functions, prevent the duplication of services and eliminate inefficient practices. To this end, Partners agree:

- 1) To endorse a single customer flow model based on customer need, not program requirements;
- 2) To refer customers between Partners by methods listed in this Agreement;
- 3) To authorize the sharing of customer data and information in order to facilitate co-enrollment and case management across programs and funding streams; and
- 4) To participate in joint planning of this MOU, plan development, and modification of activities to accomplish the following:
  - Accessibility of the Partners' applicable services to customers through the One-Stop Service Delivery system
  - Participation in the operation of the One-Stop Service Delivery system, consistent with the terms of the MOU and requirements of authorized laws
  - All Partners and staff are adequately cross-trained as a result of their participation in capacity building and staff development activities
  - Continuous partnership building by requiring inclusion of all Partners involved in the One-Stop System
  - Continuous adaption to state and federal guidelines
  - Responsiveness to local and economic conditions, including employer needs
  - Meet common data collection and reporting needs via Jobs4TN
  - Involvement in special grant and/or pilot projects that impact a Partner's shared staffing resources
  - Co-branding through inclusion of "AJC identified" or "American Job Center" on any joint products, programs, activities, services, facilities, and materials used by the combined Partnership of the System

**3. VISION FOR THE SYSTEM (Tennessee Combined State Plan Section II(b)) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.**

- *Describe the shared vision and commitment of the local board and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor's Guidelines)*
- *Describe which aspects of the vision are currently in place*
- *Outline the steps to be taken and the general timeline for how required partners will implement any aspects of the vision that are not yet in place*

The vision of the local workforce development board (LWDB) and required partners is for Northwest Tennessee to be an area where business and industry thrive based on the availability of a skilled workforce and a robust talent pipeline, and where increasing wealth fuels prosperous communities and a high quality of life. To achieve this vision, the board and partners strive to develop a quality workforce system to meet the needs of area employers and job seekers by:

- 1) Increasing the skills and knowledge of Northwest Tennesseans to meet the needs of employers now and in the future;
- 2) Creating career pathways from high school, postsecondary education / training to the workforce; and
- 3) Eliminating duplication and leveraging dollars to provide more opportunities to existing job seekers and the emerging workforce.

Aspects of the vision currently in place include:

- 1) The Regional Planning Council, which includes members of the core partners as well as other partners, identifies regional and local in-demand and emerging sectors using available labor market data, strategy meetings, and other data gathering methods. Workforce efforts are then focused on identified sectors through services available through AJC partners, such as the development of career pathways in manufacturing and healthcare.
- 2) The LWDB's standing committees guide the Business Services Team in implementing effective methods of gathering and understanding employers' feedback, such as an employer survey, participation in various business organizations, and various methods of conducting outreach to local employers. The information gathered through such efforts has led to the implementation and / or expansion of such programs and initiatives as OJT and IWT.
- 3) Members of the Business Services Team conduct outreach in order to educate employers on the

services available through the AJC designed, with employers' input, to meet their needs and support talent development.

4) Coordination between training institutions, funding sources, the LWDB, and employers to ensure:

(a) training is available for in-demand occupations in the local area,  
(b) current and prospective students are aware of various resources for funding training, including those offered by the partner programs, and

(c) resources are leveraged through co-enrollment and referrals in order to eliminate duplication.

5) Sector studies have been completed and career pathways developed for both the healthcare and manufacturing sectors, which help guide the focus of initiatives such as the Labor and Education Alignment Program (LEAP) and Re-Entry Advanced Manufacturing Program (RAMP). Both initiatives incorporate the Manufacturing Skills Standards Council's Certified Production Technician training, allowing high school students and inmates at a local jail respectively to earn valuable skills before entering or reentering the workforce.

While all aspects of the vision are already in place, the partners agree to enhance efforts by:

1) Expanding existing streamlining efforts among Title I staff across West Tennessee to include all partner programs. For instance, common intake processes and forms will be considered for implementation throughout the region.

2) Continuing weekly meetings of both on-site and off-site partners for each AJC in the region to ensure continued communication, coordination, and leveraging of resources.



<p><b>4. MOU DEVELOPMENT (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.</b></p>																
<ul style="list-style-type: none"> <li>• <i>Fully describe the process and efforts of the Local Workforce Development Board and required partners to negotiate the MOU</i></li> <li>• <i>Confirm whether all required partners participated in negotiations</i></li> <li>• <i>Explain the process to be used if consensus on the MOU is not reached by partners</i></li> <li>• <i>Please provide dates of partner meetings that specifically discussed the MOU</i></li> </ul>																
<p>To negotiate the MOU, the LWDB followed the below process</p> <p>1) Notification of Partners, 9/7/18: An email was sent by LWDB staff to the required partners with the prior executed MOU and a draft updated MOU attached. A list of proposed changes to the MOU and information needed was also included.</p> <p>2) Preliminary Review of Draft MOU, 9/7-14/18: The proposed changes to the MOU were reviewed by the partners. Requested information and changes were submitted to the LWDB designee.</p> <p>3) Updated Draft MOU Submitted to Partners, by 9/18/18: The LWDB Executive Director's designee emailed an updated draft of the MOU to all partners for review prior to the MOU negotiations meeting.</p> <p>4) Negotiations Meeting, 9/20/18: Required partners met to review the draft MOU.</p> <p>5) Final MOU Distributed, by 9/26/18: The LWDB designee emailed the final MOU to partners for signatures.</p> <p>6) Signatures Obtained, by 10/26/18: Signatures were submitted to the LWDB in order for the executed MOU to be submitted to the TDLWD by 11/1/18.</p> <p>During the negotiations, all required partners offering services in Northwest TN participated in negotiations.</p> <p>If the partners fail to reach a consensus on the MOU, the process to resolve the dispute is described in Section 4 Attachment.</p>																
<p><b>5. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.</b></p>																
<ul style="list-style-type: none"> <li>• <i>Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system</i></li> <li>• <i>Where applicable list the designated affiliated sites or specialized centers</i></li> <li>• <i>Define any other operating titles that the local area assigns to each center</i></li> <li>• <i>Describe how outreach will be conducted in towns in the local area without an AJC</i></li> <li>• <i>Describe the local area's plans for the Mobile American Job Center</i></li> </ul> <p><i>Note: The information provided in this section must match the Tennessee Development of Labor and Workforce Development listings</i></p>																
<p>Northwest TN strives to ensure workforce development services are available to all area residents by maintaining an AJC in each county throughout the region. In order to manage administrative costs, competitive leases are negotiated, partners co-locate in the AJCs when possible, and the LWDB seeks additional funding through grant opportunities.</p> <p>There are two comprehensive centers:</p> <table border="0"> <tr> <td>Carroll County</td> <td>Dyer County</td> </tr> <tr> <td>Tennessee American Job Center - Huntingdon</td> <td>Tennessee American Job Center - Dyersburg</td> </tr> <tr> <td>470 Mustang Drive</td> <td>313 West Cedar Street</td> </tr> <tr> <td>Huntingdon, TN 38344</td> <td>Dyersburg, TN 38024</td> </tr> </table> <p>There are seven affiliate centers, one in each of the remaining counties:</p> <table border="0"> <tr> <td>Benton County</td> <td>Crockett County</td> </tr> <tr> <td>Tennessee American Job Center - Camden</td> <td>Tennessee American Job Center - Alamo</td> </tr> <tr> <td>60 North Church Avenue</td> <td>331 South Bells Street</td> </tr> <tr> <td>Camden, TN 38320</td> <td>Alamo, TN 38001</td> </tr> </table>	Carroll County	Dyer County	Tennessee American Job Center - Huntingdon	Tennessee American Job Center - Dyersburg	470 Mustang Drive	313 West Cedar Street	Huntingdon, TN 38344	Dyersburg, TN 38024	Benton County	Crockett County	Tennessee American Job Center - Camden	Tennessee American Job Center - Alamo	60 North Church Avenue	331 South Bells Street	Camden, TN 38320	Alamo, TN 38001
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Camden, TN 38320	Alamo, TN 38001															

Gibson County  
Tennessee American Job Center - Humboldt  
1751 E. Main Street  
Humboldt, TN 38343

Henry County  
Tennessee American Job Center - Paris  
55 Jones Bend Road Extended  
Paris, TN 38242

Lake County  
Tennessee American Job Center - Tiptonville  
217 Church Street  
Tiptonville, TN 38079

Obion County  
Tennessee American Job Center - Union City  
204 S. Second Street  
Union City, TN 38261

Weakley County  
Tennessee American Job Center - Dresden  
135 South Poplar Street, Suite B  
Dresden, TN 38225

AJCs may also be referred to as one-stop centers.

While brick-and-mortar AJCs are valued for cost effectiveness, availability of resources to customers, and visibility in the community, Northwest TN also recognizes the need to bring the services to the customers who may not be able to visit the established AJC given the large service area and transportation barriers. In order to bring the services to the people, the TDLWD's Mobile AJC is utilized to serve remote areas and individuals who are unable to commute to one of the AJCs in the region. An Title I staff member has been assigned to coordinate with the Mobile AJC staff to ensure staff from the Title I partner attend Mobile AJC events, providing customers with access to all AJC services. The implementation of "street teams" has also enhanced services in areas without an AJC. These teams are charged with coordinating with community programs and agencies to provide AJC services via access points. Customers who visit an access point administered by a "street team" are able to receive the same Career Services offered in a traditional AJC, including job search assistance, resume development, workshops, etc. Northwest TN's use of Skype for "face-to-face" interactions with various one-stop partners and / or employers also allows customers in affiliate sites and access points to virtually receive one-stop services typically only offered onsite at the comprehensive centers. Jobs4TN also allows both job seeker and employer customers to remotely access secure, web-based AJC services such as labor market information, unemployment insurance, and mediated labor exchange.

In order to maximize services to populations with barriers, agencies serving these populations are targeted for outreach efforts such as distribution of marketing materials, participation in events, such as those involving "street teams" or the Mobile AJC, and invitations to participate in AJC events and strategy meetings. Such agencies may include Adult Education, Department of Human Services, Health Department, Housing Authorities, Head Start programs, and Boys & Girls Clubs. The AJC displays marketing materials for core and community partners, and provides materials to be displayed at the partners' sites. Social media accounts are also used to connect with customers and other agencies and inform them of the services available through the AJC. The Business Services Team conducts rapid response meetings in order to serve workers dislocated through closures or layoffs. Outreach to unemployment claimants regarding AJC services is also conducted via email when contact information is available. A standing committee of the local workforce board provides guidance for reaching and serving such populations.

**6. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (WIOA Sec. 121(c)(2)(A)(i))  
(Final Rules § 678.500(b)(1)) (Tennessee MOU/IFA Instructions Page 5) If additional  
space is needed, please include an attachment referencing this section.**

- Complete a local service matrix (Attachment II) illustrating local methods of service delivery which includes:
  - *Career services to be provided by each required partner in each comprehensive one-stop center*
  - *Other programs and activities to be provided by each required partner*
  - *Method of delivery for each service provided by each required partner (e.g., staff physically present, cross-trained staff, direct linkage technology)*
- In the spaces provided below:
  - *In the introductory paragraph of this section, describe the required partners' combined commitment to integration and "manner in which the services will be coordinated and delivered through the system" (§ 678.500(b)(1))*
  - *In the spaces below designated for each required partner, describe each partner's commitment to coordinated service delivery and explain how the local service matrices illustrate that commitment*
  - *For each required partner below, describe the location(s) at which services of each required partner will be accessible*

The AJC strives to provide integrated service delivery by aligning staff by functional teams and providing cross-training on all programs and services offered in the AJC by the various partners. The Welcome Function is coordinated by the One-Stop Operator (OSO). Staff are either hired or partners are coordinated to fulfill the duties of this function. Those serving in the Welcome Function warmly greet customers entering the AJC and offer an evaluation of service need to identify the services to offer to customers in order to best meet their needs. Each customer is encouraged to register for Jobs4TN, and customers in need of other basic career services, such as labor exchange services, provision of labor market information, or other self-directed or minimally staff-involved services, are typically served by the staff person assigned to the Welcome Function. Customers identified as needing eligibility determination or individualized career services are referred to on-site partners via a warm hand-off. For partners not located full-time in the Center, a spreadsheet (attached) is maintained with contact information for all of the required partner programs offering services in the area including the following information as available: agency name, contact person, address, phone and fax numbers, e-mail address, and website. This spreadsheet allows for partners to easily connect and communicate via referral and / or electronic connection. In order to offer a "warm hand-off," staff at the AJC will connect with the off-site partner staff while the customer is at the AJC in order to ensure the desired services are delivered. A referral form has been developed for recording and tracking referrals between partners.

Staff serving in the Welcome Function coordinate with staff in the Career Development Team and Business Services Team in order to seamlessly deliver career services to all customers. All of the core partners have staff who serve as members of the Career Development and / or Business Services Function, whether on-site or off-site by referral or electronic connection. Each program provides a valuable service and all are connected to reach the desired outcome for the customer. While Career Development Team members focus on performing individualized career services such as skills assessments, developing Individual Employment Plans (IEPs), and case management, the Business Services Team focuses on developing positive relationships with employers in order to identify and address their human resource needs. Staff members are also cross-trained to allow for streamlined services and reduced duplication.

Finally, staff at the AJC have a brief morning meeting to discuss shared resources and services that might benefit both current and prospective customers. This collaboration encourages more co-enrollment of participants between programs, further reducing duplication, enhancing services, and maximizing individual program funding. The use of e-mail, social media, and other technologies such as Skype to convey information to partner staff and customers enhances service delivery and increases Center efficiency, thus potentially expanding the customer pool. Additionally, staff stay current on partner programs through periodic Consortium meetings between the leadership of the core partner programs, quarterly Regional Planning Council meetings, and various staff trainings and / or meetings.

### **Title I (Adult, Dislocated Worker and Youth) –**

Title I provides a variety of educational and training activities to eligible individuals based on the needs of the individual and in coordination with partner programs to prepare participants for employment in in-demand occupations. Services are available on-site at all AJCs in the LWDA, and are accessible to off-site partners through various methods. For instance, off-site partners may call or e-mail Title I staff to make referrals and may utilize the referral form developed by Title I staff as described in Section 8 below. Title I staff also maintain a spreadsheet (attached) for use by all partners containing relevant contact information for making referrals. The system's website also features a contact form that partners or customers may use to contact a Title I staff person for more information about services available through the AJC. Partners and customers may also send a message to Title I staff through the system's Facebook page. Marketing materials are made available at all AJCs.

### **Title II (Adult Education and Family Literacy) –**

Adult Education provides HiSet preparation and testing services. Henderson County Schools manage adult education programs in District 7 through direct linkage with the AJCs in Northwest TN with co-locating of staff, when feasible, at the comprehensive centers in Dyersburg and Huntingdon, and classes being offered in Humboldt when possible. An electronic presence of off-site staff for referrals will be available within the counties of Benton, Crockett, Henry, Lake, Obion, and Weakley County AJCs. Marketing materials are made available at all AJCs.

### **Title III (Employment Services under Wager-Peyser) –**

Title III offers outreach and labor exchange activities for individuals and employers. Job seekers register at the front desk Kiosk / Jobs4TN.gov to begin the process of a job search activities such as entering a resume and their skills into Jobs4TN so they may be identified by companies who are hiring. Staff are available on-site at the AJCs in Dyersburg and Huntingdon. Services are available at the affiliate sites through direct linkage using phone, email, or Jobs4TN.gov. Partner staff on-site in the affiliate centers are cross-trained to provide both job seekers and employers assistance in accessing and utilizing the features of Jobs4TN. Employers may submit job orders to staff in any of the eleven AJCs for posting to Jobs4TN. Marketing materials are made available at all AJCs.

### **Unemployment Insurance (UI) –**

Partner staff working on-site at all eleven AJCs are cross-trained to provide meaningful assistance for UI. This includes assisting customers in using Jobs4TN.gov to complete claims, weekly certifications, and utilizing the live chat feature, or using [lwdsupport.tn.gov/hc/en-us](http://lwdsupport.tn.gov/hc/en-us) to submit and track help desk tickets. Fax machines are also available at the AJCs to allow customers to submit needed information to the TDLWD State office if necessary. A LWDB staff member also serves as the Rapid Response Coordinator for the local area and coordinates with partners to provide assistance to employers and affected employees through Rapid Response services. Additionally, Title I and Title III staff are responsible for recording these services in Jobs4TN by entering activities into the individual's or employer's account. Marketing materials are made available at all AJCs.

### **Job Counseling, Training and Placement Services for Veterans –**

In accordance with U.S. Code, Title 38, veterans and “covered persons” are provided the Priority of Service and Veterans preference on all job opportunities and qualified training programs available through the AJC. Notification of priority of service for Veterans is posted at each center. For Veterans with significant barrier(s) to employment, intensive services are available. Veterans services are available on-site at the AJC in Dyersburg. Other partner staff on-site in the affiliate centers and the comprehensive center in Huntingdon are cross-trained to provide self-identified Veterans with the Military Services Form to determine if a referral to Veterans services is appropriate. Veterans services are accessible through direct linkage via phone or email, and Veterans services staff are able to meet with customers on-site at these offices if needed.

### **Trade Readjustment Assistance –**

Companies contact the TRA unit to file a TRA claim. Trade claims are tracked via [Jobs4TN.gov](http://Jobs4TN.gov) website. TRA services are available on-site at the AJC in Dyersburg. Other partner staff on-site in the affiliate centers and the comprehensive center in Huntingdon are cross-trained to assist in identifying job seekers who may qualify for TRA to determine if a referral to TRA services is appropriate. TRA services are accessible through direct linkage via phone or email, and TRA staff are able to meet with customers on-site at these offices if needed. TRA claimants will contact the TRA/TAA representative at the AJC for an appointment to discuss TRA services.

### **Trade Adjustment Assistance (TAA) –**

TAA petitions are available online at [www.dolta.gov](http://www.dolta.gov). TAA services are available on-site at the AJC in Dyersburg. Other partner staff on-site in the affiliate centers and the comprehensive center in Huntingdon are cross-trained to assist in identifying job seekers who may qualify for TAA to determine if a referral to TAA services is appropriate. TAA services are accessible through direct linkage via phone or email, and TAA staff are able to meet with customers on-site at these offices if needed. TAA claimants will contact the TAA representative at the AJC for an appointment to discuss the following services; re-employment services, job search allowance, relocation allowance, and training. Claimants interested in training are referred to Title I for assessment and testing. In addition, applicants are referred to Tennessee College of Applied Technology (TCAT) and or State School representative for assistance.

### **Migrant & Seasonal Farmworkers –**

The program's main objective is to conduct outreach to and assessment of low income farmworkers in order to assist those who qualify with job training and placement services as listed in the local service matrices. Marketing materials are made available at all AJCs.

Services are accessible at all AJCs in the local area through direct linkage and cross-training of partner staff. For instance, Title I staff screen applicants for farmwork backgrounds in order to determine if a referral can be made. Migrant & Seasonal Farmworkers staff may also meet with potential clients on-site at the AJC if necessary.

### **National Farmworker Jobs Program (NFJP) –**

The program's main objective is to conduct outreach to and assessment of low income farmworkers in order to assist those who qualify with job training and placement services as listed in the local service matrices. Marketing materials are made available at all AJCs.

Services are accessible at all AJCs in the local area through direct linkage and cross-training of partner staff. For instance, Title I staff screen applicants for farmwork backgrounds in order to determine if a referral can be made. NFJP staff may also meet with potential clients on-site at the AJC if necessary.

### **Community Service Block Grant (CSBG) –**

CSBG services are available via direct linkage by phone or email. Marketing materials are made available at all AJCs. Northwest TN Economic Development Council has service centers that serve low-income households in Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, and Weakley counties with CSBG, TEFAP (Temporary Emergency Food Program or commodity foods), and LIHEAP (Low Income Home Energy Assistance Program or "energy assistance"). The Head Start/Early Head Start Program serves all counties in Northwest TN. Other services include emergency assistance with utilities, rent or mortgage, intake and referral, outreach and needs assessment, and case management for employment/self-sufficiency.

**Senior Community Services Employment Program (SCSEP) –**

SCSEP services are available via direct linkage by phone or email. SCSEP provides low income individuals 55 and older who have poor employment prospects with subsidized, part-time, community service work based training. Participants train an average of 20 hours per week in a variety of community service activities at non-profit and public facilities, including the AJC. SCSEP also assists its customers in utilizing AJC services such as computer classes, interview classes, and resume assistance. Marketing materials are made available at all AJCs.

**Title IV (Rehabilitation Services) –**

The Vocational Rehabilitation Program provides a variety of services to eligible individuals with disabilities based on the rehabilitation needs of the individual in accordance with their aptitudes, abilities, capabilities and interests and as identified on an Individualized Plan for Employment to prepare for or advance in competitive integrated employment. VR collaborates with AJC partners, community rehab service providers, educational institutions and employers. VR services are directly accessible through co-location at AJCs and from local VR offices.

**DHS/TANF –**

DHS is committed to addressing poverty and creating cycles of success. The Two-Generation Approach requires intentional focus on the success of the children and adults in their lives simultaneously and places the family on a better path towards economic security when the needs of the family are addressed holistically. This approach includes an emphasis on education, economic supports, health and well-being, and social capital. This goal shall be achieved in the context of assisting individuals and families eligible for TANF ("Clients") in meeting program participation requirements. WorkForce Essentials, Inc. shall provide Employment and Case Management Services with a focus on empowering families eligible for TANF on a course to achieve economic stability based on the four (4) core component activities of the Two-Generation Approach, which focuses on the holistic success of the children and adults: (1) education, (2) economic supports, (3) health and well-being, and (4) social capital. TANF services are available on-site at the AJCs in Dyer, Gibson, Obion, and Weakley counties.

**Second Chance (Reentry) –**

Services are not available in Northwest TN.

**HUD Employment and Training Activities –**

Services are not available in Northwest TN.

**Job Corps –**

Services are not available in Northwest TN.

**YouthBuild –**

Services are not available in Northwest TN.



## **Perkins/Post-Secondary Career & Technical Education–**

Tennessee's Community and Technical Colleges play an integral role in the economic growth of our State. From providing short-term training programs to customized, long-term initiatives, these colleges have developed innovative strategies to meet the workforce training needs of local, regional and State employers. As recipients of funding under the Carl D. Perkins Career and Technical Education Act, these institutions strive to develop more fully the academic, career, and technical skills of students who elect to enroll in career and technical education programs. These institutions coordinate with AJC partners to conduct one or more "Manufacturing Days" at high schools in each of the LWDA's counties annually. These events are conducted in partnership with local education institutions and businesses to assist students in understanding all aspects of an industry, providing them with career guidance, and preparing them for high skill, high wage, or high demand occupations leading to self-sufficiency. DSCC and the TCATs also work with AJC partners to engage local employers in assisting in developing programs and to apply for programs to be added to the eligible training provider list.

## **TCAT/Tennessee Reconnect–**

As Perkins recipients for Career & Technical Education, the TCATs in the local area participate in the same activities as described in the "Perkins/Post-Secondary Career & Technical Education" section above. All Perkins services are offered through direct linkage and / or cross-training of AJC staff, who may assist customers in going online to complete an admissions application or other required paperwork.

## **7. PROCUREMENT OF ONE-STOP OPERATOR (Tennessee Memorandum Guidelines for One- Stop Operator Procurement) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.**

- *Name the procured one-stop operator – (this information will be amended once the One-Stop Operators have been procured). The following bullet points should be explained in this section*
- *Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process*
- *Assure that the one-stop operator will not perform any of the proscribed functions (§ 678.620(b)) to avoid a conflict of interest*

*Note: One-stop operator designation takes effect July 1, 2017 (§ 678.635)*

In order to select an operator for the one-stop system in the local area, consistent with WIOA Sections 107(d)(10) and 121(d) and the Workforce Services Policy regarding One-Stop Delivery and Design System, paragraph (D) of the Local Board Responsibilities section, and in accordance with the Regional Planning Council, the LWDB, with the agreement of the chief elected officials for the local area, shall designate or certify one-stop operators as described in section 121(d)(2)(A). In order to conduct a competitive process for the selection of a one-stop operator, in accordance with 121(d)(2)(A), the Board, with the agreement of the CEOs, issues a Request for Proposals (RFP) or procures a third-party to conduct the bidding process. Public notice is provided through both print media and electronic means, with potential bidders being notified of the release by email. Proposals received are reviewed by a committee approved by the Board and CEOs and who make a recommendation to the Board for selection of the operator. The selected operator enters into a contract with the Board and CEOs as developed by the fiscal agent to deliver the services described in the Scope of Work, which clearly articulates the role of the operator in accordance with §678.620(a).

To further avoid a conflict of interest in accordance with §678.620(b)(1), the functions and scope of work of the operator as detailed in the RFP, do not include the following functions, which will continue to be

performed by the LWDB: Convene system stakeholders to assist in the development of the local plan; prepare and submit local plans (as required under sec. 107 of WIOA); be responsible for oversight of itself; manage or significantly participate in the competitive selection process for one-stop operators; select or terminate one-stop operators, career services, and youth providers; negotiate local performance accountability measures; or develop and submit a budget for activities of the Local WDB in the local area. The above named functions shall continue to be conducted by the LWDB, not the selected operator. In accordance with §678.620(b)(2), in the event that an entity selected to serve as the operator in future procurement processes also serves a different role within the one-stop delivery system and performs some or all of these functions when acting in its other role, sufficient firewalls and conflict of interest policies and procedures will be developed according to the specifications in § 679.430 for demonstrating internal controls and preventing conflict of interest.

The purpose of the RFP is to identify and fund one entity to coordinate service delivery of the core and required American Job Center partners and service providers in the two comprehensive centers and seven affiliate centers in Northwest TN. All services provided by the operator will conform to the Coordinate, Observe, Report, Evaluate services model. The role of the Operator is further defined through guidance provided in TDLWD WIOA Workforce Services Regional and Local Planning Policy as:

- 1) Oversee management of One-Stop Centers and service delivery
- 2) Evaluate performance and implement required actions to meet performance standards
- 3) Evaluate various customer experiences
- 4) Ensure coordination of partner programs
- 5) Act as liaison with the LWDB and One-Stop Center
- 6) Define and provide means to meet common operational needs
- 7) Oversee full implementation and usage of all State systems by the local area
- 8) Design the integration of systems and coordination of services for the site and partners
- 9) Manage fiscal responsibility for the system or site
- 10) Plan and report responsibilities
- 11) Write and maintain a business plan
- 12) Market One-Stop Center services
- 13) Facilitate the sharing and maintenance of data; primarily the site, with emphasis on the state system
- 14) Integration of available services and coordination of programs for the site with all partners

In regards to Section 8 below, the local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3)) include:

- Inspire others and lead change; demonstrate extremely high levels of professionalism, integrity, and collaboration; and enhance and develop partnerships. Further, the operator will be required to coordinate with the leadership of all required partners
- Coordinate services with the LWDB's affiliate and/or identified access points to assure that required partners are apprised of AJC and community services for referral of customers.
- Maintain and update a digital and hard copy listing of all partner programs, including a brief description of service and contact information to assure that all staff in the AJC have up-to-date information for referral of customers.

In the Section 6 and 8 Attachment and in the spaces in Section 8 below designated for each required partner, each partner has listed the other programs to which it will make referrals, the method(s) of referral to each partner, and the means of tracking referrals. Referrals are made by all partners based on the initial evaluation of each individual's service needs using methods such as written, electronic, or phone referrals. Methods of referrals strive towards a coordinated and integrated approach to common intake procedures, career services, business services, and data sharing among partners.

The procured One-Stop Operator as of the execution of this MOU is Odle Management Group, LLC.



**8. REFERRAL PROCESS (WIOA Sec. 121 (c)(2)(A)(iii)) (Tennessee MOU/IFA Instructions Page 6). If additional space is needed, please include an attachment referencing this section.**

- *In the spaces provided below, address all of the following:*
  - *In the introductory paragraph of this section, describe local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3))*
  - *In the spaces below designated for each required partner, each partner must list the other programs to which it will make referrals and the method(s) of referral to each partner; for example, in the Title I box, Title I will list all other programs to which it will refer clients and the method(s) of referral for each*
  - *Identify the method of tracking referrals*

*Note: Local areas must be as specific as possible when describing the differences in referral methods between partner programs. DOL has expressed concern about this area in the past.*

Note: See  
Introductory  
Paragraph in  
Section 7  
Above

**Title I (Adult, Dislocated Worker and Youth) –**

Title I staff will refer to all participating partners using any of the means detailed in the Section 8 Attachment. Referrals to on-site partners will be made using a warm hand-off. In order to track the referrals made amongst partners, a referral form has been developed and all partners are encouraged to utilize the form. The form may be completed electronically and emailed or faxed to partners who are not available on-site at the AJC, and the receiving agency is asked to complete and return the form. Title I staff track the referrals made by following-up with the customer and / or agency monthly if the form is not returned to ensure services are provided to the customer, if not provided while the customer is at the AJC.

**Title II (Adult Education and Family Literacy) –**

District 7 Adult Education (Henderson County Schools) will make referrals to appropriate stakeholder agencies as listed in the Section 8 Attachment whenever a barrier to success is identified by our students or staff. Formal referrals will be made to these agencies through emails and calls and follow-up will be conducted as needed.

**Title III (Employment Services under Wager-Peyser) –**

Referrals to on-site partners are made using a warm hand-off and staff may also utilize the referral form developed by the Title I staff. Referrals are also made via electronic connection through Jobs4TN.gov website, to include partners located outside the American Job Center (AJC), and for a means of tracking for participant progress. Title III staff also track the referrals made by following-up with the customer and / or agency monthly if the form is not returned to ensure services are provided to the customer, if not provided while the customer is at the AJC.

**Title IV (Rehabilitation Services) –**

The Vocational Rehabilitation Program (VR) may make referrals to any available partner program to meet the rehabilitation needs of eligible individuals. Referrals may be made using the established AJC standard or by email phone or other appropriate method. The local service matrix illustrates the collaboration between VR and the partners to ensure the best use of resources in providing services to customers. VR tracks referrals using specific referral codes and an electronic case management system.

**Unemployment Insurance (UI) –**

Partner staff working on-site at all AJCs are cross-trained to provide meaningful assistance for UI using Jobs4TN.gov and/or lwdsupport.tn.gov/hc/en-us. Fax machines are also available at the AJCs to allow customers to submit needed information to the TDLWD State office if necessary. On-site staff receive written, electronic, or phone referrals to assist customers with UI. Referrals are also made via electronic connection through Jobs4TN.gov website, to include partners located outside the American Job Center (AJC), and for means of tracking.

**Job Counseling, Training and Placement Services for Veterans –**

Customers with SBEs are referred to any partner who can assist them with becoming job-ready. Referrals will be made to all other participating partners, as listed in the Section 8 Attachment, when there is a need for that service. These referrals will be made by phone or email, or warm hand-off for on-site partners. Referrals are also made via electronic connection through Jobs4TN.gov website, to include partners located outside the American Job Center (AJC), and for a means of tracking for participant progress. Follow-ups are made by phone each month with the customer.

**Trade Readjustment Assistance –**

Trade affected workers are first referred to the TRA Unit for eligibility determination. If eligible, a claim is taken by the claims agent and the customer is referred back to the AJC for assistance with job search or training opportunities. Referrals are made via electronic connection through Jobs4TN.gov website, to include partners located outside the American Job Center (AJC), and for a means of tracking for participant progress. Follow-ups are completed with customers weekly.

**Trade Adjustment Assistance (TAA) –**

Referrals for Trade-affected workers are made to TAA staff for assessment and testing if the worker is interested in training opportunities. The TAA staff then refers the customer to Title I or Title II staff for CASAS and/or TABE testing. Referrals are made via electronic connection through Jobs4TN.gov website, to include partners located outside the American Job Center (AJC), and for a means of tracking for participant progress. Follow-ups are also done daily with on-site staff as needed.

**Migrant & Seasonal Farmworkers –**

Every customer who makes contact with this program, whether they qualify or not, is always referred to the AJC for services that may be able to receive. Contact is made with customers referred by the AJC and effort made to determine if they may be served by the program.

Referrals are made to all other partners as listed in the Section 8 attachment. To track referrals, staff will utilize the method of tracking referrals as developed by the Title I staff.

**National Farmworker Jobs Program (NFJP) –**

Every customer who makes contact with this program, whether they qualify or not, is always referred to the AJC for services that may be able to receive. Contact is made with customers referred by the AJC and effort made to determine if they may be served by the program.

Referrals are made to all other partners as listed in the Section 8 attachment. To track referrals, staff will utilize the method of tracking referrals as developed by the Title I staff.

**Community Service Block Grant (CSBG) –**

Customers can be referred via phone call, e-mail or face-to-face contact with county staff at service centers. Customers in need of any agency services will be assessed for eligibility through the application intake process. NWTNEDC can provide host placement opportunities for customers who need their community service time and works with partners to coordinate any services, training, or needs.

**Senior Community Services Employment Program (SCSEP) –**

SCSEP refers clients to the AJCs and receives referrals from the AJC in the form of a phone call or email, including the Title I referral form. With the completion of the referral form by both parties, it is understood the customer has been taken care of. Referrals are made to all other partners as listed in the Section 8 attachment.

**DHS/TANF –**

WorkForce Essentials, Inc. (WFE) utilizes an electronic referral system via an internal database known as Salesforce that generates a client referral to the designated partner. The referrals are followed by personal contact with the partner by a WFE Staff Member. Follow-up is conducted through personal contact of the partner and documented in Salesforce and the DHS state system of record ACCENT. Referrals are made to all other partners as listed in the Section 8 attachment.

**Second Chance (Reentry)–**

Not available in Northwest TN.

**HUD Employment and Training Activities –**

Not available in Northwest TN.

**Perkins/Post-Secondary Career & Technical Education–**

DSCC and the TCATs in the local area refer students to AJC partners as listed in the Section 8 attachment for educational assistance opportunities and other services by providing them with the telephone number, email, and AJC address. Staff may also utilize the referral form and method of tracking referrals as developed by the Title I staff in addition to making follow-up contacts with students and prospective students in accordance with each institution's policies.

**Job Corps –**

Not available in Northwest TN.

**YouthBuild –**

Not available in Northwest TN.

**TCAT/Tennessee Reconnect–**

As Perkins recipients for Career & Technical Education, the TCATs in the local area participate in the same activities as described in the "Perkins/Post-Secondary Career & Technical Education" section above.

**9. PHYSICAL ACCESSIBILITY (WIOA Sec. 121 (c)(2)(A)(iv)) (WIOA Final Rules §678.500(b) (4)) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.**

*Describe how—through specific examples and commitments—required partners will assure the physical accessibility of the comprehensive one-stop center(s), including the following:*

- *The comprehensive one-stop center's layout supports a culture of inclusiveness*
- *Access to public transportation is available within reasonable walking distance*
- *The location of a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities*

An entrance of each AJC is wheelchair accessible, and are marked by the universal accessibility sign. Dedicated parking spaces are available with parking spaces closest to the door and / or ramp designated for individuals utilizing wheelchairs in accordance with ADA guidelines. At the comprehensive center in Dyersburg, an adjustable computer desk is able to accommodate individuals utilizing wheelchairs. At all centers, a doorbell is available for individuals needing assistance in opening the door to the center. Compliance with ADA requirements is ensured when locating to new buildings or when repairs are needed. An Equal Opportunity poster is displayed at each center and a Grievance brochure outlining the steps to file a complaint is made available. Signage regarding the availability of Language Line for interpretation services is also posted in each AJC. Staff also participate in an annual nondiscrimination/EO/disability awareness training to ensure the center supports a culture of inclusiveness.

Perhaps the greatest barrier for many AJC customers is the lack of transportation. While mass public transportation is not available in Northwest TN, individuals needing transportation assistance may utilize transportation services available through various community agencies such as Northwest TN Human Resource Agency, which provides transportation service for the citizens of the region to ensure access to medical and educational facilities, employment sites, shopping centers, and various other businesses and services. In order to enhance the provision of transportation and other supportive services, the Regional Planning Council ensures the sharing of best practices for possible replication. Additionally, through collaboration with programs offering supportive services, Northwest TN will also maximize customers' access to services not available through the AJC. For example, partnering with agencies offering transportation services on behalf of customers who lack means of transportation to coordinate

schedules, arrange services, or to potentially fund such services for both individuals and groups. Coaching and mentoring services available through the AJCs and partner programs, such as TN ReConnect, are also utilized to assist customers in obtaining needed services.

In order to assure the continued physical accessibility of the comprehensive one-stop centers, the required partners will:

- 1) Ensure compliance with ADA requirements when locating to a new building or when repairs are needed;
- 2) Maintain the above named accommodations, or ones similar, and others on an as-needed basis;
- 3) Offer referrals to provide customers with a comprehensive set of services, including accommodations;
- 4) Maintain an Equal Opportunity Officer for the LWDA to ensure compliance with all appropriate legislation and regulation; and
- 5) Provide training to staff on a routine basis.

**10. PROGRAMMATIC ACCESSIBILITY (WIOA Sec. 121 (c)(2)(A)(iv)) (WIOA Final Rules §678.500(b)(4)) (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.**

- *Describe how the comprehensive one-stop center provides access to all required career services in the most inclusive and appropriate settings for each individual participant*
- *Describe specific arrangements and resources available to assure that individuals with barriers to employment, including individuals with disabilities, can access available services and how outreach will be conducted to these groups (§678.500(b)(4). Include Mobile American Job Center information.*
- *Explain how services will be provided using technology that is actually available and in accordance with the “direct linkage” requirement under WIOA*

*Note: Provide as much specificity as possible for each partner program*

The Operator is responsible for designing and implementing quality services to all AJC customers. The American Job Centers standing committee of the LWDB also provides guidance for enhancing services while the Outreach and Opportunities committee develops methods to identify and recruit target populations, such as the outreach efforts and coordination with the Mobile AJC described in Section 5 above. With high unemployment and poverty rates, and low educational attainment in the area, the AJC serves many customers experiencing barriers to employment. Typically served through the Welcome Function and / or Career Development Function, these customers often need staff assistance in order to address barriers such as lack of transportation, childcare, healthcare, education, and/or work ethic to become self-sufficient. Given the many needs of populations with barriers, staff in the AJC must be knowledgeable of partner programs and community resources and be prepared to help customers in utilizing these services, including ensuring accessibility and providing reasonable accommodations.

Reasonable accommodations are provided for all aspects of a customer's experience in the AJCs, such as during application/registration for, and provision of, aid, benefits, services, and training.

Accommodations are made according to the individual's need in order to ensure that he / she receives equal benefits from the program or activity, will be able to compete fairly in educational work settings, and in general, to have an equal opportunity. If needed, documentation of the individual's need for accommodations is obtained and maintained in a separate, secure location. In order to inform customers of the accommodations available, the following tag-line, or one similar, is included on all recruitment brochures and other outreach materials including print, newspaper ads, television, and radio commercials produced by the local workforce development board: "EOE. Auxiliary aids and services available upon request. TDD# 711."

Accommodations available, detailed in the Section 10 attachment, include a large keyboard and calculator, a trackball mouse, ZOOM software for individuals with visual impairments, Language Line for interpretation or translation services, extended time and readers for assessments, large-print and Spanish Registrant Handbooks, and IntelliKeys keyboards. JAWS software, which reads aloud what's on the computer screen and gives the user a unique set of intelligent tools for navigating and accessing web pages and all screen content for individuals with visual impairments, is also available at the comprehensive center in Dyersburg. The system utilizes a TDD/TTY number for all centers, 711, and a TDD/TTY phone is available at the comprehensive center in Dyersburg, as well as in six of the affiliate centers. Interpretive machines are made available if needed and referrals are made for additional services not offered in the AJC. Furthermore, in partnership with DRS, a braille is available for the blind, interpreters for the deaf will be provided through the Jackson Council for Independent Living, and accessibility evaluations will be done at the STAR Center.

In accordance with the "direct linkage" requirement under WIOA, services are provided using technology available at the AJCs. For instance, the use of Skype for "face-to-face" interactions with various partners and / or employers also allows customers in affiliate sites and access points to virtually receive one-stop services typically only offered onsite at the comprehensive centers. Jobs4TN also allows both job seeker and employer customers to remotely access secure, web-based AJC services such as labor market information, unemployment insurance, and mediated labor exchange. On-site and off-site partners also routinely make referrals via phone or email, or to Jobs4TN.gov for the unemployment insurance program. Information regarding AJC services is also made available on the system's website and social media pages. The Mobile AJC and Title I "Street Teams" also provide access to services.

All partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners assure that they have policies and procedures in place to address these issues, which have been disseminated to their employees and otherwise posted as required by law, and are in compliance with all applicable state and federal laws and regulations regarding these issues.



**11. DATA SHARING AND COLLECTION (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.**

- *Describe how core program partners will share data and information and will collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be collectively achieved*
- *Provide assurances that participants' Personally Identifiable Information (PII) will be kept confidential*
- *In each description, cite specific examples of required partners demonstrating a commitment to integration in the local area*
- *Describe the collection of data across programs*
- *Describe how Jobs4TN will be utilized and incorporated*

*NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff*

The management information system used to case manage participants for the programs listed below is the Jobs4TN system. Each AJC also utilizes the Greeter feature to track the number of customers using the AJC. Using this system for the majority of WIOA programs will allow programs to share information and reduce duplication of data entry. Information needed to calculate all common indicators of performance will reside in this system. Reports can be generated and shared with program staff to ensure that performance targets will be met. The State office has held core partner meetings and has established performance groups that will routinely meet and report out all core partner performance. This approach will allow all partners to share concerns and keep a close eye on performance as a system. TANF and Vocational Rehabilitation will use other case management systems but all WIOA partners will work to share information across these systems in order to better serve participants.

Title I: Adult, Dislocated Worker, Youth

Title II: Adult Education and Family Literacy

Title III: Employment Programs under Wagner-Peyser

Unemployment Insurance

Trade Readjustment Assistance (TRA)

Trade Adjustment Assistance (TAA)

Job Counseling, Training, Placement Services for Veterans

Migrant and Seasonal Farmworkers

Community Services Block Grant (CSBG)

Senior Community Services Employment Program (SCSEP)

Second Chance (Reentry) - not currently available in Northwest TN

Each employee is required to sign a user agreement stating that personally identifiable information is to be kept confidential and only used for the purpose of job duties. In addition, the TDLWD has memorandum of understandings with core partners in which participant information is shared. The TDLWD also has signed WRIS and FEDES agreements which govern participant wage records and their use. A signed confidentiality agreement is required by any employee or contractor stating they have read and acknowledge all protocols within the WRIS and FEDES agreement. The TDLWD will be maintaining written procedures detailing approaches for use of wage data to ensure that the information is only given to authorized personnel and used for only authorized purposes. TDLWD will also ensure that all wage data is maintained and destroyed in a timely manner using appropriate methodologies.

Parties to the MOU agree to work cooperatively to share data to the extent necessary and as permitted or required by applicable statutes or regulations. Additionally, partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements. All data, including customer PII, collected, used, and disclosed by partners will be subject to the following:

- 1) Customer PII will be properly secured in accordance with the agency's policies and procedures regarding the safeguarding of PII.
- 2) Customer data may be shared with other programs, for those programs' purposes, within the

American Job Center network only after the informed written consent of the individual has been obtained, where required.

3) Customer data will be kept confidential, consistent with applicable Federal and State privacy laws and regulations, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations.

4) Collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

5) Access to software systems and files under the respective partner's control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each partner expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

All AJC and partner staff should be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, and shall share data across programs as appropriate. For instance, DSCC uses Banner as its student information and financial recording and reporting information system. Title I employees are also DSCC employees and have access to the needed information in this system. PII security is very important to DSCC and PII is not distributed through email or campus mail. Staff at DSCC only have access to information required for their job needs, including Title I staff.

Title I staff also work with financial aid and other staff members at DSCC and TCATs within the LWDA to complete needs assessments or other instruments to let Title I staff know, for example, how much need is to be paid by Title I on behalf of a student. Both Title I and TAA staff also coordinate with various training providers to obtain transcripts and other documentation of students' progress in their selected training programs. AJC partners also routinely share information in order for partners to make eligibility determinations and coordinate services. Examples of sharing of such information include:

1) Title I staff routinely obtain information from DHS and TANF partners to verify receipt of benefits to establish eligibility for various Title I programs.

2) Title I, TANF, and Rehabilitation Services staff routinely coordinate services to ensure customers' needs are met. For instance, if a customer is co-enrolled in Title I and TANF, and receiving transportation assistance through TANF, the Title I program deducts the amount received through TANF from the Title I transportation stipend.

3) Various partners often serve as training sites for SCSEP participants and coordinate with program managers to ensure participants' training needs are met. SCSEP asks the Host Agency to sign an agreement to assist the participants in learning skills to prepare them for the workforce, and also asks the host agency supervisors to provide feedback on how the participants are working out and if there are skills that need to be worked on.



**12. COST SHARING OF SERVICES (WIOA Sec. 121 (c)(2)(A)(ii)) (WIOA Final Rules §678.755 and §678.760) (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.**

- *To complete this section, see the Individual AJC Budget Template instruction sheet – Attachment IV*
- *For the purposes of this section (12), only provide a narrative explanation of cost sharing services*

The operating budget of the one-stop service delivery system is the financial plan to which the one-stop partners, CLEOs, and LWDB in the local area have agreed in this MOU that will be used to achieve the goal of delivering services in the local area. To achieve this, each partner completed a budget for each AJC per the TDLWD Workforce Services MOU / IFA Guidance. These individual budgets were then consolidated into a master budget that consists of costs that are specifically identified in the statute (Section 12 Attachment).

Infrastructure costs, defined in WIOA sec. 121(h)(4), include non-personnel costs such as:

- 1) Rental of facilities.
- 2) Utilities and maintenance.
- 3) Equipment (including assessment-related and assistive technology).
- 4) Technology to facilitate access to the One-Stop, including planning and outreach activities.
- 5) Costs of the use of the common AJC identifier such as signage and supplies.

Additional costs include:

- 1) Applicable career services as described in WIOA sec. 134(c)(2).
- 2) Shared operating costs and shared services, described in WIOA sec. 121(i), that are related to the operation of the one-stop delivery system, but do not constitute infrastructure costs, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to partners, and business services. These costs may include personnel expenses for shared Welcome Function staff.
- 3) Direct costs, as described in 2 CFR 200.413, including costs identified specifically with a particular final objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy (i.e. Title I Individual Training Accounts).

In accordance with WIOA Section 121(h), the following programs offering services in Northwest TN are required to contribute to infrastructure costs per the TDLWD Workforce Services MOU / IFA Guidance:

- 1) WIOA Title I Adult, Dislocated Worker, and Youth
- 2) WIOA Title II Adult Education and Literacy
- 3) WIOA Title III Wagner Peyser
- 4) Title IV Vocational Rehabilitation
- 5) Activities authorized under Title V of the Older Americans Act of 1965
- 6) Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006
- 7) Chapter 2 of Title II of the Trade Act of 1974
- 8) Chapter 41 of Title 38, United States Code
- 9) Employment and training activities carried out under the Community Services Block Grant Act
- 10) Programs authorized under State unemployment compensation laws
- 11) Part A of Title IV of the Social Security Act

Actual costs will be billed rather than estimates or budgeted amounts. The one-stop operating budget will be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation will ensure that the budget reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the one-stop center and relative benefit received.

To determine each partner's expected contribution to infrastructure costs, Northwest TN utilized the Infrastructure Funding Agreement (IFA) template provided by the TDLWD (Section 12 Attachment). As agreed upon by the partners, the contribution per partner may be based on (1) Full-Time Equivalent (FTE), (2) Square Footage, and / or (3) Number of Customers Served. The IFA includes the below information in order to identify each partner's contribution:

- 1) A listing of all partners present in the local area
- 2) Whether the partners are physically located within an AJC or accessible through direct linkage
- 3) The infrastructure, additional, shared-direct, and direct costs of all partners and centers
- 4) The allocation base for all costs
- 5) The number of staff, weekly staff hours, office payment ratio, and number of offices for each partner
- 6) The assigned square footage for each partner and the square footage shared amongst partners
- 7) Direct costs by center
- 8) Total partner contributions by allocation base
- 9) Total partner contributions by cost category

**13. DURATION/AMENDMENT/APPEAL PROCEDURES (WIOA Sec. 121 (c)(2)(A)(v)) (WIOA Final Rules §678.500(b) (5)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.**

*Describe the duration of the MOU*

*Describe amendment procedures, including annual negotiation of infrastructure and shared system costs to address the following:*

- *The amount of notice a partner agency must provide the other partners to make amendments*
- *The procedures for informing other partners of the pending amendment*
- *The circumstances under which the local partners agree the MOU must be amended*
- *The procedures for amending the MOU to incorporate the final approved budget on an annual basis*
- *The procedures for terminating the MOU or a specific partner's participation in the MOU*
- *The process for resolving any disputes that evolve after the agreement is reached*
- *The appeals process for any disputes that evolve after the agreement is reached*
- *Process must follow the directives in WIOA678.500(b)(5)*

*NOTE: Ensure the MOU reflects the most recent date as amendments are approved*

The duration of this MOU shall commence October 1, 2018 and expire either in three years, or upon amendment, modification, or termination.

Amendment / Modification:

All modifications must be in writing and approved by the LWDB. When a partner wishes to modify the MOU, the partner must first provide written notification thirty (30) days in advance of the proposed change to the LWDB Chair (or designee) and outline the proposed modification(s). Upon notification, the LWDB Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate. Amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the LWDB Chair (or designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed. If determined that a Partner is unwilling to agree to the MOU modification, the LWDB Chair (or designee) must ensure that the dispute resolution process described in the Section 4 Attachment is followed. All decisions resulting from the execution of the dispute resolution process shall be considered final.

The LWDB Chair (or designee) must immediately circulate the MOU modification and secure partner signatures within four (4) weeks. The modified MOU will be considered fully executed once all signatories have reviewed and signed. The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the LWDB Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other parties.

If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the LWDB, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the LWDB Chair (or designee) presents the agreement as a proposed modification to the MOU.

Annually, the infrastructure and shared system costs will be reviewed annually and re-negotiated as necessary to amend the MOU to incorporate the final approved budget. To accomplish this, partners will follow the below process:

- 1) Notification of Partners: The LWDB Executive Director (or designee) will notify all parties in writing that it is necessary to review the infrastructure and shared system costs and will provide all applicable documents along with a timeline for the review process.
- 2) Preliminary Review: All parties will be provided sufficient time to review the document(s) and raise any questions or concerns regarding any proposed changes to the budget.

- 3) Negotiations Meeting: The LWDB Executive Director (or designee) will arrange for all parties to meet if deemed necessary by any of the parties, or an electronic meeting may be held if appropriate.
- 4) Revised Draft Budget: The LWDB Executive Director (or designee) will submit a revised draft budget based on discussions at the negotiations meeting, and additional formal or informal meetings as needed, to all parties for review and final comments.
- 5) Final Review and Comment: All parties will review the final revised draft budget and submit comments to the LWDB Executive Director (or designee) by the specified deadline.
- 6) Signatures Obtained: The final draft budget will be routed to all parties for signatures by the LWDB Executive Director (or designee).

Failure to reach agreement on infrastructure costs will result in application of a state funding mechanism per 20 CFR 678.730, in which case the Governor, through assistance of the State Workforce Development Board, will make the final determination of each required partner's proportionate share of infrastructure costs. Per the TDLWD's TN WIOA Infrastructure Cost Sharing Guidelines for LWDBAs, any required partner may appeal the Governor's determination, in writing via registered mail, no later than the 21st day from the date of receipt of the notice of denial or revocation, on the basis of a claim that the determination is inconsistent with (1) the proportionate share requirements of 20 CFR 678.735(a) or; (2) the cost contribution caps described in 20 CFR 678.735(c) and 678.738.

Other circumstances in which the MOU may be amended include to amend the name of the procured One-Stop Operator.

#### Termination:

Any party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above. In the event of termination, the parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

This MOU will remain in effect until the end date specified in the Effective Period section shown above unless:

- 1) All parties mutually agree to terminate this MOU prior to the end date.
- 2) Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- 3) WIOA is repealed or superseded by subsequent federal law.
- 4) Local area designation is changed under WIOA.
- 5) A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the LWDB Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.

#### **14. RENEWAL PROVISIONS (WIOA Sec. 121(c)(2)(A)(v)) (WIOA Final Rules §678.500(b)(6)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.**

*Provide the process and timeline in which MOU will be reviewed, including:*

- *Explain the renewal process, which must occur at a minimum of every three years*
- *Describe the required renewal process if substantial changes occur before the MOU's three-year expiration date*

*NOTE: Ensure the MOU reflects the most recent date as renewals are approved*

Renewal of an MOU requires all parties to review and agree to all elements of the MOU and resign the MOU. Substantial changes, such as changes in one-stop partners, or a change due to the election of a new CEO, will require renewal of the MOU. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU.

To renew the MOU, either at the end of the three-year period or if substantial changes occur before the MOU's three-year expiration date, the parties to this MOU agree to follow the below process:

- 1) Notification of Partners: The LWDB Executive Director (or designee) will notify all parties in writing that it is necessary to renew and execute the MOU and will provide all applicable policies and preceding MOU documents, as applicable, including a timeline for the renewal process.
- 2) Preliminary Review: All parties will be provided sufficient time to review the existing MOU to identify potential changes and submit them to the LWDB Executive Director (or designee) prior to the negotiations meeting.
- 3) Negotiations Meeting: The LWDB Executive Director (or designee) will arrange for all parties to meet to review the draft MOU and proposed changes within thirty (30) days of the notification.
- 4) Revised Draft MOU: The LWDB Executive Director (or designee) will submit a revised draft MOU based on discussions at the negotiations meeting, and additional formal or informal meetings as needed, to all parties for review and final comments within thirty (30) days following the negotiations meeting.
- 5) Final Review and Comment: All parties will review the revised draft MOU and submit comments to the LWDB Executive Director (or designee) within fourteen (14) days.
- 6) Signatures Obtained: The final draft MOU will be routed to all parties for signatures by the LWDB Executive Director (or designee) within forty-five (45) days of the release of the revised draft MOU.

The LWDB Chair (or designee) will ensure the MOU reflects the most recent date as renewals are approved.

**15. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (WIOA Sec. 121(c)(2)(B)) (WIOA Final Rules §678.500(c)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.**

No additional local provisions have been identified.

**16. ADDITIONAL PARTNERS (WIOA Sec. 121 (b)(2)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.**

The Native American Indian Association (NAIA) of Tennessee, administering WIOA Native American programs in TN, has been included as an additional partner to the MOU. NAIA offers individuals who are Native American Indian (or a descendant), Native Hawaiian, or an Alaska Native AND unemployed or underemployed, services that can help them get the skills needed to enter a rewarding career in one of today's high-growth, in-demand fields. NAIA offers classroom training assistance to help cover the cost of tuition, books, supplies, and fees. Individuals receive one-on-one career counseling and needs assessment to determine any additional services NAIA may provide. Upon completion of training, NAIA also provides job search and placement assistance.

**17. OTHER CONTRIBUTIONS (TEGL 16-16) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.**

- *Describe contributions made to the one-stop system through other avenues, such as donations made by a non-partner entity*
- *Document third party in kind contributions made to supplement the operation of the American Job Center*

No contributions have been made to the one-stop system by non-partner entities.

**18. NON-DISCRIMINATION & EQUAL OPPORTUNITY (WIOA Section 188) (Tennessee MOU/IFA Instructions Page 9) If additional space is needed, please include an attachment referencing this section**

- *Describe how all partner staff will comply fully with all non-discrimination requirements*

The parties to this MOU agree that they will comply fully with the non-discrimination and equal opportunity provisions of: (1) Workforce Innovation and Opportunity Act Section 188, (2) Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq), (3) Nontraditional Employment for Women Act of 1991, (4) Civil Rights of 1964 Title VI (as amended), (5) Rehabilitation Act of 1973 Section 504 (as amended), (6) Age Discrimination Act of 1967 (as amended), and (7) Education Amendments of 1972 Title IX (as amended). Parties must also adhere to requirements imposed by, or pursuant to, regulations implementing these laws – including but not limited to 29 CFR 37-38.

All partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. All partners will also cooperate with compliance monitoring that is conducted to ensure that all AJC programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level.

In accordance with the WIOA Final Rules, the decision as to which entity will be responsible for ensuring accessibility to the One-Stop Service Delivery system is ultimately the LWDB's to make.



**19. PRIORITY of SERVICE (TDLWD Veteran Priority of Service Policy) (WIOA Section 134(c)(3)(E) (Tennessee MOU/IFA Instructions Page 9) If additional space is needed, please include an attachment referencing this section**

- *Describe how each partner staff will comply with the priority of service requirements set forth in the Veteran Priority of Service Policy as well as priority of service outlined in WIOA section (c)(3)(E)*

All parties to this MOU certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service for qualified U.S. Dept. of Labor job training programs, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the Title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low income individuals, basic skills deficient youth, and English language learners.

The LWDA's priority of service policy is posted within the AJCs and on the system's website. Veterans or their eligible spouses are identified at the point of entry into the AJC through the Virtual One-Stop (VOS) Greeter or in registering on Jobs4TN/VOS. Individuals identifying as a veteran or eligible spouse are asked to complete Military Service Form LB-1118. In accordance with the TDLWD Veteran Priority of Service Policy, any individual self-identifying as a veteran or eligible spouse is provided immediate priority in the delivery of TDLWD-funded employment, training, and placement services, excluding those that require a commitment, such as classroom training, by the partner staff administering the service.

**20. AUTHORITY AND SIGNATURES (WIOA Final Rules §678.500(d)) (Tennessee MOU/IFA Instructions Page 10) If additional space is needed, please include an attachment referencing this section.**

- *Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA*

By signing his / her name below, the signatory certifies he / she has read the information contained within this MOU and its attachments and all questions have been discussed and answered satisfactorily.

Additionally, signing this document certifies the signatory's understanding of the terms outlined herein and agreement with the:

- 1) MOU,
- 2) Operating Budget, and
- 3) Infrastructure Funding Agreement (IFA)

By signing this document, the signator certifies that he / she has the legal authority to bind the respective agency the terms of the above named documents, and that this MOU expires either:

- a) In three years, or
- b) Upon amendment, modification, or termination.



<b>21. ATTACHMENTS (Tennessee MOU/IFA Instructions Page 11)</b>
<ul style="list-style-type: none"><li>• <b>Services Matrix - Attachment II</b></li><li>• <b>Individual AJC Budget Template – Attachment III</b></li><li>• <b>Individual AJC Budget Instructions – Attachment IV</b></li></ul>

**LOCAL WORKFORCE DEVELOPMENT BOARD CHAIR**

  
Signature

Jimmy Williamson

Printed Name

Board Chair

Title

10/3/18  
Date

Northwest Tennessee Workforce Board

Organization

CHIEF LOCAL ELECTED OFFICIAL

  
Signature

Mayor Gary Reasons

Printed Name

Crockett County Mayor

Title

Date

10-9-18

Crockett County Government

Organization

**TITLE IB – ADULT, DISLOCATED WORKER, YOUTH**

<u>Karen A. Bryner by Charlene White</u>	<u>Karen A. Bryner</u>
Signature	Printed Name
<u>President</u>	<u>10/1/18</u>
Title	Date
<u>Dyersburg State Community College</u>	
Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IB  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

<u></u>	<u></u>
Signature	Printed Name
<u></u>	<u></u>
Title	Date
<u></u>	
Organization	

**TITLE II – ADULT EDUCATION AND FAMILY LITERACY**

  
Signature

Stewart Stanfill

Printed Name

District Coordinator

Title

10/15/18

Date

Henderson County Schools

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE II  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

**TITLE III – EMPLOYMENT PROGRAMS UNDER WAGNER-PEYSER**

**Kristie Bennett** Digitally signed by Kristie Bennett  
DN: cn=Kristie Bennett, o=Local Workforce Development  
Area, Regional Director, ou=State of TN,  
email=kristie.bennett@tn.gov, c=US  
Date: 2018.10.15 14:46:09 -05'00'

Signature

**Regional Director**

Title

**TN Dept. of Labor and Workforce Development**

Organization

**Kristie Bennett**

Printed Name

**10/15/18**

Date

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE III – WAGNER-PEYSER  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

**TITLE IV – REHABILITATION SERVICES**

Kevin R. Wright

Digitally signed by Kevin R. Wright  
Date: 2018.10.18 09:40:18 -05'00'

Signature

Director of Operations

Title

TDHS, Vocational Rehabilitation Program

Organization

Kevin R. Wright

Printed Name

10/18/2018

Date

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IV – REHABILITATION SERVICES  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization



POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS



Signature

**Brad White**

Printed Name

**Director**

Title

**10/22/18**

Date

**TN College of Applied Technology - Paris & McKenzie**

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR POST-SECONDARY PERKINS  
IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS

Karen Bowyer  
Signature

Karen Bowyer  
Printed Name

President  
Title

10-9-18  
Date

Dyersburg State Community College  
Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR POST-SECONDARY PERKINS  
IF DIFFERENT THAN THE SIGNATORY ABOVE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS**

**See below**

---

Signature

---

Printed Name

---

Title

---

Date

---

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR POST-SECONDARY PERKINS  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

**Youlanda Jones**

Digitally signed by Youlanda Jones  
DN: cn=Youlanda Jones, o=Tennessee College of  
Applied Technology Newbern, ou,  
email=yjones@tcatnewbern.edu, c=US  
Date: 2018.10.11 11:10:46 -0500

---

Signature

**Youlanda Jones**

---

Printed Name

**President**

**October 11, 2018**

---

Title

---

Date

**Tennessee College of Applied Technology Newbern**

---

Organization

UNEMPLOYMENT INSURANCE

Signature	<b>Rusty Felts</b>
<b>Administrator</b>	Printed Name
Title	Date
<b>TN Dept. of Labor and Workforce Development</b>	
Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR UNEMPLOYMENT INSURANCE  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature	Printed Name
Title	Date
Organization	

**JOB COUNSELING, TRAINING AND PLACEMENT SERVICES FOR VETERANS**

**Kristie Bennett** Digitally signed by Kristie Bennett  
DN: cn=Kristie Bennett, o=Local Workforce Development  
Area, Regional Director, ou=State of TN,  
email=kristie.bennett@tn.gov, c=US  
Date: 2018.10.15 14:47:31 -0500

Signature

**Regional Director**

Title

**Kristie Bennett**

Printed Name

**10-15-18**

Date

**TN Dept. of Labor and Workforce Development**

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR VETERANS ACTIVITIES  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

**TRADE READJUSTMENT ALLOWANCE (TRA)**

Kristie Bennett

Digitally signed by Kristie Bennett  
DN: cn=Kristie Bennett, o=Local Workforce Development  
Area, Regional Director, ou=State of TN,  
email=kristie.bennett@tn.gov, c=US  
Date: 2018.10.15 15:08:57 -05'00'

Signature

Regional Director

Title

Kristie Bennett

Printed Name

10-15-18

Date

TN Dept. of Labor and Workforce Development

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE READJUSTMENT ACT  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

**TRADE ADJUSTMENT ASSISTANCE (TAA)**

Kristie Bennett

Digitally signed by Kristie Bennett  
DN: cn=Kristie Bennett, o=Local Workforce Development  
Area, Regional Director, ou=State of TN,  
email=kristie.bennett@tn.gov, c=US  
Date: 2018.10.15 16:05:19 -05'00'

Signature

Regional Director

Title

TN Dept. of Labor and Workforce Development

Organization

Kristie Bennett

Printed Name

10-15-18

Date

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE ADJUSTMENT ASSISTANCE  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization



**NATIONAL FARMWORKER JOBS PROGRAM**

Leecia Walker, EP  
Signature

Leecia Walker

Printed Name

Executive Director

Title

Date

10/19/18

Tennessee Opportunity Programs, Inc.

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR NATIONAL FARMWORKER JOBS PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

Due to lack of bundling - LOPS  
will not be cost sharing. Jwalker.90

**MIGRANT AND SEASONAL FARMWORKER PROGRAM**

Leecia Walker, ED  
Signature

Leecia Walker

Printed Name

Executive Director

Title

10/19/18

Date

Tennessee Opportunity Programs, Inc.

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR MIGRANT AND SEASONAL  
FARMWORKER PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

Due to lack of funding- JOPS will not  
be cost sharing. Swelter, ED

COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM

L. Don Ridgeway L. Don Ridgeway  
Signature Printed Name  
Executive Director 9/28/18  
Title Date  
Northwest TN Economic Development Council  
Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR CSBG PROGRAM  
IF DIFFERENT THAN THE SIGNATORY ABOVE

Cindy Stephens Cindy Stephens  
Signature Printed Name  
Community Services Prog. Dir. 9/28/18  
Title Date  
Northwest TN Economic Development Council  
Organization

**SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)**

Thomas D. McWherter Digitally signed by Thomas D.  
McWherter  
Date: 2018.10.05 08:45:24 -05'00'

Signature

**Executive Director**

Title

**Tennessee Community Services Agency**

Organization

**Thomas D. McWherter**

Printed Name

**10/03/2018**

Date

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SCSEP  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

**SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)**

John A Bucz

Signature

JOHN A BUCY

Printed Name

EXECUTIVE DIRECTOR

Title

11 OCT 18

Date

NORTHWEST TN HUMAN RESOURCE AGENCY / JD

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SCSEP  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

  
Signature

**Marla Rye**

Printed Name

**President**

Title

Date

10/15/18

**Workforce Essentials, Inc.**

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TANF  
IF DIFFERENT THAN THE SIGNATORY ABOVE

  
Signature

**Natalie McLimore**

Printed Name

**Vice President, Family Services**

Title

Date

10/15/18

**Workforce Essentials, Inc.**

Organization

**SECOND CHANCE PROGRAM**

---

Signature

---

Printed Name

---

Title

---

Date

**Not available in Northwest TN**

---

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SECOND CHANCE PROGRAM  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

---

Signature

---

Printed Name

---

Title

---

Date

---

Organization



**HOUSING AND URBAN DEVELOPMENT EMPLOYMENT AND TRAINING ACTIVITIES**

---

Signature

---

Printed Name

---

Title

---

Date

**Not available in Northwest TN**

---

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR HUD EMPLOYMENT & TRAINING  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

---

Signature

---

Printed Name

---

Title

---

Date

**Not applicable.**

---

Organization

**JOB CORPS**

---

Signature

---

Printed Name

---

Title

---

Date

**Not available in Northwest TN**

---

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR JOB CORPS  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

---

Signature

---

Printed Name

---

Title

---

Date

---

Organization

**YOUTHBUILD**

---

Signature

---

Printed Name

---

Title

---

Date

**Not available in Northwest TN**

---

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR YOUTHBUILD  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

---

Signature

---

Printed Name

---

Title

---

Date

---

Organization

See signature pages for postsecondary institutions beginning on page 36.

**Perkins/Post-Secondary Career &  
Technical Education–**

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Perkins/Post-Secondary Career &  
Technical Education–IF DIFFERENT THAN THE SIGNATORY ABOVE**

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

**OTHER PARTY TO THE MOU:**

Turia D. Enloe  
Signature

Turia D. Enloe

Printed Name

Program Director

Title

9-27-2018

Date

NAIA of Tennessee

Organization

## Welcome Function

### Evaluation of Service Needs

#### Basic Career Services

- Initial Assessment of Skills
- Labor Exchange Services
- Labor Market Information
- Outreach, Intake & Orientation
- Performance Data
- Referral and Coordination
- Unemployment Assistance
- Eligibility Determination
- Financial Aid Assistance
- Translation Services

#### Individualized Career Services

- Register in Jobs4TN.gov
- Comprehensive and Specialized Assessment
- Individual Counseling
- Career / Vocational Counseling
- Development of IEP
- Workforce Preparation Activities
- Short –Term Pre-Employment Vocational Services

#### Training Services

- Individualized Training Account
- Work Based Learning (OJT, Incumbent Worker or Apprenticeship)
- Job Clubs
- Financial Literacy
- Out of Area Job Search and Relocation Assistance
- English Language Acquisition
- Related Support Services

### Follow-Up Services

Partner Program & Authorization / Category	Partner Organization	Physically Co- Located - Dyersburg	Direct Linkage - Dyersburg	Physically Co- Located - Huntingdon	Direct Linkage - Huntingdon
Local Elected Officials (LEO)	Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, and Weakley County Mayors; Mayor Gary Reasons (Crockett), Chief LEO	N/A	N/A	N/A	N/A
Local Workforce Development Board	Northwest TN Workforce Board, Inc. Jimmy Williamson, Board Chair	N/A	N/A	N/A	N/A
WIOA Title I Adult, Dislocated Worker, and Youth	Dyersburg State Community College	Yes	N/A	Yes	N/A
WIOA Title II Adult Education and Family Literacy Act (AEFLA) program	Henderson County Schools	Yes	N/A	Yes	N/A
WIOA Title III Wagner-Peyser Employment Services (ES), authorized under the Wagner-Peyser Act (29 U.S.C. 49 <i>et seq.</i> ), also providing the state's public labor exchange	TN Department of Labor and Workforce Development (TDLWD)	Yes	N/A	Yes	N/A
WIOA Title IV State Vocational Rehabilitation program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C.720 <i>et seq.</i> )	TN DHS, Department of Rehabilitation Services	Yes	N/A	Yes	N/A
Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 <i>et seq.</i> )	Department of Human Services	N/A	N/A	N/A	N/A
	Workforce Essentials, Inc.	Yes	N/A	No	Yes
Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 <i>et seq.</i> )	TN Community Service Agency	No	Yes	No	No
	Northwest TN Human Resource Agency	No	Yes	No	Yes
Career & Technical Education Programs, authorized under the Carl D. Perkins Act	Dyersburg State Community College	No	Yes	No	Yes
	TCAT McKenzie	No	No	No	Yes
	TCAT Newbern	No	Yes	No	No
	TCAT Paris	No	No	No	No
Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 <i>et seq.</i> )	TN Department of Labor and Workforce Development	Yes	N/A	No	Yes
Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.	TN Department of Labor and Workforce Development	Yes	N/A	No	Yes
Employment and training activities carried out under the Community Services Block Grant	Northwest TN Economic Development Council	No	Yes	No	Yes
Unemployment Insurance (UI) programs under state unemployment compensation laws	TN Department of Labor and Workforce Development	No	Yes	No	Yes
Migrant & Seasonal Farmworker Program	TN Opportunity Program	No	Yes	No	Yes
Additional Partner - Re-Employment Services and Eligibility Assessment	Dyersburg State Community College	N/A	N/A	N/A	N/A
	TDLWD	Yes	N/A	Yes	N/A
Additional Partner - Supplemental Nutrition Assistance Program	TN Department of Labor and Workforce Development	Yes	N/A	N/A	Yes
Additional Partner - Permanent Labor Certification for Foreign Workers (ALC)	TN Department of Labor and Workforce Development	No	No	Yes	N/A

[illegible]



Physically Co-located - Dresden	Direct Linkage - Dresden
N/A	N/A
N/A	N/A
Yes	N/A
No	Yes
No	Yes
No	Yes
N/A	N/A
Yes	N/A
No	Yes
No	Yes
No	Yes
No	Yes
No	No
No	Yes
No	Yes
No	Yes
No	Yes
No	Yes
No	Yes
No	Yes
No	N/A
No	Yes
No	No

Local Workforce Development Area 12						
ONE-STOP OPERATING BUDGET - EFFECTIVE July 1, 2018 (until revised)						
American Job Centers - Two Comprehensive Centers (Huntingdon & Dyersburg) & Seven Affiliate Centers						
Location	Partner	Cost Category	Cost Pool	Dues, Subscriptions, Advertising	Allocation Base	Cost
Huntingdon	WIOA	Infrastructure Costs	Communications	Printing & Publications	FTE	\$ 150.00
Huntingdon	WIOA	Infrastructure Costs	Communications	Postage	FTE	\$ 100.00
Huntingdon	WIOA	Infrastructure Costs	Communications	Internet	FTE	\$ 3,700.00
Huntingdon	WIOA	Infrastructure Costs	3rd Party Affiliates	Dues, Subscriptions, Advertising	FTE	\$ 400.00
Huntingdon	WIOA	Infrastructure Costs	Supplies & Furniture	Supplies & Furniture	FTE	\$ 1,600.00
Huntingdon	WIOA	Additional Costs	Professional & Admin. Services	IT / PI Staff	FTE	\$ 20,715.37
Huntingdon	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Assistant	FTE	\$ 24,750.90
Huntingdon	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Operator	FTE	\$ 26,294.40
Huntingdon	WIOA	Shared Direct	Salaries	WIOA Staff	Shared-Direct	\$ 50,744.00
Huntingdon	WIOA	Shared Direct	Benefits	WIOA Staff	Shared-Direct	\$ 17,842.00
Huntingdon	WIOA	Shared Direct	Travel	WIOA Staff	Shared-Direct	\$ 1,500.00
Huntingdon	WIOA	Shared Direct	Indirect	WIOA Staff	Shared-Direct	\$ 10,140.00
Huntingdon	WIOA	Non-Shared Direct	Participant Costs	Direct Participant Costs	Direct	\$ 43,000.00
Huntingdon	AE	Shared Direct	Salaries	AE Staff	Shared-Direct	\$ 3,864.00
Huntingdon	AE	Shared Direct	Benefits	AE Staff	Shared-Direct	\$ 450.16
Huntingdon	ALC	Shared Direct	Salaries	ALC Staff	Shared-Direct	\$ 13,879.01
Huntingdon	ALC	Shared Direct	Benefits	ALC Staff	Shared-Direct	\$ 6,002.75
Huntingdon	ALC	Shared Direct	Travel	ALC Staff	Shared-Direct	\$ 564.45
Huntingdon	ALC	Shared Direct	Indirect	ALC Staff	Shared-Direct	\$ 2,945.33
Huntingdon	ALC	Shared Direct	Professional & Admin. Services	Professional Services - State	Shared-Direct	\$ 206.52
Huntingdon	RESEA	Shared Direct	Salaries	RESEA Staff	Shared-Direct	\$ 14,176.22
Huntingdon	RESEA	Shared Direct	Benefits	RESEA Staff	Shared-Direct	\$ 3,921.83
Huntingdon	RESEA	Shared Direct	Travel	RESEA Staff	Shared-Direct	\$ 113.36
Huntingdon	RESEA	Shared Direct	Indirect	RESEA Staff	Shared-Direct	\$ 2,730.54
Huntingdon	RESEA	Shared Direct	Supplies & Materials	Supplies & Materials	Shared-Direct	\$ 0.32
Huntingdon	RESEA	Shared Direct	Professional & Admin. Services	Professional Services - State	Shared-Direct	\$ 218.25
Huntingdon	TAA	Shared Direct	Travel	TAA Staff	Shared-Direct	\$ 381.03
Huntingdon	Vets	Shared Direct	Salaries	Vets Staff	Shared-Direct	\$ 191.93
Huntingdon	Vets	Shared Direct	Benefits	Vets Staff	Shared-Direct	\$ 81.00
Huntingdon	Vets	Shared Direct	Indirect	Vets Staff	Shared-Direct	\$ 41.54
Huntingdon	Vets	Shared Direct	Professional & Admin. Services	Professional Services - State	Shared-Direct	\$ 218.55
Huntingdon	Wagner Peys	Infrastructure Costs	Copier Rental	Copier Rental	FTE	\$ 350.00
Huntingdon	Wagner Peys	Additional Costs	Professional & Admin. Services	Professional & Admin. Services	FTE	\$ 550.00
Huntingdon	Wagner Peys	Infrastructure Costs	Communications	Telephones, Fax	FTE	\$ 1,300.00
Huntingdon	Wagner Peys	Infrastructure Costs	Rent	Building Lease/Rent	Square Footage	\$ 173,099.00
Huntingdon	Wagner Peys	Shared Direct	Salaries	Wagner Peyser Staff	Shared-Direct	\$ 81,123.84
Huntingdon	Wagner Peys	Shared Direct	Benefits	Wagner Peyser Staff	Shared-Direct	\$ 26,022.36
Huntingdon	Wagner Peys	Shared Direct	Travel	Wagner Peyser Staff	Shared-Direct	\$ 933.53
Huntingdon	Wagner Peys	Shared Direct	Indirect	Wagner Peyser Staff	Shared-Direct	\$ 10,446.02
Huntingdon	Wagner Peys	Shared Direct	Supplies & Materials	Supplies & Materials	Shared-Direct	\$ 596.55
Huntingdon	Wagner Peys	Shared Direct	Professional & Admin. Services	Professional Services - State	Shared-Direct	\$ 1,269.87
Huntingdon	Wagner Peys	Shared Direct	Salaries	16.7% West TN Mobile AJC Salary	Shared-Direct	\$ 8,641.58
Huntingdon	Wagner Peys	Shared Direct	Benefits	16.7% West TN Mobile AJC Benefits	Shared-Direct	\$ 2,420.36
Huntingdon	VR	Shared Direct	Salaries	VR Staff	Shared-Direct	\$ 35,200.00

Huntingdon	VR	Shared Direct	Benefits	VR Staff	Shared-Direct	\$	18,100.00
Huntingdon	VR	Shared Direct	Supplies & Travel	Supplies & Travel	Shared-Direct	\$	1,781.00
Huntingdon	VR	Shared Direct	Equipment	VR Staff	Shared-Direct	\$	2,400.00
Huntingdon	VR	Non-Shared Direct	Participant Costs	Direct Participant Costs	Direct	\$	261,361.00
Dyersburg	WIOA	Infrastructure Costs	Communications	Printing & Publications	FTE	\$	50.00
Dyersburg	WIOA	Infrastructure Costs	Communications	Telephone, Fax, & Internet	FTE	\$	5,800.00
Dyersburg	WIOA	Infrastructure Costs	3rd Party Affiliates	Dues, Subscriptions, Advertising	FTE	\$	250.00
Dyersburg	WIOA	Infrastructure Costs	Supplies & Furniture	Supplies & Furniture	FTE	\$	1,000.00
Dyersburg	WIOA	Infrastructure Costs	Prof Svcs & 3rd Party	Building Maintenance (Janitorial, Security,	FTE	\$	6,500.00
Dyersburg	WIOA	Additional Costs	Professional & Admin. Services	IT / PI Staff	FTE	\$	31,561.64
Dyersburg	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Assistant	FTE	\$	24,750.90
Dyersburg	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Operator	FTE	\$	40,061.76
Dyersburg	WIOA	Shared Direct	Salaries	WIOA Staff	Shared-Direct	\$	152,727.00
Dyersburg	WIOA	Shared Direct	Benefits	WIOA Staff	Shared-Direct	\$	71,704.00
Dyersburg	WIOA	Shared Direct	Travel	WIOA Staff	Shared-Direct	\$	2,200.00
Dyersburg	WIOA	Shared Direct	Indirect	WIOA Staff	Shared-Direct	\$	9,820.00
Dyersburg	WIOA	Non-Shared Direct	Participant Costs	Direct Participant Costs	Direct	\$	220,000.00
Dyersburg	SNAP	Shared Direct	Salaries	TDLWD SNAP Staff Salaries	Shared-Direct	\$	6,126.12
Dyersburg	SNAP	Shared Direct	Benefits	TDLWD SNAP Staff benefits	Shared-Direct	\$	1,957.28
Dyersburg	SNAP	Shared Direct	Communications	Communications	Shared-Direct	\$	23.28
Dyersburg	AE	Shared Direct	Salaries	AE Staff	Shared-Direct	\$	4,885.20
Dyersburg	AE	Shared Direct	Benefits	AE Staff	Shared-Direct	\$	569.13
Dyersburg	ALC	Shared Direct	Shared Direct	Professional Services - State	Shared-Direct	\$	15.77
Dyersburg	RESEA	Shared Direct	Salaries	RESEA Staff	Shared-Direct	\$	19,684.64
Dyersburg	RESEA	Shared Direct	Benefits	RESEA Staff	Shared-Direct	\$	12,342.65
Dyersburg	RESEA	Shared Direct	Travel	RESEA Staff	Shared-Direct	\$	143.82
Dyersburg	RESEA	Shared Direct	Indirect	RESEA Staff	Shared-Direct	\$	4,838.03
Dyersburg	RESEA	Shared Direct	Supplies & Materials	Supplies & Materials	Shared-Direct	\$	0.35
Dyersburg	RESEA	Shared Direct	Professional & Admin. Services	Professional Services - State	Shared-Direct	\$	287.06
Dyersburg	TAA	Shared Direct	Salaries	TAA Staff	Shared-Direct	\$	23,600.82
Dyersburg	TAA	Shared Direct	Benefits	TAA Staff	Shared-Direct	\$	14,321.36
Dyersburg	TAA	Shared Direct	Travel	TAA Staff	Shared-Direct	\$	899.58
Dyersburg	TAA	Shared Direct	Indirect	TAA Staff	Shared-Direct	\$	5,751.96
Dyersburg	TAA	Shared Direct	Professional & Admin. Services	Professional Services - State	Shared-Direct	\$	641.81
Dyersburg	TAA	Shared Direct	Supplies & Materials	Supplies & Materials	Shared-Direct	\$	0.50
Dyersburg	Vets	Shared Direct	Salaries	Vets Staff	Shared-Direct	\$	36,571.62
Dyersburg	Vets	Shared Direct	Benefits	Vets Staff	Shared-Direct	\$	9,511.89
Dyersburg	Vets	Shared Direct	Travel	Vets Staff	Shared-Direct	\$	2,044.92
Dyersburg	Vets	Shared Direct	Indirect	Vets Staff	Shared-Direct	\$	6,886.16
Dyersburg	Vets	Shared Direct	Professional & Admin. Services	Prof. Svcs & 3rd Party	Shared-Direct	\$	872.79
Dyersburg	Vets	Shared Direct	Printing	Printing	Shared-Direct	\$	5.94
Dyersburg	Vets	Shared Direct	Communications	Communications	Shared-Direct	\$	174.75
Dyersburg	Vets	Shared Direct	Supplies & Materials	Supplies & Materials	Shared-Direct	\$	169.10
Dyersburg	Vets	Shared Direct	Professional & Admin. Services	Professional Services - State	Shared-Direct	\$	750.50

Dyersburg	WIOA	Infrastructure Costs	Copier Rental	Copier Rental	FTE	\$	800.00
Dyersburg	WIOA	Infrastructure Costs	Rent	Building Lease/Rent	FTE	\$	49,200.00
Dyersburg	Wagner Peys Shared Direct		Salaries	Wagner Peyser Staff	Shared-Direct	\$	165,246.96
Dyersburg	Wagner Peys Shared Direct		Benefits	Wagner Peyser Staff	Shared-Direct	\$	79,196.92
Dyersburg	Wagner Peys Shared Direct		Travel	Wagner Peyser Staff	Shared-Direct	\$	3,833.45
Dyersburg	Wagner Peys Shared Direct		Indirect	Wagner Peyser Staff	Shared-Direct	\$	24,542.49
Dyersburg	Wagner Peys Shared Direct		Communications	Communications	Shared-Direct	\$	95.34
Dyersburg	Wagner Peys Shared Direct		Supplies & Materials	Supplies & Materials	Shared-Direct	\$	843.00
Dyersburg	Wagner Peys Shared Direct		Professional & Admin. Services	Professional Services - State	Shared-Direct	\$	2,058.47
Dyersburg	Wagner Peys Shared Direct		Salaries	16.7% West TN Mobile AJC Salary	Shared-Direct	\$	8,641.58
Dyersburg	Wagner Peys Shared Direct		Benefits	16.7% West TN Mobile AJC Benefits	Shared-Direct	\$	2,420.36
Dyersburg	VR	Shared Direct	Salaries	VR Staff	Shared-Direct	\$	35,200.00
Dyersburg	VR	Shared Direct	Benefits	VR Staff	Shared-Direct	\$	18,100.00
Dyersburg	VR	Shared Direct	Supplies & Travel	Supplies & Travel	Shared-Direct	\$	1,781.00
Dyersburg	VR	Shared Direct	Equipment	VR Staff	Shared-Direct	\$	2,400.00
Dyersburg	VR	Non-Shared Direct	Participant Costs	Direct Participant Costs	Direct	\$	261,361.00
Dyersburg	TANF	Shared Direct	Salaries	TANF Staff	Shared-Direct	\$	50,600.00
Dyersburg	TANF	Shared Direct	Benefits	TANF Staff	Shared-Direct	\$	7,742.40
Dyersburg	TANF	Shared Direct	Travel	TANF Staff	Shared-Direct	\$	7,409.52
Dyersburg	TANF	Shared Direct	Indirect	TANF Staff	Shared-Direct	\$	5,260.00
Dyersburg	TANF	Non-Shared Direct	Participant Costs	Direct Participant Costs	Direct	\$	8,000.00
Camden	WIOA	Infrastructure Costs	Rent	Building Lease/Rent	FTE	\$	4,800.00
Camden	WIOA	Infrastructure Costs	Utilities and Fuel	Utilities and Fuel	FTE	\$	3,800.00
		Infrastructure Costs	Prof Svcs & 3rd Party	Building Maintenance (Janitorial, Security, Maintenance, Repairs, & Services)	FTE	\$	856.40
Camden	WIOA						
Camden	WIOA	Infrastructure Costs	Communications	Printing & Publications	FTE	\$	50.00
Camden	WIOA	Infrastructure Costs	Communications	Telephones, Fax, & Internet	FTE	\$	3,405.00
Camden	WIOA	Infrastructure Costs	3rd Party Affiliates	Dues, Subscriptions, Advertising	FTE	\$	350.00
Camden	WIOA	Infrastructure Costs	Supplies	Supplies	FTE	\$	700.00
Camden	WIOA	Additional Costs	Professional & Admin. Services	IT / PI Staff	FTE	\$	3,713.13
Camden	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Operator	FTE	\$	4,713.15
Camden	WIOA	Shared Direct	Salaries	WIOA Staff	Shared-Direct	\$	50,189.00
Camden	WIOA	Shared Direct	Benefits	WIOA Staff	Shared-Direct	\$	16,217.00
Camden	WIOA	Shared Direct	Travel	WIOA Staff	Shared-Direct	\$	1,000.00
Camden	WIOA	Shared Direct	Indirect	WIOA Staff	Shared-Direct	\$	3,820.00
Camden	WIOA	Non-Shared Direct	Participant Costs	Direct Participant Costs	Direct	\$	45,000.00
Camden	RESEA	Shared Direct	Salaries	WIOA Staff	Shared-Direct	\$	300.00
Camden	RESEA	Shared Direct	Benefits	WIOA Staff	Shared-Direct	\$	80.00
Alamo	WIOA	Infrastructure Costs	Rent	Building Lease/Rent	FTE	\$	4,800.00
Alamo	WIOA	Infrastructure Costs	Utilities and Fuel	Utilities and Fuel	FTE	\$	1,750.00
		Infrastructure Costs	Prof Svcs & 3rd Party	Building Maintenance (Janitorial, Security, Maintenance, Repairs, & Services)	FTE	\$	2,250.00
Alamo	WIOA						
Alamo	WIOA	Infrastructure Costs	Communications	Printing & Publications	FTE	\$	50.00
Alamo	WIOA	Infrastructure Costs	Communications	Telephones, Fax, & Internet	FTE	\$	2,800.00

Alamo	WIOA	Infrastructure Costs	3rd Party Affiliates	Dues, Subscriptions, Advertising	FTE	\$	250.00
Alamo	WIOA	Infrastructure Costs	Supplies	Supplies	FTE	\$	500.00
Alamo	WIOA	Additional Costs	Professional & Admin. Services	IT / PI Staff	FTE	\$	3,419.99
Alamo	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Operator	FTE	\$	4,341.06
Alamo	WIOA	Shared Direct	Salaries	WIOA Staff	Shared-Direct	\$	46,772.00
Alamo	WIOA	Shared Direct	Benefits	WIOA Staff	Shared-Direct	\$	18,041.00
Alamo	WIOA	Shared Direct	Travel	WIOA Staff	Shared-Direct	\$	500.00
Alamo	WIOA	Shared Direct	Indirect	WIOA Staff	Shared-Direct	\$	2,062.00
Alamo	WIOA	Non-Shared Direct	Participant Costs	Direct Participant Costs	Direct	\$	25,000.00
Humboldt	WIOA	Infrastructure Costs	Rent	Building Lease/Rent	FTE	\$	5,100.00
Humboldt	WIOA	Infrastructure Costs	Utilities and Fuel	Utilities and Fuel	FTE	\$	-
		Infrastructure Costs	Prof Svcs & 3rd Party	Building Maintenance (Janitorial, Security, Maintenance, Repairs, & Services)	FTE	\$	1,500.00
Humboldt	WIOA						
Humboldt	WIOA	Infrastructure Costs	Communications	Printing & Publications	FTE	\$	50.00
Humboldt	WIOA	Infrastructure Costs	Communications	Telephones, Fax, & Internet	FTE	\$	4,775.00
Humboldt	WIOA	Infrastructure Costs	3rd Party Affiliates	Dues, Subscriptions, Advertising	FTE	\$	550.00
Humboldt	WIOA	Infrastructure Costs	Supplies	Supplies	FTE	\$	1,050.00
Humboldt	WIOA	Infrastructure Costs	Copier Rental	Copier Rental	FTE	\$	548.16
Humboldt	WIOA	Additional Costs	Professional & Admin. Services	IT / PI Staff	FTE	\$	9,185.12
Humboldt	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Assistant	FTE	\$	24,750.90
Humboldt	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Operator	FTE	\$	11,658.84
Humboldt	WIOA	Shared Direct	Salaries	WIOA Staff	Shared-Direct	\$	62,022.00
Humboldt	WIOA	Shared Direct	Benefits	WIOA Staff	Shared-Direct	\$	29,663.00
Humboldt	WIOA	Shared Direct	Travel	WIOA Staff	Shared-Direct	\$	2,500.00
Humboldt	WIOA	Shared Direct	Indirect	WIOA Staff	Shared-Direct	\$	7,515.00
Humboldt	WIOA	Non-Shared Direct	Participant Costs	Direct Participant Costs	Direct	\$	120,000.00
Humboldt	RESEA	Shared Direct	Salaries	WIOA Staff	Shared-Direct	\$	375.00
Humboldt	RESEA	Shared Direct	Benefits	WIOA Staff	Shared-Direct	\$	145.00
Paris	WIOA	Infrastructure Costs	Utilities and Fuel	Utilities and Fuel	FTE	\$	4,200.00
		Infrastructure Costs	Prof Svcs & 3rd Party	Building Maintenance (Janitorial, Security, Maintenance, Repairs, & Services)	FTE	\$	2,798.00
Paris	WIOA						
Paris	WIOA	Infrastructure Costs	Communications	Printing & Publications	FTE	\$	50.00
Paris	WIOA	Infrastructure Costs	Communications	Telephones, Fax, & Internet	FTE	\$	3,160.00
Paris	WIOA	Infrastructure Costs	3rd Party Affiliates	Dues, Subscriptions, Advertising	FTE	\$	250.00
Paris	WIOA	Infrastructure Costs	Supplies	Supplies	FTE	\$	1,000.00
Paris	WIOA	Additional Costs	Professional & Admin. Services	IT / PI Staff	FTE	\$	4,397.13
Paris	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Assistant	FTE	\$	24,750.90
Paris	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Operator	FTE	\$	5,581.36
Paris	WIOA	Shared Direct	Salaries	WIOA Staff	Shared-Direct	\$	49,957.00
Paris	WIOA	Shared Direct	Benefits	WIOA Staff	Shared-Direct	\$	30,279.00
Paris	WIOA	Shared Direct	Travel	WIOA Staff	Shared-Direct	\$	750.00
Paris	WIOA	Shared Direct	Indirect	WIOA Staff	Shared-Direct	\$	3,503.00



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		Infrastructure Costs	Prof Svcs & 3rd Party	Building Maintenance (Janitorial, Security, Maintenance, Repairs, & Services)	FTE	\$	2,750.00
Dresden	WIOA						
Dresden	WIOA	Infrastructure Costs	Communications	Printing & Publications	FTE	\$	50.00
Dresden	WIOA	Infrastructure Costs	Communications	Telephones, Fax, & Internet	FTE	\$	5,000.00
Dresden	WIOA	Infrastructure Costs	3rd Party Affiliates	Dues, Subscriptions, Advertising	FTE	\$	250.00
Dresden	WIOA	Infrastructure Costs	Supplies	Supplies	FTE	\$	1,200.00
Dresden	WIOA	Additional Costs	Professional & Admin. Services	IT / PI Staff	FTE	\$	8,794.27
Dresden	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Assistant	FTE	\$	24,750.90
Dresden	WIOA	Additional Costs	Professional & Admin. Services	One-Stop Operator	FTE	\$	11,162.72
Dresden	WIOA	Shared Direct	Salaries	WIOA Staff	Shared-Direct	\$	141,477.00
Dresden	WIOA	Shared Direct	Benefits	WIOA Staff	Shared-Direct	\$	68,687.00
Dresden	WIOA	Shared Direct	Travel	WIOA Staff	Shared-Direct	\$	1,000.00
Dresden	WIOA	Shared Direct	Indirect	WIOA Staff	Shared-Direct	\$	3,970.00
Dresden	WIOA	Non-Shared Direct	Participant Costs	Direct Participant Costs	Direct	\$	105,000.00
Dresden	TANF	Shared Direct	Salaries	TANF Staff	Shared-Direct	\$	51,800.00
Dresden	TANF	Shared Direct	Benefits	TANF Staff	Shared-Direct	\$	19,667.16
Dresden	TANF	Shared Direct	Travel	TANF Staff	Shared-Direct	\$	2,500.00
Dresden	TANF	Shared Direct	Indirect	TANF Staff	Shared-Direct	\$	4,000.00
Dresden	TANF	Non-Shared Direct	Participant Costs	Direct Participant Costs	Direct	\$	4,000.00
				TOTAL		\$	4,200,878.20



Cost Allocation and Partner Contributions - A County

Row Labels	Cost	% Of Total				
Direct	\$ 1,465,722.00					
Non-Shared Direct	\$ 1,465,722.00					
Alamo	\$ 25,000.00					
Camden	\$ 45,000.00					
Dresden	\$ 109,000.00					
Dyersburg	\$ 489,361.00					
Humboldt	\$ 127,000.00					
Huntingdon	\$ 304,361.00					
Paris	\$ 116,000.00					
Tiptonville	\$ 16,000.00					
Union City	\$ 234,000.00					
FTE	\$ 545,022.22					
Additional Costs	\$ 370,799.66					
Alamo	\$ 7,761.05	\$ 20,161.05	38.50%	\$ 20,161.05	Alamo	
Camden	\$ 8,426.28	\$ 22,387.68	37.64%	\$ 22,387.68	Camden	
Dresden	\$ 44,707.89	\$ 64,757.89	69.04%	\$ 64,757.89	Dresden	
Dyersburg	\$ 96,374.30	\$ 159,974.30	60.24%	\$ 159,974.30	Dyersburg	
Humboldt	\$ 45,594.86	\$ 59,168.02	77.06%	\$ 59,168.02	Humboldt	
Huntingdon	\$ 72,310.67	\$ 79,910.67	90.49%	\$ 253,009.67	Huntingdon	
Paris	\$ 34,729.39	\$ 46,187.39	75.19%	\$ 46,187.39	Paris	
Tiptonville	\$ 7,761.05	\$ 23,791.05	32.62%	\$ 23,791.05	Tiptonville	
Union City	\$ 53,134.17	\$ 68,684.17	77.36%	\$ 68,684.17	Union City	
Infrastructure Costs	\$ 174,222.56					
Alamo	\$ 12,400.00	\$ 12,400.00	61.50%			
Camden	\$ 13,961.40	\$ 13,961.40	62.36%			
Dresden	\$ 20,050.00	\$ 20,050.00	30.96%			
Dyersburg	\$ 63,600.00	\$ 63,600.00	39.76%			
Humboldt	\$ 13,573.16	\$ 13,573.16	22.94%			
Huntingdon	\$ 7,600.00	\$ 7,600.00	9.51%			
Paris	\$ 11,458.00	\$ 11,458.00	24.81%			
Tiptonville	\$ 16,030.00	\$ 16,030.00	67.38%			
Union City	\$ 15,550.00	\$ 15,550.00	22.64%			
Shared-Direct	\$ 2,017,034.98					
Shared Direct	\$ 2,017,034.98					
Alamo	\$ 67,375.00					
Camden	\$ 71,606.00					
Dresden	\$ 293,101.16					
Dyersburg	\$ 804,899.52					
Humboldt	\$ 206,953.00					
Huntingdon	\$ 319,147.90					
Paris	\$ 85,199.00					
Tiptonville	\$ 52,150.00					
Union City	\$ 116,603.40					
Square Footage	\$ 173,099.00					
Infrastructure Costs	\$ 173,099.00					
Huntingdon	\$ 173,099.00					
(blank)						
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(blank)						
Grand Total	\$ 4,200,878.20					

Cost Allocation and Partner Contributions

Office Sharing / Payment Ratio								# of FTE
American Job Centers - Two Comprehensive Centers (Huntingdon & Dyersburg) & Seven Affiliate Centers								
Partner Program	# of Staff	Weekly Staff Hours	Payment # of FTEs	Ratio	Office Number	Notes:		
WIOA Title I Adult	3	30.2	0.8	52%	1, 2, 3	One-Stop Assistant stationed in common space	On-Site Carroll County, Comprehensive Center, Partners	6.1
WIOA Title I Dislocated Worker	3	8.7	0.2	15%	1, 2, 3			
WIOA Title I Youth	3	19.1	0.5	33%	1, 2, 3			
WIOA Title II Adult Education (Henderson Co. Schools)	1	5.0	0.1	100%	9			
WIOA Title III Wagner-Peyser Employment Services	4	138.0	3.7	92%	4, 5, 6, 7			
Additional Partner - ALC	1	5.0	0.1	3%	4			
Additional Partner - RESEA	1	3.0	0.1	2%	5			
WIOA Title IV State Vocational Rehabilitation program	1	15.0	0.4	100%	8			
TAA	1	4.0	0.1	3%	7		On-Site Dyer County, Comprehensive Center, Partners	9.3
WIOA Title I Adult	4	46.5	1.2	52%	1, 2, 3, 4	One-Stop Assistants stationed in common space		
WIOA Title I Dislocated Worker	4	13.4	0.4	15%	1, 2, 3, 4			
WIOA Title I Youth	4	29.5	0.8	33%	1, 2, 3, 4			
WIOA Title II Adult Education (Henderson Co. Schools)	2	10.0	0.3	100%	10			
WIOA Title III Wagner-Peyser Employment Services	4	136.0	3.6	79%	6, 7, 8, 9			
TAA	1	1.0	0.0	3%	8			
Veterans Programs	1	37.5	1.0	100%	11			
Additional Partner - RESEA	1	5.0	0.1	13%	9			
Additional Partner - SNAP (TDLWD)	1	8.0	0.2	5%	7			
WIOA Title IV State Vocational Rehabilitation program	1	25.0	0.7	100%	12			
Temporary Assistance for Needy Families (TANF)	2	37.5	1.0	100%	5			
WIOA Title I Adult	2	19.8	0.5	53%	1, 2			
WIOA Title I Dislocated Worker	2	5.7	0.2	15%	1, 2			
WIOA Title I Youth	2	12.5	0.3	33%	1, 2			
Additional Partner - RESEA	1	5.0	0.1	13%	1, 2		Crockett County	1.0
WIOA Title I Adult	2	20.0	0.5	53%	1, 2			
WIOA Title I Dislocated Worker	2	5.8	0.2	15%	1, 2			
WIOA Title I Youth	2	12.7	0.3	34%	1, 2		Gibson County	2.7
WIOA Title I Adult	2	29.9	0.8	46%	1, 2	One-Stop Assistants stationed in common space		
WIOA Title I Dislocated Worker	2	8.6	0.2	13%	1, 2			
WIOA Title I Youth	2	19.0	0.5	29%	1, 2			
Additional Partner - RESEA	1	8.0	0.2	12%	1, 2			
Temporary Assistance for Needy Families (TANF)	2	36.5	1.0	100%	3, 4		Henry County	1.3
WIOA Title I Adult	2	23.7	0.6	63%	1, 2	One-Stop Assistant stationed in common space		
WIOA Title I Dislocated Worker	2	6.8	0.2	18%	1, 2			
WIOA Title I Youth	2	15.0	0.4	40%	1, 2			
Additional Partner - RESEA	1	5.0	0.1	13%	1		Lake County	1.0
WIOA Title I Adult	1	20.3	0.5	54%	1, 2			
WIOA Title I Dislocated Worker	1	5.9	0.2	16%	1, 2			
WIOA Title I Youth	1	12.9	0.3	34%	1, 2			

WIOA Title I Adult	5	62.4	1.7	49%	1, 2, 3, 4, 5	One-Stop Assistants stationed in common space	Obion County	3.7
WIOA Title I Dislocated Worker	5	18.0	0.5	14%	1, 2, 3, 4, 5			
WIOA Title I Youth	5	39.6	1.1	31%	1, 2, 3, 4, 5			
Additional Partner - RESEA	5	6.5	0.2	5%	1, 2, 3, 4, 5			
Temporary Assistance for Needy Families (TANF)	1	11.0	0.3	100%	6			
WIOA Title I Adult	3	27.6	0.7	52%	1, 2, 3	One-Stop Assistant stationed in common space	Weakley County	2.6
WIOA Title I Dislocated Worker	3	8.0	0.2	15%	1, 2, 3			
WIOA Title I Youth	3	17.5	0.5	33%	1, 2, 3			
Temporary Assistance for Needy Families (TANF)	2	45.0	1.2	100%	4, 5			
<b>Total</b>	<b>107</b>	<b>1086</b>	<b>29</b>					28.8

Square Footge												
American Job Centers - Two Comprehensive Centers (Huntingdon & Dyersburg) & Seven Affiliate Centers												
Partner Program	Assigned Office Space	# of Staff	Weekly Staff	Square Footage Paid for Based	% of Total Square	Square Footage		Square Footage Cost Breakdown by Cost				SQFT
								Infrastructure	Shared	Career	Shared	
WIOA Title I Adult	427	3	30	222	2%	\$ 3,013		\$3,012.61	\$ 0	\$ -	\$ -	Carroll County/Huntingdon
WIOA Title I Dislocated Worker	0	3	9	64	1%	\$ 869		\$869.02	\$ 0	\$ -	\$ -	
WIOA Title I Youth	0	3	19	141	1%	\$ 1,912		\$1,911.85	\$ 0	\$ -	\$ -	
WIOA Title II Adult Education (Henderson Co. Schools)	64	1	5	64	1%	\$ 868		\$868.34	\$ 0	\$ -	\$ -	
WIOA Title III Wagner-Peyser Employment Services	12127	4	138	11157	87%	\$ 151,375		\$151,374.65	\$ 0	\$ -	\$ -	
Additional Partner - ALC	0	1	5	404	3%	\$ 5,485		\$5,484.59	\$ 0	\$ -	\$ -	
Additional Partner - RESEA	0	1	3	243	2%	\$ 3,291		\$3,290.75	\$ 0	\$ -	\$ -	
WIOA Title IV State Vocational Rehabilitation program	140	1	15	140	1%	\$ 1,900		\$1,899.50	\$ 0	\$ -	\$ -	
TAA	0	1	4	323	3%	\$ 4,388		\$4,387.67	\$ 0	\$ -	\$ -	Dyer County/Dyersburg
WIOA Title I Adult	488	4	47	254	16%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Dislocated Worker	0	4	13	73	5%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Youth	0	4	30	161	10%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title II Adult Education (Henderson Co. Schools)	58	2	10	58	4%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title III Wagner-Peyser Employment Services	654	4	136	517	32%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
TAA	0	1	1	18	1%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Veterans Programs	86	1	38	86	5%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Additional Partner - RESEA	0	1	5	87	5%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Additional Partner - SNAP (TDLWD)	0	1	8	33	2%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title IV State Vocational Rehabilitation program	168	1	25	168	11%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Temporary Assistance for Needy Families (TANF)	136	2	38	136	9%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Adult	868	2	20	457	53%	#REF!		\$0.00	\$0.00	\$ -	\$ -	Benton County/Camden
WIOA Title I Dislocated Worker	0	2	6	132	15%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Youth	0	2	13	290	33%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Additional Partner - RESEA	0	1	5	116	13%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Adult	750	2	20	400	53%	#REF!		\$0.00	\$0.00	\$ -	\$ -	Crockett County/Alamo
WIOA Title I Dislocated Worker	0	2	6	116	15%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Youth	0	2	13	254	34%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Additional Partner - RESEA	0	0	0	0	0%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Additional Partner - SNAP	0	0	0	0	0%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Adult	311	2	30	142	11%	#REF!		\$0.00	\$0.00	\$ -	\$ -	Gibson County/Humboldt
WIOA Title I Dislocated Worker	0	2	9	41	3%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Youth	0	2	19	90	7%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Additional Partner - RESEA	0	1	8	38	3%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Additional Partner - SNAP	0	0	0	0	0%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Temporary Assistance for Needy Families (TANF)	933	2	37	933	75%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Adult	405	2	24	256	63%	#REF!		\$0.00	\$0.00	\$ -	\$ -	Henry unty/Pari s
WIOA Title I Dislocated Worker	0	2	7	74	18%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Youth	0	2	15	162	40%	#REF!		\$0.00	\$0.00	\$ -	\$ -	

Additional Partner - RESEA	0	1	5	54	13%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Adult	671	1	20	363	54%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Dislocated Worker	0	1	6	105	16%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Youth	0	1	13	230	34%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Additional Partner - SNAP	0	0	0	0	0%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Adult	1370	5	62	676	35%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Dislocated Worker	0	5	18	195	10%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Youth	0	5	40	429	22%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Additional Partner - RESEA	0	5	7	70	4%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Temporary Assistance for Needy Families (TANF)	537	1	11	537	28%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Adult	785	3	28	408	29%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Dislocated Worker	0	3	8	118	8%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
WIOA Title I Youth	0	3	17	259	18%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
0	0	0	0	0	0%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Temporary Assistance for Needy Families (TANF)	622	2	45	622	44%	#REF!		\$0.00	\$0.00	\$ -	\$ -	
Total Office Space Square Footage	21,915											
Total Common / Shared Area Square Footage <sup>2</sup>	20,661											
Total	42,576			21,915	956%	\$ 173,099		\$173,099.00	\$ -	\$ -	\$ -	

Total \$ 173,099

<sup>1</sup> These partners/programs are linked virtually through online service access to a program staff member via American Job Center resource rooms and through cross-trained front desk staff and other, physically co-located, partner staff who can provide information and referrals.

<sup>2</sup> Common / shared areas include: resource rooms, conference rooms, classrooms, workshop rooms, staff break room/kitchen, bathrooms, etc.

100%

0%

Full- Time Equivalent (FTE)<sup>1</sup>

can Job Centers - Two Comprehensive Centers (Huntingdon & Dyersburg) & Seven Affiliate C

Partner Program	# of Staff	Weekly Staff Hours	FTEs	% of Total FTEs	FTE Cost		FTE Cost Breakdown by Cost Category		
							Infrastructure Costs	Additional Costs	
WIOA Title I Adult	3	30	0.8	13%	\$ 10,570.64		\$ 1,005.33	\$ 9,565.31	Carroll County/Huntingdon
WIOA Title I Dislocated Worker	3	9	0.2	4%	\$ 3,049.22		\$ 290.00	\$ 2,759.22	
WIOA Title I Youth	3	19	0.5	8%	\$ 6,708.29		\$ 638.00	\$ 6,070.29	
WIOA Title II Adult Education (Henderson Co. Schools)	1	5	0.1	2%	\$ 1,752.43		\$ 166.67	\$ 1,585.76	
WIOA Title III Wagner-Peyser Employment Services	4	138	3.7	61%	\$ 48,366.98		\$ 4,600.00	\$ 43,766.98	
Additional Partner - ALC	1	5	0.1	2%	\$ 1,752.43		\$ 166.67	\$ 1,585.76	
Additional Partner - RESEA	1	3	0.1	1%	\$ 1,051.46		\$ 100.00	\$ 951.46	
WIOA Title IV State Vocational Rehabilitation program	1	15	0.4	7%	\$ 5,257.28		\$ 500.00	\$ 4,757.28	
TAA	1	4	0.1	2%	\$ 1,401.94		\$ 133.33	\$ 1,268.61	
WIOA Title I Adult	4	47	1.2	13%	\$ 21,302.44		\$ 8,469.08	\$ 12,833.36	Dyer County/Dyersburg
WIOA Title I Dislocated Worker	4	13	0.4	4%	\$ 6,144.94		\$ 2,443.00	\$ 3,701.93	
WIOA Title I Youth	4	30	0.8	8%	\$ 13,518.86		\$ 5,374.61	\$ 8,144.25	
WIOA Title II Adult Education (Henderson Co. Schools)	2	10	0.3	3%	\$ 4,577.23		\$ 1,819.74	\$ 2,757.49	
WIOA Title III Wagner-Peyser Employment Services	4	136	3.6	39%	\$ 62,250.37		\$ 24,748.50	\$ 37,501.87	
TAA	1	1	0.0	0%	\$ 457.72		\$ 181.97	\$ 275.75	
Veterans Programs	1	38	1.0	11%	\$ 17,164.62		\$ 6,824.03	\$ 10,340.59	
Additional Partner - RESEA	1	5	0.1	1%	\$ 2,288.62		\$ 909.87	\$ 1,378.75	
Additional Partner - SNAP (TDLWD)	1	8	0.2	2%	\$ 3,661.79		\$ 1,455.79	\$ 2,205.99	
WIOA Title IV State Vocational Rehabilitation program	1	25	0.7	7%	\$ 11,443.08		\$ 4,549.36	\$ 6,893.73	Benton County/Camden
Temporary Assistance for Needy Families (TANF)	2	38	1.0	11%	\$ 17,164.62		\$ 6,824.03	\$ 10,340.59	
WIOA Title I Adult	2	20	0.5	46%	\$ 10,287.92		\$ 6,415.75	\$ 3,872.17	
WIOA Title I Dislocated Worker	2	6	0.2	13%	\$ 2,967.67		\$ 1,850.70	\$ 1,116.97	
WIOA Title I Youth	2	13	0.3	29%	\$ 6,528.87		\$ 4,071.53	\$ 2,457.34	Crockett County/Alamo
Additional Partner - RESEA	1	5	0.1	12%	\$ 2,603.22		\$ 1,623.42	\$ 979.80	
WIOA Title I Adult	2	20	0.5	52%	\$ 10,483.75		\$ 6,448.00	\$ 4,035.75	
WIOA Title I Dislocated Worker	2	6	0.2	15%	\$ 3,024.16		\$ 1,860.00	\$ 1,164.16	
WIOA Title I Youth	2	13	0.3	33%	\$ 6,653.15		\$ 4,092.00	\$ 2,561.15	Gibson County/Humboldt
Additional Partner - RESEA	0	0	0.0	0%	\$ -		\$ -	\$ -	
WIOA Title I Adult	2	30	0.8	29%	\$ 17,344.35		\$ 3,978.80	\$ 13,365.55	
WIOA Title I Dislocated Worker	2	9	0.2	8%	\$ 5,003.18		\$ 1,147.73	\$ 3,855.45	
WIOA Title I Youth	2	19	0.5	19%	\$ 11,006.99		\$ 2,525.01	\$ 8,481.98	
Additional Partner - RESEA	1	8	0.2	8%	\$ 4,640.63		\$ 1,064.56	\$ 3,576.07	

Temporary Assistance for Needy Families (TANF)	2	37	1.0	36%	\$	21,172.87		\$	4,857.06	\$	16,315.81	Co
WIOA Title I Adult	2	24	0.6	47%	\$	21,639.48		\$	5,368.24	\$	16,271.23	Henry County/pari s
WIOA Title I Dislocated Worker	2	7	0.2	14%	\$	6,242.16		\$	1,548.53	\$	4,693.63	
WIOA Title I Youth	2	15	0.4	30%	\$	13,732.75		\$	3,406.77	\$	10,325.98	
Additional Partner - RESEA	1	5	0.1	10%	\$	4,573.01		\$	1,134.46	\$	3,438.55	
WIOA Title I Adult	1	20	0.5	52%	\$	12,371.35		\$	8,335.60	\$	4,035.75	Lake County/T iptonville
WIOA Title I Dislocated Worker	1	6	0.2	15%	\$	3,568.66		\$	2,404.50	\$	1,164.16	
WIOA Title I Youth	1	13	0.3	33%	\$	7,851.05		\$	5,289.90	\$	2,561.15	
WIOA Title I Adult	5	62	1.7	45%	\$	31,170.13		\$	7,056.87	\$	24,113.25	Obion County/Union City
WIOA Title I Dislocated Worker	5	18	0.5	13%	\$	8,991.38		\$	2,035.64	\$	6,955.75	
WIOA Title I Youth	5	40	1.1	29%	\$	19,781.04		\$	4,478.40	\$	15,302.64	
Additional Partner - RESEA	5	7	0.2	5%	\$	3,246.89		\$	735.09	\$	2,511.80	
Temporary Assistance for Needy Families (TANF)	1	11	0.3	8%	\$	5,494.73		\$	1,244.00	\$	4,250.73	
WIOA Title I Adult	3	28	0.7	28%	\$	18,211.50		\$	5,638.55	\$	12,572.95	Weakley County/Dresde n
WIOA Title I Dislocated Worker	3	8	0.2	8%	\$	5,253.32		\$	1,626.51	\$	3,626.81	
WIOA Title I Youth	3	17	0.5	18%	\$	11,557.30		\$	3,578.31	\$	7,978.99	
0	0	0	0.0	0%	\$	-		\$	-	\$	-	
Temporary Assistance for Needy Families (TANF)	2	45	1.2	46%	\$	29,735.77		\$	9,206.63	\$	20,529.13	
<b>Total</b>	<b>107</b>	<b>1,086</b>	<b>29.0</b>	<b>900.00%</b>	<b>\$</b>	<b>545,022.22</b>		<b>\$</b>	<b>174,222.56</b>	<b>\$</b>	<b>370,799.66</b>	
Total								\$	174,222.56	\$	370,799.66	

<sup>1</sup> An FTE (full-time equivalent) is the hours worked by one employee on a full-time basis. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as: 8 hours per day or 40 hours per work week.

<sup>2</sup> These partners/programs are linked virtually through online service access to a program staff member via American Job Center resource rooms and through cross-trained front desk staff and other. phvsicallv co-located. partner staff who can provide information and referrals.

\$	20,161.05	Alamo	38.50%	61.50%	100.00%
\$	22,387.68	Camder	37.64%	62.36%	100.00%
\$	64,757.89	Dresder	69.04%	30.96%	100.00%
\$	159,974.30	Dyersbu	60.24%	39.76%	100.00%
\$	59,168.02	Humbo	77.06%	22.94%	100.00%
\$	79,910.67	Hunting	90.49%	9.51%	100.00%
\$	46,187.39	Paris	75.19%	24.81%	100.00%
\$	23,791.05	Tiptonv	32.62%	67.38%	100.00%
\$	68,684.17	Union C	77.36%	22.64%	100.00%
\$	545,022.22				

Direct Costs				
Cost	Column Labels			
Row Labels	Direct		Shared-Direct	Grand Total
Alamo	\$	25,000.00	\$ 67,375.00	\$ 92,375.00
WIOA	\$	25,000.00	\$ 67,375.00	\$ 92,375.00
Camden	\$	45,000.00	\$ 71,606.00	\$ 116,606.00
RESEA			\$ 380.00	\$ 380.00
WIOA	\$	45,000.00	\$ 71,226.00	\$ 116,226.00
Dresden	\$	109,000.00	\$ 293,101.16	\$ 402,101.16
TANF	\$	4,000.00	\$ 77,967.16	\$ 81,967.16
WIOA	\$	105,000.00	\$ 215,134.00	\$ 320,134.00
Dyersburg	\$	489,361.00	\$ 804,899.52	\$ 1,294,260.52
AE			\$ 5,454.33	\$ 5,454.33
ALC			\$ 15.77	\$ 15.77
RESEA			\$ 37,296.55	\$ 37,296.55
SNAP			\$ 8,106.68	\$ 8,106.68
TAA			\$ 45,216.03	\$ 45,216.03
TANF	\$	8,000.00	\$ 71,011.92	\$ 79,011.92
Vets			\$ 56,987.67	\$ 56,987.67
VR	\$	261,361.00	\$ 57,481.00	\$ 318,842.00
Wagner Peyser			\$ 286,878.57	\$ 286,878.57
WIOA	\$	220,000.00	\$ 236,451.00	\$ 456,451.00
Humboldt	\$	127,000.00	\$ 206,953.00	\$ 333,953.00
RESEA			\$ 520.00	\$ 520.00
TANF	\$	7,000.00	\$ 104,733.00	\$ 111,733.00
WIOA	\$	120,000.00	\$ 101,700.00	\$ 221,700.00
Huntingdon	\$	304,361.00	\$ 319,147.90	\$ 623,508.90
AE			\$ 4,314.16	\$ 4,314.16
ALC			\$ 23,598.06	\$ 23,598.06
RESEA			\$ 21,160.52	\$ 21,160.52
TAA			\$ 381.03	\$ 381.03
Vets			\$ 533.02	\$ 533.02
VR	\$	261,361.00	\$ 57,481.00	\$ 318,842.00
Wagner Peyser			\$ 131,454.11	\$ 131,454.11
WIOA	\$	43,000.00	\$ 80,226.00	\$ 123,226.00
Paris	\$	116,000.00	\$ 85,199.00	\$ 201,199.00
RESEA			\$ 710.00	\$ 710.00
WIOA	\$	116,000.00	\$ 84,489.00	\$ 200,489.00
Tiptonville	\$	16,000.00	\$ 52,150.00	\$ 68,150.00
WIOA	\$	16,000.00	\$ 52,150.00	\$ 68,150.00
Union City	\$	234,000.00	\$ 116,603.40	\$ 350,603.40
RESEA			\$ 560.00	\$ 560.00
TANF	\$	4,000.00	\$ 13,481.40	\$ 17,481.40
WIOA	\$	230,000.00	\$ 102,562.00	\$ 332,562.00
Grand Total	\$	1,465,722.00	\$ 2,017,034.98	\$ 3,482,756.98



Total Partner Contributions - Allocation Base						
American Job Centers - Two Comprehensive Centers (Huntingdon & Dyersburg) & Seven Affiliate Centers						
Partner Program	Square Footage Cost	FTE Cost	Shared-Direct	Non-Shared Direct Costs	Total	
WIOA Title I Adult	\$ 3,012.61	\$ 10,570.64	\$ 41,717.52	\$ 22,360.00	\$ 77,660.77	Carroll County/Huntingdon
WIOA Title I Dislocated Worker	\$ 869.02	\$ 3,049.22	\$ 12,033.90	\$ 6,450.00	\$ 22,402.15	
WIOA Title I Youth	\$ 1,911.85	\$ 6,708.29	\$ 26,474.58	\$ 14,190.00	\$ 49,284.72	
WIOA Title II Adult Education (Henderson Co. Schools)	\$ 868.34	\$ 1,752.43	\$ 4,314.16	\$ -	\$ 6,934.93	
WIOA Title III Wagner-Peyser Employment Services	\$ 151,374.65	\$ 48,366.98	\$ 131,454.11	\$ -	\$ 331,195.75	
Additional Partner - ALC	\$ 5,484.59	\$ 1,752.43	\$ 23,598.06	\$ -	\$ 30,835.08	
Veterans Programs	\$ -	\$ -	\$ 533.02	\$ -	\$ 533.02	
Additional Partner - RESEA	\$ 3,290.75	\$ 1,051.46	\$ 21,160.52	\$ -	\$ 25,502.73	
WIOA Title IV State Vocational Rehabilitation program	\$ 1,899.50	\$ 5,257.28	\$ 57,481.00	\$ 261,361.00	\$ 325,998.78	
TAA	\$ 4,387.67	\$ 1,401.94	\$ 381.03	\$ -	\$ 6,170.64	Dyer County/Dyersburg
WIOA Title I Adult	\$ -	\$ 21,302.44	\$ 122,954.52	\$ 114,400.00	\$ 258,656.96	
WIOA Title I Dislocated Worker	\$ -	\$ 6,144.94	\$ 35,467.65	\$ 33,000.00	\$ 74,612.59	
WIOA Title I Youth	\$ -	\$ 13,518.86	\$ 78,028.83	\$ 72,600.00	\$ 164,147.69	
WIOA Title II Adult Education (Henderson Co. Schools)	\$ -	\$ 4,577.23	\$ 5,454.33	\$ -	\$ 10,031.56	
WIOA Title III Wagner-Peyser Employment Services	\$ -	\$ 62,250.37	\$ 286,878.57	\$ -	\$ 349,128.94	
Additional Partner - ALC	\$ -	\$ -	\$ 15.77	\$ -	\$ 15.77	
TAA	\$ -	\$ 457.72	\$ 45,216.03	\$ -	\$ 45,673.75	
Veterans Programs	\$ -	\$ 17,164.62	\$ 56,987.67	\$ -	\$ 74,152.29	
Additional Partner - RESEA	\$ -	\$ 2,288.62	\$ 37,296.55	\$ -	\$ 39,585.17	
Additional Partner - SNAP (TDLWD)	\$ -	\$ 3,661.79	\$ 8,106.68		\$ 11,768.47	
Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	
WIOA Title IV State Vocational Rehabilitation program	\$ -	\$ 11,443.08	\$ 57,481.00	\$ 261,361.00	\$ 330,285.08	Benton County/Camden
Temporary Assistance for Needy Families (TANF)	\$ -	\$ 17,164.62	\$ 71,011.92	\$ 8,000.00	\$ 96,176.54	
WIOA Title I Adult	\$ -	\$ 10,287.92	\$ 37,037.52	\$ 23,400.00	\$ 70,725.44	
WIOA Title I Dislocated Worker	\$ -	\$ 2,967.67	\$ 10,683.90	\$ 6,750.00	\$ 20,401.57	
WIOA Title I Youth	\$ -	\$ 6,528.87	\$ 23,504.58	\$ 14,850.00	\$ 44,883.45	Crockett County/Alamo
Additional Partner - RESEA	\$ -	\$ 2,603.22	\$ 380.00	\$ -	\$ 2,983.22	
WIOA Title I Adult	\$ -	\$ 10,483.75	\$ 35,035.00	\$ 13,000.00	\$ 58,518.75	
WIOA Title I Dislocated Worker	\$ -	\$ 3,024.16	\$ 10,106.25	\$ 3,750.00	\$ 16,880.41	
WIOA Title I Youth	\$ -	\$ 6,653.15	\$ 22,233.75	\$ 8,250.00	\$ 37,136.90	Gibson County/Humboldt
Additional Partner - RESEA	\$ -	\$ -			\$ -	
Additional Partner - SNAP	\$ -	\$ -	\$ -	\$ -	\$ -	
WIOA Title I Adult	\$ -	\$ 17,344.35	\$ 52,884.00	\$ 62,400.00	\$ 132,628.35	
WIOA Title I Dislocated Worker	\$ -	\$ 5,003.18	\$ 15,255.00	\$ 18,000.00	\$ 38,258.18	Henry County/Paris
WIOA Title I Youth	\$ -	\$ 11,006.99	\$ 33,561.00	\$ 39,600.00	\$ 84,167.99	
Additional Partner - RESEA	\$ -	\$ 4,640.63	\$ 520.00	\$ -	\$ 5,160.63	
Additional Partner - SNAP	\$ -	\$ -		\$ -	\$ -	
Temporary Assistance for Needy Families (TANF)	\$ -	\$ 21,172.87	\$ 104,733.00	\$ 7,000.00	\$ 132,905.87	Jefferson/Tipton/Milledgeville
WIOA Title I Adult	\$ -	\$ 21,639.48	\$ 43,934.28	\$ 60,320.00	\$ 125,893.76	
WIOA Title I Dislocated Worker	\$ -	\$ 6,242.16	\$ 12,673.35	\$ 17,400.00	\$ 36,315.51	
WIOA Title I Youth	\$ -	\$ 13,732.75	\$ 27,881.37	\$ 38,280.00	\$ 79,894.12	
Additional Partner - RESEA	\$ -	\$ 4,573.01	\$ 710.00	\$ -	\$ 5,283.01	
WIOA Title I Adult	\$ -	\$ 12,371.35	\$ 27,118.00	\$ 8,320.00	\$ 47,809.35	
WIOA Title I Dislocated Worker	\$ -	\$ 3,568.66	\$ 7,822.50	\$ 2,400.00	\$ 13,791.16	

WIOA Title I Youth	\$	-	\$	7,851.05	\$	17,209.50	\$	5,280.00	\$	30,340.55	La Count on
Additional Partner - SNAP	\$	-	\$	-	\$	-	\$	-	\$	-	
WIOA Title I Adult	\$	-	\$	31,170.13	\$	53,332.24	\$	119,600.00	\$	204,102.37	Obion County/Union City
WIOA Title I Dislocated Worker	\$	-	\$	8,991.38	\$	15,384.30	\$	34,500.00	\$	58,875.68	
WIOA Title I Youth	\$	-	\$	19,781.04	\$	33,845.46	\$	75,900.00	\$	129,526.50	
Additional Partner - RESEA	\$	-	\$	3,246.89	\$	560.00	\$	-	\$	3,806.89	
Temporary Assistance for Needy Families (TANF)	\$	-	\$	5,494.73	\$	13,481.40	\$	4,000.00	\$	22,976.13	
WIOA Title I Adult	\$	-	\$	18,211.50	\$	111,869.68	\$	54,600.00	\$	184,681.18	Weakley County/Dresde n
WIOA Title I Dislocated Worker	\$	-	\$	5,253.32	\$	32,270.10	\$	15,750.00	\$	53,273.42	
WIOA Title I Youth	\$	-	\$	11,557.30	\$	70,994.22	\$	34,650.00	\$	117,201.52	
0	\$	-	\$	-					\$	-	
Temporary Assistance for Needy Families (TANF)	\$	-	\$	29,735.77	\$	77,967.16	\$	4,000.00	\$	111,702.93	
Total	\$	173,099.00	\$	545,022.22	\$	2,017,034.98	\$	1,465,722.00	\$	4,200,878.20	
	\$	173,099.00	\$	545,022.22	\$	2,017,034.98	\$	1,465,722.00	\$	4,200,878.20	
				\$	-	\$	-				

Total Partner Contributions - By Cost Category						
American Job Centers - Two Comprehensive Centers (Huntingdon & Dyersburg) & Seven Affiliate Centers						
Partner Program	Infrastructure Costs	Additional Costs	Shared-Direct Costs	Non-Shared Direct Costs	Total	
WIOA Title I Adult	\$ 4,017.95	\$ 9,565.31	\$ 41,717.52	\$ 22,360.00	\$ 77,660.77	
WIOA Title I Dislocated Worker	\$ 1,159.02	\$ 2,759.22	\$ 12,033.90	\$ 6,450.00	\$ 22,402.15	
WIOA Title I Youth	\$ 2,549.85	\$ 6,070.29	\$ 26,474.58	\$ 14,190.00	\$ 49,284.72	
WIOA Title II Adult Education (Henderson Co. Schools)	\$ 1,035.01	\$ 1,585.76	\$ 4,314.16	\$ -	\$ 6,934.93	
WIOA Title III Wagner-Peyser Employment Services	\$ 155,974.65	\$ 43,766.98	\$ 131,454.11	\$ -	\$ 331,195.75	
Additional Partner - ALC	\$ 5,651.24	\$ 1,585.76	\$ 23,598.06	\$ -	\$ 30,835.08	
0		\$ -	\$ -	\$ -	\$ -	
Veterans Programs			\$ -	\$ -	\$ -	
Unemployment Insurance	\$ -	\$ -	\$ 533.02	\$ -	\$ 533.02	
Additional Partner - RESEA	\$ 3,390.75	\$ 951.46	\$ 21,160.52	\$ -	\$ 25,502.73	
0		\$ -	\$ -	\$ -	\$ -	
WIOA Title IV State Vocational Rehabilitation program	\$ 2,399.50	\$ 4,757.28	\$ 57,481.00	\$ 261,361.00	\$ 325,998.78	
TAA	\$ 4,521.00	\$ 1,268.61	\$ 381.03	\$ -	\$ 6,170.64	
WIOA Title I Adult	\$ 8,469.08	\$ 12,833.36	\$ 122,954.52	\$ 114,400.00	\$ 258,656.96	
WIOA Title I Dislocated Worker	\$ 2,443.00	\$ 3,701.93	\$ 35,467.65	\$ 33,000.00	\$ 74,612.59	
WIOA Title I Youth	\$ 5,374.61	\$ 8,144.25	\$ 78,028.83	\$ 72,600.00	\$ 164,147.69	
WIOA Title II Adult Education (Henderson Co. Schools)	\$ 1,819.74	\$ 2,757.49	\$ 5,454.33	\$ -	\$ 10,031.56	
WIOA Title III Wagner-Peyser Employment Services	\$ 24,748.50	\$ 37,501.87	\$ 286,878.57	\$ -	\$ 349,128.94	
TAA	\$ 181.97	\$ 275.75	\$ 15.77	\$ -	\$ 473.49	
Veterans Programs	\$ 6,824.03	\$ 10,340.59	\$ 45,216.03	\$ -	\$ 62,380.65	
Additional Partner - RESEA	\$ 909.87	\$ 1,378.75	\$ 37,296.55	\$ -	\$ 39,585.17	
Additional Partner - SNAP (TDLWD)	\$ 1,455.79	\$ 2,205.99	\$ 8,106.68	\$ -	\$ 11,768.47	
WIOA Title IV State Vocational Rehabilitation program	\$ 4,549.34	\$ 6,893.73	\$ 57,481.00	\$ 261,361.00	\$ 330,285.08	
Temporary Assistance for Needy Families (TANF)	\$ 6,824.03	\$ 10,340.59	\$ 71,011.92	\$ 8,000.00	\$ 96,176.54	
WIOA Title I Adult	\$ 6,415.75	\$ 3,872.17	\$ 37,037.52	\$ 23,400.00	\$ 70,725.44	
WIOA Title I Dislocated Worker	\$ 1,850.70	\$ 1,116.97	\$ 10,683.90	\$ 6,750.00	\$ 20,401.57	
WIOA Title I Youth	\$ 4,071.53	\$ 2,457.34	\$ 23,504.58	\$ 14,850.00	\$ 44,883.45	
Additional Partner - RESEA	\$ 1,623.42	\$ 979.80	\$ 380.00	\$ -	\$ 2,983.22	
WIOA Title I Adult	\$ 6,448.00	\$ 4,035.75	\$ 35,035.00	\$ 13,000.00	\$ 58,518.75	
WIOA Title I Dislocated Worker	\$ 1,860.00	\$ 1,164.16	\$ 10,106.25	\$ 3,750.00	\$ 16,880.41	
WIOA Title I Youth	\$ 4,092.00	\$ 2,561.15	\$ 22,233.75	\$ 8,250.00	\$ 37,136.90	
Additional Partner - RESEA	\$ -	\$ -	\$ -	\$ -	\$ -	
WIOA Title I Adult	\$ 3,978.80	\$ 13,365.55	\$ 52,884.00	\$ 62,400.00	\$ 132,628.35	
WIOA Title I Dislocated Worker	\$ 1,147.73	\$ 3,855.45	\$ 15,255.00	\$ 18,000.00	\$ 38,258.18	
WIOA Title I Youth	\$ 2,525.01	\$ 8,481.98	\$ 33,561.00	\$ 39,600.00	\$ 84,167.99	
Additional Partner - RESEA	\$ 1,064.56	\$ 3,576.07	\$ 520.00	\$ -	\$ 5,160.63	
Temporary Assistance for Needy Families (TANF)	\$ 4,857.04	\$ 16,315.81	\$ 104,733.00	\$ 7,000.00	\$ 132,905.87	
WIOA Title I Adult	\$ 5,368.24	\$ 16,271.23	\$ 43,934.28	\$ 60,320.00	\$ 125,893.76	
WIOA Title I Dislocated Worker	\$ 1,548.53	\$ 4,693.63	\$ 12,673.35	\$ 17,400.00	\$ 36,315.51	
WIOA Title I Youth	\$ 3,406.77	\$ 10,325.98	\$ 27,881.37	\$ 38,280.00	\$ 79,894.12	
Additional Partner - RESEA	\$ 1,134.44	\$ 3,438.55	\$ 710.00	\$ -	\$ 5,283.01	
WIOA Title I Adult	\$ 8,335.60	\$ 4,035.75	\$ 27,118.00	\$ 8,320.00	\$ 47,809.35	
WIOA Title I Dislocated Worker	\$ 2,404.50	\$ 1,164.16	\$ 7,822.50	\$ 2,400.00	\$ 13,791.16	
WIOA Title I Youth	\$ 5,289.90	\$ 2,561.15	\$ 17,209.50	\$ 5,280.00	\$ 30,340.55	
WIOA Title I Adult	\$ 7,056.87	\$ 24,113.25	\$ 53,332.24	\$ 119,600.00	\$ 204,102.37	
WIOA Title I Dislocated Worker	\$ 2,035.64	\$ 6,955.75	\$ 15,384.30	\$ 34,500.00	\$ 58,875.68	
WIOA Title I Youth	\$ 4,478.40	\$ 15,302.64	\$ 33,845.46	\$ 75,900.00	\$ 129,526.50	
Additional Partner - RESEA	\$ 735.09	\$ 2,511.80	\$ 560.00	\$ -	\$ 3,806.89	
Temporary Assistance for Needy Families (TANF)	\$ 1,244.00	\$ 4,250.73	\$ 13,481.40	\$ 4,000.00	\$ 22,976.13	
WIOA Title I Adult	\$ 5,638.55	\$ 12,572.95	\$ 111,869.68	\$ 54,600.00	\$ 184,681.18	
WIOA Title I Dislocated Worker	\$ 1,626.51	\$ 3,626.81	\$ 32,270.10	\$ 15,750.00	\$ 53,273.42	
WIOA Title I Youth	\$ 3,578.31	\$ 7,978.99	\$ 70,994.22	\$ 34,650.00	\$ 117,201.52	
0	\$ -	\$ -	\$ -	\$ -	\$ -	
Temporary Assistance for Needy Families (TANF)	\$ 9,206.63	\$ 20,529.13	\$ 77,967.16	\$ 4,000.00	\$ 111,702.93	
Total	\$ 347,321.54	\$ 370,799.66	\$ 2,017,034.98	\$ 1,465,722.00	\$ 4,200,878.20	
	\$ 347,321.54	\$ 370,799.66	\$ 2,017,034.98	\$ 1,465,722.00	\$ 4,200,878.20	

Total by Partner - All Centers	10/1/2018	7/1/2018	Change
Title I Adult - Dyersburg State*	\$ 156,394.17	\$ 155,855.01	\$ 539.16
Title I Dislocated Worker - Dyersburg State*	\$ 45,113.70	\$ 44,958.18	\$ 155.52
Title I Youth - Dyersburg State*	\$ 99,250.14	\$ 98,907.99	\$ 342.15
Adult Ed. - Henderson Co. Schools	\$ 7,198.00	\$ 7,810.33	\$ (612.33)
Title III (all programs) - TDLWD	\$ 302,933.60	\$ 317,948.05	\$ (15,014.45)
Vocational Rehabilitation	\$ 18,599.87	\$ 20,208.13	\$ (1,608.26)
TANF - Workforce Essentials	\$ 73,567.99	\$ 85,701.22	\$ (12,133.23)
RESEA - Dyersburg State*	\$ 15,063.74	\$ 20,837.18	\$ (5,773.44)
Strengthening Working Families*	\$ -	\$ 6,450.21	\$ (6,450.21)
<b>Total Shared Costs</b>	<b>\$ 718,121.22</b>	<b>\$ 758,676.30</b>	<b>\$ (40,555.08)</b>
	<b>\$ 718,121.22</b>		

\*Paid by the Northwest TN Workforce Board, Inc.      \$ 315,821.75      \$ 327,008.57      \$ (11,186.82)

	Column Labels																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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3rd Party Affiliates	\$	250.00	\$	350.00	\$	250.00	\$	250.00	\$	550.00	\$	400.00	\$	250.00	\$	100.00	\$	400.00	\$	2,800.00
<b>Non-Shared Direct</b>	<b>\$</b>	<b>25,000.00</b>	<b>\$</b>	<b>45,000.00</b>	<b>\$</b>	<b>109,000.00</b>	<b>\$</b>	<b>489,361.00</b>	<b>\$</b>	<b>127,000.00</b>	<b>\$</b>	<b>304,361.00</b>	<b>\$</b>	<b>116,000.00</b>	<b>\$</b>	<b>16,000.00</b>	<b>\$</b>	<b>234,000.00</b>	<b>\$</b>	<b>1,465,722.00</b>
Participant Costs	\$	25,000.00	\$	45,000.00	\$	109,000.00	\$	489,361.00	\$	127,000.00	\$	304,361.00	\$	116,000.00	\$	16,000.00	\$	234,000.00	\$	1,465,722.00
<b>Shared Direct</b>	<b>\$</b>	<b>67,375.00</b>	<b>\$</b>	<b>71,606.00</b>	<b>\$</b>	<b>293,101.16</b>	<b>\$</b>	<b>804,899.52</b>	<b>\$</b>	<b>206,953.00</b>	<b>\$</b>	<b>319,147.90</b>	<b>\$</b>	<b>85,199.00</b>	<b>\$</b>	<b>52,150.00</b>	<b>\$</b>	<b>116,603.40</b>	<b>\$</b>	<b>2,017,034.98</b>
Benefits	\$	18,041.00	\$	16,297.00	\$	88,354.16	\$	217,865.99	\$	54,686.00	\$	74,840.46	\$	30,564.00	\$	8,383.00	\$	26,062.40	\$	535,094.01
Communications							\$	293.37											\$	293.37
Equipment							\$	2,400.00			\$	2,400.00							\$	4,800.00
Indirect	\$	2,062.00	\$	3,820.00	\$	7,970.00	\$	57,098.64	\$	10,470.00	\$	26,303.43	\$	3,503.00	\$	2,093.00	\$	6,585.00	\$	119,905.07
Printing							\$	5.94											\$	5.94
Professional & Admin. Services							\$	4,610.63			\$	1,913.19							\$	6,523.82
Salaries	\$	46,772.00	\$	50,489.00	\$	193,277.00	\$	503,283.94	\$	136,797.00	\$	207,820.58	\$	50,382.00	\$	40,974.00	\$	80,756.00	\$	1,310,551.52
Shared Direct							\$	15.77											\$	15.77
Supplies & Materials							\$	1,012.95			\$	596.87							\$	1,609.82
Supplies & Travel							\$	1,781.00			\$	1,781.00							\$	3,562.00
Travel	\$	500.00	\$	1,000.00	\$	3,500.00	\$	16,531.29	\$	5,000.00	\$	3,492.37	\$	750.00	\$	700.00	\$	3,200.00	\$	34,673.66
<b>(blank)</b>																				
<b>(blank)</b>																				
<b>Grand Total</b>	<b>\$</b>	<b>112,536.05</b>	<b>\$</b>	<b>138,993.68</b>	<b>\$</b>	<b>466,859.05</b>	<b>\$</b>	<b>1,454,234.82</b>	<b>\$</b>	<b>393,121.02</b>	<b>\$</b>	<b>876,518.57</b>	<b>\$</b>	<b>247,386.39</b>	<b>\$</b>	<b>91,941.05</b>	<b>\$</b>	<b>419,287.57</b>	<b>\$</b>	<b>4,200,878.20</b>

\$	22,448.92	Alamo
\$	24,010.32	Camden
\$	60,807.27	Dresden
\$	171,985.04	Dyersburg
\$	56,340.21	Humboldt
\$	255,837.63	Huntingdon
\$	36,806.92	Paris
\$	26,078.92	Tiptonville
\$	65,686.26	Union City

#### **Section 4 Attachment: Memorandum of Understanding (MOU) Dispute Resolution Process**

The following details the dispute resolution process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU. (Note: This is separate from the LWDA Customer Grievance and Complaint Process). A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the LWDB Chair (or designee) to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately.

Any party to the MOU may seek resolution under this process.

1. All Parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
2. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the LWDB Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
3. The LWDB Chair (or designee) shall place the dispute on the agenda of a special meeting of the LWDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
4. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
5. The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
6. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
7. The LWDB Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

10/1/2018	<b>Title I Adult, Dislocated Worker, and Youth Services</b> www.NWTNJobs.org/	<b>Title II Adult Education and Family Literacy</b> www.tn.gov/workforce/article/about-ae	<b>Title III Wagner Peyser</b> www.Jobs4TN.gov; www.tn.gov/workforce/	<b>Title IV Vocational Rehabilitation</b> www.tennessee.gov/human-services/topic/vocational-rehabilitation	<b>Temporary Assistance for Needy Families</b> www.workforceessential.com	<b>Title V Older Americans Act / Senior Community Service Employment</b> https://www.tn.gov/workforce/jobs-and-education/services-by-group/services-by-group-redirect/senior-work-	<b>Career &amp; Technical Education Programs (Carl D. Perkins Act)</b> www.tbr.edu/institutions/our-institutions	<b>Trade Adjustment Assistance</b> www.tn.gov/workforce/article/trade-related-layoffs	<b>Veterans Employment Services - Jobs for Veterans State Grant</b> www.tn.gov/workforce/topi/c/job-placement-for-veteran	<b>Community Services Block Grant</b> www.nwcommunityaction.org/community-services www.deltahra.org	<b>Unemployment Insurance</b> www.tn.gov/workforce/section/unemployment; www.Jobs4TN.gov	<b>Migrant &amp; Seasonal Farmworker Program</b> www.tnoppportunityprograms.org/	<b>Job Corps</b> www.jobcorps.gov/home.aspx <i>Note: Services not provided in the local area.</i>	<b>Native American Programs</b> www.naiatn.org <i>Note: Services not provided in the local area.</i>
<b>Benton County</b> Affiliate Site 60 North Church Ave. Camden, TN 38320 731-584-1711 Fax: 731-584-9284	<b>Dyersburg State</b> Connie Wright Onsite part-time crwright@dsc.edu Jackie Gardner Onsite part-time gardner@dsc.edu	<b>Henderson County Schools</b> Stewart Stanfill Briarwood Elementary School 169 Briarwood St. Camden, TN 855-569-1200 Classroom: 731-584-8184 Cell: 731-435-9027 stanfill.stewart@hcschoolstn.org Instructor: Lisa Coy	<b>TN Dept. of Labor &amp; Workforce Development</b> Susan Palmer, LaKeisha Matthews, and Benny Roberts 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055 susan.palmer@tn.gov; lakeisha.matthews@tn.gov; dayton.roberts@tn.gov	<b>Communtiy TN Rehabilitation Center</b> Bill Rogers 560 Benton Industrial Road Camden, TN 731-593-6363 Fax: 731-584-6795 Bill.Rogers@tn.gov	<b>Workforce Essentials, Inc.</b> Rosemary Warren 272 Hwy 641 N. Camden, TN 38320 731-593-6360 Fax: 731-584-3055 rwarren@workforceessentials.com	<b>Northwest TN Human Resource Agency</b> Britney Bartholomew P.O. Box 963 Martin, TN 38237 731-587-4213 Fax: 731-261-2470 Britney. Bartholomew@nwthra.org	<b>TN College of Applied Technology - Paris</b> Brad White 312 South Wilson Street Paris, TN 38242 731-644-7365 brad.white@tcatparis.edu <b>TN College of Applied Technology - McKenzie</b> John Penn Ridgeway 16940 Highland Drive McKenzie, TN 38201 731-352-5364 john.ridgeway@tcatmckenzie.edu	<b>TN Dept. of Labor &amp; Workforce Development</b> Gina Abbott 225 Martin Luther King Jr. Drive, Ste. 140 Jackson, TN 38301 731-352-8898 Fax: 731-668-2040 Gina.Abbott@tn.gov	<b>TN Dept. of Labor &amp; Workforce Development</b> James Deason 439 McGaughey Street Dyersburg, TN 731-286-7700 Fax: 731-286-8354 james.deason@tn.gov	<b>Northwest TN Economic Development Council</b> Lori Scott 119 Cole Avenue, Suite 3 Camden, TN 38320 731-584-7355 lscott@nwtncap.org	<a href="#">Jobs4TN.gov</a> <b>TN Opportunity Program</b> Sherry Fowler 120 N. Bells Street, Suite A Alamo, TN 38001 731-696-4860 Cell: 731-571-6937 Sherry.fowler@tnoppportunity.org	<b>AJC - Jackson</b> Rocky Miller 225 Dr. Martin Luther King Jr. Drive Jackson, TN 731-660-8203 Fax: 731-660-8085 jacksonjob1@bellsouth.net	<b>Native American Indian Association</b> Turia Enloe 661 Fitzhugh Blvd, Ste 110 Smyrna, TN 37167-2072 615-984-4166 Fax: 615-984-4160 WIA@NAIA.comcastbiz.net	
<b>Carroll County Comprehensive Center</b> 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055	<b>Dyersburg State</b> Connie Wright Onsite part-time crwright@dsc.edu Amanda Lowery Onsite part-time lowery@dsc.edu	<b>Henderson County Schools</b> Stewart Stanfill Angela Hollingsworth RaSha Higdon Onsite and Carroll County Schools 191 Mebanewood Huntingdon, TN 855-569-1200 Classroom: 731-986-4841 stanfill.stewart@hcschoolstn.org	<b>TN Dept. of Labor &amp; Workforce Development</b> Onsite Susan Palmer, LaKeisha Matthews, and Benny Roberts 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055 susan.palmer@tn.gov; lakeshia.matthews@tn.gov; dayton.roberts@tn.gov	<b>Communtiy TN Rehabilitation Center</b> Bill Rogers Onsite or Carroll County Dept. of Human Services 20810 Main St. E. Huntingdon, TN 38344 731-352-7941 Fax: 731-986-8652 and 560 Benton Industrial Road Camden, TN 731-593-6363 Fax: 731-584-6795 Bill.Rogers@tn.gov	<b>Workforce Essentials, Inc.</b> Jamee Floyd 20810 Main St. E Huntingdon, TN 38344 731-352-7941 Fax: 731-986-8652 jfloyd@workforceessentials.com	<b>Northwest TN Human Resource Agency</b> Britney Bartholomew P.O. Box 963 Martin, TN 38237 731-587-4213 Fax: 731-261-2470 Britney. Bartholomew@nwthra.org	<b>TN College of Applied Technology - McKenzie</b> John Penn Ridgeway 16940 Highland Drive McKenzie, TN 38201 731-352-5364 john.ridgeway@tcatmckenzie.edu	<b>TN Dept. of Labor &amp; Workforce Development</b> Gina Abbott 225 Martin Luther King Jr. Drive, Ste. 140 Jackson, TN 38301 731-352-8898 Fax: 731-668-2040 Gina.Abbott@tn.gov	<b>TN Dept. of Labor &amp; Workforce Development</b> James Deason 439 McGaughey Street Dyersburg, TN 731-286-7700 Fax: 731-286-8354 james.deason@tn.gov	<b>Northwest TN Economic Development Council</b> Amber Gilmer 13355 Paris St. Huntingdon, TN 731-209-4458 agilmer@nwtncap.org	<a href="#">Jobs4TN.gov</a> <b>TN Opportunity Program</b> Sherry Fowler 120 N. Bells Street, Suite A Alamo, TN 38001 731-696-4860 Cell: 731-571-6937 Sherry.fowler@tnoppportunity.org	<b>AJC - Jackson</b> Rocky Miller 225 Dr. Martin Luther King Jr. Drive Jackson, TN 731-660-8203 Fax: 731-660-8085 jacksonjob1@bellsouth.net	<b>Native American Indian Association</b> Turia Enloe 661 Fitzhugh Blvd, Ste 110 Smyrna, TN 37167-2072 615-984-4166 Fax: 615-984-4160 WIA@NAIA.comcastbiz.net	

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<p><b>Crockett County</b> Affiliate Site 331 South Bells Street Alamo, TN 38001 731-696-2530 Fax: 731-696-3102</p>	<p><b>Dyersburg State</b> Wilma Capps Onsite part-time capps@dsc.edu Michelle Maupins Onsite part-time mmaupins@dsc.edu</p>	<p><b>Henderson County Schools</b> Stewart Stanfill Family Resource Center 142 Conley Road Alamo, TN 855-569-1200 731-540-9806 stanfill.stewart@hcschools.org Instructor: Barry Buchanan</p>	<p><b>TN Dept. of Labor &amp; Workforce Development</b> Bea Baltimore, Trudy Kindle, and Dianne Ward 439 McGaughey Street Dyersburg, TN 38024 731-286-7700 Fax: 731-286-8354 delia.baltimore@tn.gov; trudy.kindle@tn.gov; elizabeth.ward@tn.gov</p>	<p><b>Community Tennessee Rehabilitation Center</b> Christina Light 1365 Morgan Road Dyersburg, TN 731-286-8315 Fax: 731-286-8361 christina.light@tn.gov</p>	<p><b>Workforce Essentials, Inc.</b> Trina Turner 182 N. Cherry St. Alamo, TN 38001 731-696-5441 Fax: 731-696-3024 tturner@workforceessentials.com</p>	<p><b>Northwest TN Human Resource Agency</b> Britney Bartholomew P.O. Box 963 Martin, TN 38237 731-587-4213 Fax: 731-261-2470 Britney. Bartholomew@nwthra.org</p>	<p><b>Dyersburg State Community College</b> Larenda Fultz 1510 Lake Road Dyersburg, TN 731-286-3324 fulzt@dsc.edu <b>TN College of Applied Technology - Newbern</b> Youlanda Jones 340 Washington St. Newbern, TN 38059 731-627-2511 yjones@tcatnewbern.edu <b>TN College of Applied Technology - Ripley/Bells</b> Youlanda Jones 5533 Hwy 412 South Bells, TN 38006 731-345-3300 yjones@tcatripley.edu</p>	<p><b>TN Dept. of Labor &amp; Workforce Development</b> Judy Lofton 439 McGaughey Street Dyersburg, TN 731-286-7700 Fax: 731-286-8354 judy.lofton@tn.gov</p>	<p><b>TN Dept. of Labor &amp; Workforce Development</b> James Deason 439 McGaughey Street Dyersburg, TN 731-286-7700 Fax: 731-286-8354 james.deason@tn.gov</p>	<p><b>Northwest TN Economic Development Council</b> Theresa Powell 151 Conley Road Alamo, TN 38001 731-696-2871 tpowell@nwtncap.org</p>	<p><a href="#">Jobs4TN.gov</a></p>	<p><b>TN Opportunity Program</b> Sherry Fowler 120 N. Bells Street, Suite A Alamo, TN 38001 731-696-4860 Cell: 731-571-6937 Sherry.fowler@tnoppportunity.org</p>	<p><b>AJC - Jackson</b> Rocky Miller 225 Dr. Martin Luther King Jr. Drive Jackson, TN 731-660-8203 Fax: 731-660-8085 jacksonjob1@bellsouth.net</p>	<p><b>Native American Indian Association</b> Turia Enloe 661 Fitzhugh Blvd, Ste 110 Smyrna, TN 37167-2072 615-984-4166 Fax: 615-984-4160 WIA@NAIA.comcastbiz.net</p>
<p><b>Dyer County Comprehensive Center</b> 313 West Cedar Street Dyersburg, TN 38024 731-286-7700 Fax: 731-286-8354</p>	<p><b>Dyersburg State</b> Wilma Capps Onsite part-time capps@dsc.edu Kelcey Coble Onsite part-time krcoble@dsc.edu</p>	<p><b>Henderson County Schools</b> Stewart Stanfill James Taylor Onsite 855-569-1200 731-540-9806 stanfill.stewart@hcschools.org</p>	<p><b>TN Dept. of Labor &amp; Workforce Development</b> Onsite Bea Baltimore, Trudy Kindle, and Dianne Ward delia.baltimore@tn.gov; trudy.kindle@tn.gov; elizabeth.ward@tn.gov</p>	<p><b>Community Tennessee Rehabilitation Center</b> Ashley Roberts Sherry Hill Onsite (PT) and 1365 Morgan Road Dyersburg, TN 731-286-8315 Fax: 731-286-8361 Sherry.A.Hill@tn.gov</p>	<p><b>Workforce Essentials, Inc.</b> Rhonda Davis Trina Turner Onsite rdavis@workforceessentials.com tturner@workforceessentials.com</p>	<p><b>Northwest TN Human Resource Agency</b> Britney Bartholomew P.O. Box 963 Martin, TN 38237 731-587-4213 Fax: 731-261-2470 Britney. Bartholomew@nwthra.org <b>TN Community Services Agency</b> Robin Last 2115 West Main Street Union City, TN 38261 731-884-2640 robin.last@tnscsa.com</p>	<p><b>Dyersburg State Community College</b> Larenda Fultz 1510 Lake Road Dyersburg, TN 731-286-3324 fulzt@dsc.edu <b>TN College of Applied Technology - Newbern</b> Youlanda Jones 340 Washington Street Newbern, TN 38059 731-627-2511 yjones@tcatnewbern.edu</p>	<p><b>TN Dept. of Labor &amp; Workforce Development</b> Trudy Kindle Onsite trudy.kindle@tn.gov</p>	<p><b>TN Dept. of Labor &amp; Workforce Development</b> James Deason Onsite james.deason@tn.gov</p>	<p><b>Northwest TN Economic Development Council</b> John Fineran 1400 Hornbrook St. Dyersburg, TN 38024 731-285-5556 jfineran@nwtncap.org</p>	<p><a href="#">Jobs4TN.gov</a></p>	<p><b>TN Opportunity Program</b> Sherry Fowler 120 N. Bells Street, Suite A Alamo, TN 38001 731-696-4860 Cell: 731-571-6937 Sherry.fowler@tnoppportunity.org</p>	<p><b>AJC - Jackson</b> Rocky Miller 225 Dr. Martin Luther King Jr. Drive Jackson, TN 731-660-8203 Fax: 731-660-8085 jacksonjob1@bellsouth.net</p>	<p><b>Native American Indian Association</b> Turia Enloe 661 Fitzhugh Blvd, Ste 110 Smyrna, TN 37167-2072 615-984-4166 Fax: 615-984-4160 WIA@NAIA.comcastbiz.net</p>

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<b>Gibson County</b> Affiliate Site 1751 E. Main St. Humboldt, TN 38343 731-784-5221 Fax: 731-784-9522	<b>Dyersburg State</b> Rebecca Acred Onsite acred@dscscc.edu	<b>Henderson County Schools</b> Stewart Stanfill Onsite (night classes) 855-569-1200 731-540-9806 stanfill.stewart@hcschools.org Instructor: Barry Buchanan	<b>TN Dept. of Labor &amp; Workforce Development</b> Bea Baltimore, Trudy Kindle, and Dianne Ward 439 McGaughey Street Dyersburg, TN 38024 731-286-7700 Fax: 731-286-8354 delia.baltimore@tn.gov; trudy.kindle@tn.gov; elizabeth.ward@tn.gov	<b>Community Tennessee Rehabilitation Center</b> Amanda Cleek 1365 Morgan Road Dyersburg, TN 38024 731-286-8315 Fax: 731-286-8361 Amanda.Cleek@tn.gov	<b>Workforce Essentials, Inc.</b> Trina Turner and Jamee Floyd Onsite tturner@workforceessentials.com; jfloyd@workforceessentials.com	<b>Northwest TN Human Resource Agency</b> Britney Bartholomew P.O. Box 963 Martin, TN 38237 731-587-4213 Fax: 731-261-2470 Britney. Bartholomew@nwthra.org	<b>Dyersburg State Community College</b> Larenda Fultz 1510 Lake Road Dyersburg, TN 38024 731-286-3324 fulzt@dscscc.edu <b>TN College of Applied Technology - McKenzie</b> John Penn Ridgeway 16940 Highland Drive McKenzie, TN 38201 731-352-5364 john.ridgeway@tcatsmckenzie.edu <b>TN College of Applied Technology - Jackson; Humboldt Campus</b> John Hodgson 1751 Main Street Humboldt, TN 38343 731-424-0691 John.Hodgson@tcatsjackson.edu	<b>TN Dept. of Labor &amp; Workforce Development</b> Judy Lofton 439 McGaughey Street Dyersburg, TN 38024 731-286-7700 Fax: 731-286-8354 judy.lofton@tn.gov	<b>TN Dept. of Labor &amp; Workforce Development</b> James Deason 439 McGaughey Street Dyersburg, TN 38024 731-286-7700 Fax: 731-286-8354 james.deason@tn.gov	<b>Northwest TN Economic Development Council</b> Henrietta Finch 1600 Industrial Dr. Trenton, TN 38382 731-855-2035 hfinch@nwtncap.org	<b>TN Opportunity Program</b> Sherry Fowler 120 N. Bells Street, Suite A Alamo, TN 38001 731-696-4860 Cell: 731-571-6937 Sherry.fowler@tnoppportunity.org	<b>AJC - Jackson</b> Rocky Miller 225 Dr. Martin Luther King Jr. Drive Jackson, TN 38201 731-660-8203 Fax: 731-660-8085 jacksonjob1@bellsouth.net	<b>Native American Indian Association</b> Turia Enloe 661 Fitzhugh Blvd, Ste 110 Smyrna, TN 37167-2072 615-984-4166 Fax: 615-984-4160 WIA@NAIA.comcastbiz.net	
<b>Henry County</b> Affiliate Site 55 Jones Bend Rd, Ext. Paris, TN 38242 731-641-1020 Fax: 731-641-1164	<b>Dyersburg State</b> Barbara Hamilton Onsite part-time bhamilton@dscscc.edu	<b>Henderson County Schools</b> Stewart Stanfill Onsite (same bldg., different suite) 855-569-1200 Classroom: 731-407-9600 Cell: 731-435-9027 stanfill.stewart@hcschools.org Instructor: Lisa Coy	<b>TN Dept. of Labor &amp; Workforce Development</b> Susan Palmer, LaKeisha Matthews, and Benny Roberts 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055 susan.palmer@tn.gov; lakeisha.matthews@tn.gov; dayton.roberts@tn.gov	<b>Community Tennessee Rehabilitation Center</b> Lynn Frazier 1108 Tyson Avenue Paris, TN 38242 731-644-7361 Fax: 731-644-7405 Lynn.Frazier@tn.gov	<b>Workforce Essentials, Inc.</b> Kristen Havener 1023 Mineral Wells Ave., Ste. F Paris, TN 38242 731-644-7350 Fax: 731-644-7400 khavener@workforceessentials.com	<b>Northwest TN Human Resource Agency</b> Britney Bartholomew P.O. Box 963 Martin, TN 38237 731-587-4213 Fax: 731-261-2470 Britney. Bartholomew@nwthra.org <b>TN Community Services Agency</b> Robin Last 2115 West Main Street Union City, TN 38261 731-884-2640 robin.last@tncsa.com	<b>TN College of Applied Technology - Paris</b> Brad White 312 South Wilson Street Paris, TN 38242 731-644-7365 brad.white@tcatsparis.edu	<b>TN Dept. of Labor &amp; Workforce Development</b> Gina Abbott 225 Martin Luther King Jr. Drive, Ste. 140 Jackson, TN 38301 731-352-8898 Fax: 731-668-2040 Gina.Abbott@tn.gov	<b>TN Dept. of Labor &amp; Workforce Development</b> James Deason 439 McGaughey Street Dyersburg, TN 38024 731-286-7700 Fax: 731-286-8354 james.deason@tn.gov	<b>Northwest TN Economic Development Council</b> Vacant Onsite (same bldg., different suite) 731-642-3132	<b>TN Opportunity Program</b> Sherry Fowler 120 N. Bells Street, Suite A Alamo, TN 38001 731-696-4860 Cell: 731-571-6937 Sherry.fowler@tnoppportunity.org	<b>AJC - Jackson</b> Rocky Miller 225 Dr. Martin Luther King Jr. Drive Jackson, TN 38201 731-660-8203 Fax: 731-660-8085 jacksonjob1@bellsouth.net	<b>Native American Indian Association</b> Turia Enloe 661 Fitzhugh Blvd, Ste 110 Smyrna, TN 37167-2072 615-984-4166 Fax: 615-984-4160 WIA@NAIA.comcastbiz.net	



10/1/2018	<b>Title I Adult, Dislocated Worker, and Youth Services</b> www.NWTNJobs.org/	<b>Title II Adult Education and Family Literacy</b> www.tn.gov/workforce/article/about-ae	<b>Title III Wagner Peyser</b> www.Jobs4TN.gov; www.tn.gov/workforce/	<b>Title IV Vocational Rehabilitation</b> www.tennessee.gov/human-services/topic/vocational-rehabilitation	<b>Temporary Assistance for Needy Families</b> www.workforceessentials.com	<b>Title V Older Americans Act / Senior Community Service Employment</b> https://www.tn.gov/workforce/jobs-and-education/services-by-group/services-by-group-redirect/senior-work	<b>Career &amp; Technical Education Programs (Carl D. Perkins Act)</b> www.tbr.edu/institutions/our-institutions	<b>Trade Adjustment Assistance</b> www.tn.gov/workforce/article/trade-related-layoffs	<b>Veterans Employment Services - Jobs for Veterans State Grant</b> www.tn.gov/workforce/top/c/job-placement-for-veteran	<b>Community Services Block Grant</b> www.nwcommunityaction.org/community-services www.deltahra.org	<b>Unemployment Insurance</b> www.tn.gov/workforce/section/unemployment; www.Jobs4TN.gov	<b>Migrant &amp; Seasonal Farmworker Program</b> www.tnoppportunityprograms.org/	<b>Job Corps</b> www.jobcorps.gov/home.aspx <i>Note: Services not provided in the local area.</i>	<b>Native American Programs</b> www.naiatn.org <i>Note: Services not provided in the local area.</i>
<b>Lake County</b> Affiliate Site 217 Church Street Tiptonville, TN 38079 731-253-8171 Fax: 731-253-3852	<b>Dyersburg State</b> Katie Treece Onsite part-time nolen@nwtworks.org Connie Eiskant Onsite part-time ceiskant@dsc.edu	<b>Henderson County Schools</b> Stewart Stanfill First United Methodist Church- 536 Church St. Tiptonville, TN 855-569-1200 stanfill.stewart@hcschoolstn.org Instructor: Robert Griffin	<b>TN Dept. of Labor &amp; Workforce Development</b> Bea Baltimore, Trudy Kindle, and Dianne Ward 439 McGaughey Street Dyersburg, TN 38024 731-286-7700 Fax: 731-286-8354 delia.baltimore@tn.gov; trudy.kindle@tn.gov; elizabeth.ward@tn.gov	<b>Community Tennessee Rehabilitation Center</b> Ashley Roberts 1419 N. Morgan Ext Union City, TN 731-884-2600 Fax: 731-884-2613 Ashley.R.Roberts@tn.gov	<b>Workforce Essentials, Inc.</b> Rhonda Davis 660 Carl Perkins Pkwy Tiptonville, TN 38079 731-253-7716 Fax: 731-253-3326 rdavis@workforceessentials.com	<b>Northwest TN Human Resource Agency</b> Britney Bartholomew P.O. Box 963 Martin, TN 38237 731-587-4213 Fax: 731-261-2470 Britney. Bartholomew@nwthra.org	<b>Dyersburg State Community College</b> Larenda Fultz 1510 Lake Road Dyersburg, TN 731-286-3324 fulzt@dsc.edu <b>TN College of Applied Technology - Newbern</b> Youlanda Jones 340 Washington Street Newbern, TN 38059 731-627-2511 yjones@tcatnewbern.edu	<b>TN Dept. of Labor &amp; Workforce Development</b> Judy Lofton 439 McGaughey Street Dyersburg, TN 731-286-7700 Fax: 731-286-8354 judy.lofton@tn.gov	<b>TN Dept. of Labor &amp; Workforce Development</b> James Deason 439 McGaughey Street Dyersburg, TN 731-286-7700 Fax: 731-286-8354 james.deason@tn.gov	<b>Northwest TN Economic Development Council</b> Joey Ragan 203 South Court St. Tiptonville, TN 38079 731-253-7632 jragan@nwtncap.org	<a href="#">Jobs4TN.gov</a>	<b>TN Opportunity Program</b> Sherry Fowler 120 N. Bells Street, Suite A Alamo, TN 38001 731-696-4860 Cell: 731-571-6937 Sherry.fowler@tnoppportunity.org	<b>AJC - Jackson</b> Rocky Miller 225 Dr. Martin Luther King Jr. Drive Jackson, TN 731-660-8203 Fax: 731-660-8085 jacksonjob1@bellsouth.net	<b>Native American Indian Association</b> Turia Enloe 661 Fitzhugh Blvd, Ste 110 Smyrna, TN 37167-2072 615-984-4166 Fax: 615-984-4160 WIA@NAIA.comcastbiz.net
<b>Obion County</b> Affiliate Site 204 South 2nd Street Union City, TN 38261 731-884-3868 Fax: 731-885-3652	<b>Dyersburg State</b> Katie Treece Onsite part-time kltreece@dsc.edu Pier Dobbins Onsite part-time pdobbins@dsc.edu	<b>Henderson County Schools</b> Stewart Stanfill Obion County Schools 1700 N. Fifth St. Union City, TN 855-569-1200 stanfill.stewart@hcschoolstn.org Instructor: Carol Little	<b>TN Dept. of Labor &amp; Workforce Development</b> Bea Baltimore, Trudy Kindle, and Dianne Ward 439 McGaughey Street Dyersburg, TN 38024 731-286-7700 Fax: 731-286-8354 delia.baltimore@tn.gov; trudy.kindle@tn.gov; elizabeth.ward@tn.gov	<b>Community Tennessee Rehabilitation Center</b> Amanda Cleek and Ashley Roberts 1419 N. Morgan Ext Union City, TN 731-884-2600 Fax: 731-884-2613 Amanda.Cleek@tn.gov; Ashley.R.Roberts@tn.gov	<b>Workforce Essentials, Inc.</b> Rhonda Davis rdavis@workforceessentials.com	<b>Northwest TN Human Resource Agency</b> Britney Bartholomew P.O. Box 963 Martin, TN 38237 731-587-4213 Fax: 731-261-2470 Britney. Bartholomew@nwthra.org <b>TN Community Services Agency</b> Robin Last 2115 West Main Street Union City, TN 38261 731-884-2640 robin.last@tncsa.com	<b>Dyersburg State Community College</b> Larenda Fultz 1510 Lake Road Dyersburg, TN 731-286-3324 fulzt@dsc.edu <b>TN College of Applied Technology - Newbern, Union City Campus</b> Youlanda Jones Onsite yjones@tcatnewbern.edu	<b>TN Dept. of Labor &amp; Workforce Development</b> Judy Lofton 439 McGaughey Street Dyersburg, TN 731-286-7700 Fax: 731-286-8354 judy.lofton@tn.gov	<b>TN Dept. of Labor &amp; Workforce Development</b> James Deason 439 McGaughey Street Dyersburg, TN 731-286-7700 Fax: 731-286-8354 james.deason@tn.gov	<b>Northwest TN Economic Development Council</b> Sarah Kay 316 S. 3rd St., Ste. C Union City, TN 38261 731-885-0462 skay@nwtncap.org	<a href="#">Jobs4TN.gov</a>	<b>TN Opportunity Program</b> Sherry Fowler 120 N. Bells Street, Suite A Alamo, TN 38001 731-696-4860 Cell: 731-571-6937 Sherry.fowler@tnoppportunity.org	<b>AJC - Jackson</b> Rocky Miller 225 Dr. Martin Luther King Jr. Drive Jackson, TN 731-660-8203 Fax: 731-660-8085 jacksonjob1@bellsouth.net	<b>Native American Indian Association</b> Turia Enloe 661 Fitzhugh Blvd, Ste 110 Smyrna, TN 37167-2072 615-984-4166 Fax: 615-984-4160 WIA@NAIA.comcastbiz.net
<b>Weakley County</b> Affiliate Site 135 South Poplar Street, Suite B Dresden, TN 38225 731-364-0100 Fax: 731-364-0107	<b>Dyersburg State</b> Barbara Hamilton Onsite part-time bhamilton@dsc.edu Amanda Tibbs Onsite part-time ttibbs@dsc.edu	<b>Henderson County Schools</b> Stewart Stanfill Weakley County Adult Learning Center 8250 Highway 22 Dresden, TN 855-569-1200 Office: 731-364-5481 stanfill.stewart@hcschoolstn.org Instructor: Gale Baker	<b>TN Dept. of Labor &amp; Workforce Development</b> Susan Palmer, Lakeisha Matthews, and Benny Roberts 470 Mustang Drive Huntingdon, TN 38344 731-352-8898 Fax: 731-986-2055 susan.palmer@tn.gov; lakeisha.matthews@tn.gov; dayton.roberts@tn.gov	<b>Community Tennessee Rehabilitation Center</b> Cori Schroeder 1108 Tyson Avenue Paris, TN 731-644-7361 Fax: 731-644-7405 Cori.Schroeder@tn.gov or Weakley County Dept. of Human Services 8616 Hwy 22 Dresden, TN 38225 731-364-4523 Fax: 731-364-2348	<b>Workforce Essentials, Inc.</b> Kristen Havener Onsite khavener@workforceessentials.com	<b>Northwest TN Human Resource Agency</b> Britney Bartholomew P.O. Box 963 Martin, TN 38237 731-587-4213 Fax: 731-261-2470 Britney. Bartholomew@nwthra.org <b>TN Community Services Agency</b> Robin Last 2115 West Main Street Union City, TN 38261 731-884-2640 robin.last@tncsa.com	<b>TN College of Applied Technology - Paris</b> Brad White 312 South Wilson Street Paris, TN 38242 731-644-7365 brad.white@tcatparis.edu <b>TN College of Applied Technology - McKenzie</b> John Penn Ridgeway 16940 Highland Drive McKenzie, TN 38201 731-352-5364 john.ridgeway@tcatmckenzie.edu	<b>TN Dept. of Labor &amp; Workforce Development</b> Gina Abbott 225 Martin Luther King Jr. Drive, Ste. 140 Jackson, TN 38301 731-352-8898 Fax: 731-668-2040 Gina.Abbott@tn.gov	<b>TN Dept. of Labor &amp; Workforce Development</b> James Deason 439 McGaughey Street Dyersburg, TN 731-286-7700 Fax: 731-286-8354 james.deason@tn.gov	<b>Northwest TN Economic Development Council</b> Tammy Perry 231 S. Wilson Street Dresden, TN 38225 731-364-4811 tperry@nwtncap.org	<a href="#">Jobs4TN.gov</a>	<b>TN Opportunity Program</b> Sherry Fowler 120 N. Bells Street, Suite A Alamo, TN 38001 731-696-4860 Cell: 731-571-6937 Sherry.fowler@tnoppportunity.org	<b>AJC - Jackson</b> Rocky Miller 225 Dr. Martin Luther King Jr. Drive Jackson, TN 731-660-8203 Fax: 731-660-8085 jacksonjob1@bellsouth.net	<b>Native American Indian Association</b> Turia Enloe 661 Fitzhugh Blvd, Ste 110 Smyrna, TN 37167-2072 615-984-4166 Fax: 615-984-4160 WIA@NAIA.comcastbiz.net

**Required Partners Offering Services through the Comprehensive AJCS**

**Core Partners**

Housing & Urban Development Employment & Training: no specic services in NWTN



## SECTION 10 ATTACHMENT: ACCOMMODATIONS AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

REQUIRED PARTNER	ACCOMMODATIONS PROVIDED
Title I (Adult, Dislocated Worker, Youth)	Listed in Section 10 of the MOU and made available on-site at all AJCs.
Title II: Adult Education and Family Literacy	All District 7 classes are held in accessible sites. Computers with enlarged type and icons are available at many sites.
Title III: Employment Programs under Wagner-Peyser	Utilize Title I accommodations as described in Section 10 of the MOU.
Title IV: Rehabilitation Services	Intepreters for the deaf will be provided through Jackson Council for Independent Living. A brailier is available for the blind.
Post-secondary Career and Technical Education under Perkins	A staff member is responsible for arranging for accommodations for students as deemed appropriate.
Unemployment Insurance	N/A
Job Counseling, Training and Placement Services for Veterans	Utilize Title I accommodations as described in Section 10 of the MOU.
Trade Readjustment Allowance (TRA)	Utilize Title I accommodations as described in Section 10 of the MOU.
Trade Adjustment Assistance (TAA)	Utilize Title I accommodations as described in Section 10 of the MOU.
Migrant and Seasonal Farmworkers	Accessible office and accommodations as needed.
National Farmworker Jobs Program	Accessible office and accommodations as needed.
Community Services Block Grant (CSBG)	Accessible office and accommodations as needed.
Senior Community Services Employment Program (SCSEP)	NWTHRA has a Spanish application available, utilizes AJC accommodations as necessary and will arrange for additional accommodations as needed based on the job site.
TANF	Large print and other accommodations available on a case-by-case basis. Referrals to Vocational Rehabilitation as appropriate.
Second Chance	Not available in Northwest TN.
Housing and Urban Development Employment and Training Activities	Not available in Northwest TN.
Job Corps	Not available in Northwest TN.
YouthBuild	Not available in Northwest TN.

Provider Name	Program Title	Completion Level	Occupation Title	Annual Openings	Avg. Hourly Earnings	2018 Jobs	2023 Jobs	2018 - 2023 Change	Notes
AMTECK	Electrical Contractor Registered Apprenticeship	Registered Apprentice	Electricians	37	\$ 22.48	268	317	49	Registered Apprenticeship programs are automatically eligible for the ETPL.
MAGIC VALLEY CNA	NURSE AIDE TRAINING	Certificate < 1 year	Nursing Assistants	139	\$ 10.36	1,218	1,214	-4	NWTN Only; Program being discontinued
				1218	\$ 11.90	9,431	10,426	995	W. TN + Surrounding Counties
Roadrunner Driving School, LLC	Truck Driving	Certificate < 1 year	Heavy and Tractor-Trailer Truck Drivers	207	\$ 19.00	1,695	1,864	169	
TCAT-Newbern (Main Campus)	ADMINISTRATIVE OFFICE TECHNOLOGY	Certificate 1-2 years	Executive Secretaries & Administrative Assistants; Secretaries & Administrative Assistants, Except Legal, Medical, and Executive; Office Clerks, General; Office & Administrative Support Workers, All Other	455	\$ 14.10	3,920	3,980	60	
	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	Certificate < 1 year	Industrial Engineering Technicians; Engineering Technicians, Except Drafts, All Other	21	\$ 24.89	209	226	17	
	AUTOMOTIVE TECHNOLOGY	Certificate 1-2 years	Automotive Service Technicians and Mechanics	38	\$ 15.51	336	382	46	
	CERTIFIED NURSING ASSISTANT	Certificate < 1 year	Nursing Assistants	139	\$ 10.36	1,218	1,214	-4	NWTN Only
				1,218	\$ 11.90	9,431	10,426	995	W. TN + Surrounding Counties
	Diesel Powered Equipment Technology	Certificate 1-2 years	Bus and Truck Mechanics and Diesel Engine Specialists	26	\$ 17.65	233	269	36	
	DRAFTING CAD TECHNOLOGY	Certificate 1-2 years	Mechanical, Architectural, and Civil Drafters	5	\$ 25.30	44	52	8	
	ELECTRONICS TECHNOLOGY	Certificate 1-2 years	Electrical and Electronics Engineering Technicians	10	\$ 23.75	90	106	16	
	HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION	Certificate 1-2 years	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	29	\$ 17.95	249	278	29	
	INDUSTRIAL MAINTENANCE	Certificate 1-2 years	Industrial Machinery Mechanics	51	\$ 20.19	503	557	54	
	INJECTION MOLDING/ROBOTICS	Postsec. Awards/Cert./Diplomas; 1-2 yrs.	Industrial Engineering Technicians; Engineering Technicians, Except Drafts, All Other	21	\$ 24.89	209	226	17	
	INTRODUCTORY CNC MACHINING	Certificate < 1 year	Computer-Controlled Machine Tool Operators & Programmers, Metal and Plastic	16	\$ 17.63	121	145	24	
	MACHINE TOOL TECHNOLOGY	Certificate 1-2 years	Machinists	46	\$ 21.10	372	424	52	
	PRACTICAL NURSING	Certificate 1-2 years	Licensed Practical and Licensed Vocational Nurses	86	\$ 16.08	1,170	1,165	-5	NWTN Only
	PRACTICAL NURSING (EVENING/WEEKENDS)	Certificate 1-2 years		638	\$ 18.18	7,639	8,311	672	W. TN + Surrounding Counties
	PROGRAMMABLE LOGIC CONTROLLERS (PLCS)	Certificate < 1 year	Industrial Engineering Technicians; Engineering Technicians, Except Drafts, All Other	21	\$ 24.89	209	226	17	
	TRUCK DRIVING	Certificate < 1 year	Heavy and Tractor-Trailer Truck Drivers	207	\$ 19.00	1,695	1,864	169	
	WELDING	Certificate 1-2 years	Welders, Cutters, Solderers, and Brazers & Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	55	\$ 17.15	425	487	62	

TCAT - MCKENZIE	ADMINISTRATION OFFICE TECHNOLOGY	TTC Diploma	Executive Secretaries & Administrative Assistants; Secretaries & Administrative Assistants, Except Legal, Medical, and Executive; Office Clerks, General; Office & Administrative Support Workers, All Other	455	\$ 14.10	3,920	3,980	60	
	AUTOMOTIVE TECHNOLOGY	TTC Diploma	Automotive Service Technicians and Mechanics	38	\$ 15.51	336	382	46	
	HVAC/REFRIGERATION	TTC Diploma	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	29	17.95	249	278	29	
	INDUSTRIAL MAINTENANCE INTERGRATED AUTOMATION	TTC Diploma	Industrial Machinery Mechanics	51	\$ 20.19	503	557	54	
	INFORMATION TECHNOLOGY SYSTEMS MANAGEMENT	TTC Diploma	Computer and Information Systems Managers; Information Security Analysts	8	\$ 39.85	72	91	19	
	MACHINE TOOL TECHNOLOGY	TTC Diploma	Machinists	46	\$ 21.10	372	424	52	
	WELDING TECHNOLOGY	Certificate 1-2 years	Welders, Cutters, Solderers, and Brazers & Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	55	17.15	425	487	62	
TCAT - PARIS	ADMINISTRATIVE OFFICE TECHNOLOGY	TTC Diploma	Executive Secretaries & Administrative Assistants; Secretaries & Administrative Assistants, Except Legal, Medical, and Executive; Office Clerks, General; Office & Administrative Support Workers, All Other	455	\$ 14.10	3,920	3,980	60	
	COLLISION REPAIR TECHNOLOGY	TTC Diploma	Automotive Body and Related Repairers	15	\$ 18.85	140	150	10	
	COMPUTER INFORMATION TECHNOLOGY	TTC Diploma	Computer User Support Specialists	15	\$ 19.02	152	184	32	
	EARLY CHILDHOOD EDUCATION	TTC Diploma	Preschool Teachers, Except Special Education	30	\$ 17.98	277	295	18	
	HEALTH INFORMATION MANAGEMENT TECHNOLOGY	TTC Diploma	Medical Secretaries & Medical Records and Health Information Technicians	32	\$ 13.75	300	329	29	
	INDUSTRIAL MAINTENANCE	TTC Diploma	Industrial Machinery Mechanics	51	\$ 20.19	503	557	54	
	MACHINE TOOL TECHNOLOGY	TTC Diploma	Machinists	46	\$ 21.10	372	424	52	
	MOTORCYCLE AND A.T.V. REPAIR	TTC Diploma	Motorcycle Mechanics	2	\$ 15.46	15	17	2	NWTN Only
				10	\$ 17.30	85	89	4	W. TN + Surrounding Counties
	PRACTICAL NURSING (FULL TIME)	TTC Diploma	Licensed Practical and Licensed Vocational Nurses	86	16.08	1170	1165	-5	NWTN Only
	PRACTICAL NURSING (PARTTIME)	TTC Diploma		638	18.18	7639	8311	672	W. TN + Surrounding Counties
	RESIDENTIAL BUILDING MAINTENANCE	TTC Diploma	Maintenance and Repair Workers, General	112	\$ 17.19	984	1,099	115	
	Welding	TTC Diploma	Welders, Cutters, Solderers, and Brazers & Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	55	17.15	425	487	62	

## Individual Training Account

**Effective Date:** May 22, 2018

**Duration:** Indefinite

**Purpose:** To establish a policy for use of Individual Training Accounts (ITAs) for in-demand occupations.

**Policy:** An Individual Training Account (ITA) voucher may be available to provide funding for WIOA eligible adults, dislocated workers and out of school youth, observing Priority of Service policies, who have completed an assessment and been determined to need in-demand occupational skills training to become gainfully employed. An ITA may be provided if the State Workforce Agency (SWA) or one-stop center staff determine, after an interview, evaluation or assessment, and career planning, that the eligible individual is:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through Career Services alone;
- In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through Career Services alone; and
- In possession of the skills and qualifications to successfully participate in the selected program of training services.

Training services must be linked to in-demand employment opportunities in the local area or planning region or in a geographic area in which the individual is willing to commute or relocate.

The selection of training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, informed by the performance of relevant training providers, and coordinated to the extent possible with other sources of assistance.

The Northwest Tennessee Workforce Board limits ITAs to programs on the WIOA Eligible Training Provider List that lead to a credential in a period of 2 years or less, including Challenge/CLEP tests, when appropriate. ITA funding is for unmet need for cost of training not covered by other federal or State financial aid, such as Pell, Lottery, TN Promise, and TN Reconnect. WIOA funds are considered "last dollar." ITA funding is authorized per training term (quarter, semester, trimester, etc.), with subsequent terms authorized after successful completion of the previous term. The ITA is limited to ~~\$3,000~~ \$4,000 per year, for two years, with total cost limited to ~~\$6,000~~ \$8,000 during participation in the WIOA program (approved effective 11-13-12).

The One-Stop Operator may file an appeal with the NWTNWB Executive Director for additional time/funding for the participant for extenuating circumstances that prohibit successful completion.

A Needs Assessment/Financial Aid Worksheet, identifying costs and financial aid information, and staff authorizing the ITA, must be completed prior to authorizing funding. The AJC staff should provide career guidance; however, the participant's choice for a training provider must be observed.

## Request for Individual Training Account and Transportation Assistance Increase

Career Service Provider- Dyersburg State Community College

### Individual Training Account (ITA) and Travel background:

The ITA funding level shall not exceed \$3,000 per year (ITA only or ITA with supportive services combined to total \$3,000 per year). The NW TN Workforce Board voted on \$3,000 ITA limit 11/13/2012 with an effective date of 11/13/2012; not to exceed \$6,000 total during participation in the WIOA program. Prior to the Workforce Board's decision, in May 2010, the ITA equaled \$4,000, and prior to that, the ITA equaled the maximum Pell Grant amount and increased as Pell Grant maximums increased.

The in-state tuition at a 4-year public institution in the Northwest LWDA region increased 31.10% from 2012-2018. Many of our participants attending a university still need to take out student loans after receiving our funding, while students at the TCAT and Community College may be eligible for TN Promise and TN Reconnect so they are less likely to have an unmet need after receiving WIOA funding.

### Annual costs UTM 2018

- Tuition & Fees (in-state): \$9,515
- Housing (Ellington/Browning Residence Halls): \$2,820
- Housing (Ellington/Browning Residence Halls): \$1,365
- Meals (10 meals per week): \$3,138
- Books: \$1,400
- Total (in-state): \$16,873

AAA national gas prices cited the national average per gallon on 10/15/18 as \$2.89, which is .42 more than one year ago.

Recommendation: Increase the ITA amount and separate travel costs from the ITA.



**THE UNIVERSITY OF TENNESSEE AT MARTIN**  
**TUITION AND FEES**  
**2008 - 2018**

**FULL-TIME**

Tennessee Resident	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
<b>Undergraduates<sup>1</sup> - less than 60 hours<sup>6</sup></b>	<b>\$2,619</b>	<b>\$2,876</b>	<b>\$3,088</b>	<b>\$3,352</b>	<b>\$3,521</b>	<b>\$3,750</b>	<b>\$4,005</b>	<b>\$4,156</b>	<b>\$4,544</b>	<b>\$4,618</b>
<b>Undergraduates<sup>1</sup> - more than 60 hours<sup>6</sup></b>	<b>\$2,619</b>	<b>\$2,876</b>	<b>\$3,088</b>	<b>\$3,352</b>	<b>\$3,521</b>	<b>\$3,750</b>	<b>\$4,005</b>	<b>\$4,156</b>	<b>\$4,239</b>	<b>\$4,309</b>
<b>Graduates<sup>2</sup></b>	<b>\$3,042</b>	<b>\$3,329</b>	<b>\$3,582</b>	<b>\$3,895</b>	<b>\$4,097</b>	<b>\$4,362</b>	<b>\$4,654</b>	<b>\$4,824</b>	<b>\$4,948</b>	<b>\$5,031</b>
Student Activities Fee	\$207	\$207	\$207	\$217	\$217	\$217	\$227	\$277	\$277	\$282
Debt Service Fee	\$87	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190
Student Health and Counseling Fee <sup>3</sup>	-	-	-	-	-	-	\$30	\$30	\$30	\$30
Technology Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$125	\$125	\$125	\$125
Facilities Fee	\$25	\$25	\$25	\$25	\$25	\$75	\$75	\$75	\$75	\$75
<b>Domestic Out-of-State<sup>4</sup></b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b>Undergraduates<sup>1</sup> - less than 60 hours<sup>6</sup></b>	<b>\$7,940</b>	<b>\$8,569</b>	<b>\$9,293</b>	<b>\$9,557</b>	<b>\$10,099</b>	<b>\$10,722</b>	<b>\$10,977</b>	<b>\$11,128</b>	<b>\$7,424</b>	<b>\$7,498</b>
<b>Undergraduates<sup>1</sup> - more than 60 hours<sup>6</sup></b>	<b>\$7,940</b>	<b>\$8,569</b>	<b>\$9,293</b>	<b>\$9,557</b>	<b>\$10,099</b>	<b>\$10,722</b>	<b>\$10,977</b>	<b>\$11,128</b>	<b>\$7,119</b>	<b>\$7,189</b>
<b>Graduates<sup>2</sup></b>	<b>\$8,363</b>	<b>\$9,022</b>	<b>\$9,787</b>	<b>\$10,100</b>	<b>\$10,674</b>	<b>\$11,328</b>	<b>\$11,626</b>	<b>\$11,796</b>	<b>\$7,828</b>	<b>\$7,911</b>
Student Activities Fee	\$207	\$207	\$207	\$217	\$217	\$217	\$227	\$277	\$277	\$282
Debt Service Fee	\$87	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190
Student Health and Counseling Fee <sup>3</sup>	-	-	-	-	-	-	\$30	\$30	\$30	\$30
Technology Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$125	\$125	\$125	\$125
Facilities Fee	\$25	\$25	\$25	\$25	\$25	\$75	\$75	\$75	\$75	\$75
<b>International Out-of-State<sup>5</sup></b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b>Undergraduates<sup>1</sup> - less than 60 hours<sup>6</sup></b>	<b>\$7,940</b>	<b>\$8,569</b>	<b>\$9,293</b>	<b>\$9,557</b>	<b>\$10,099</b>	<b>\$10,722</b>	<b>\$10,977</b>	<b>\$11,128</b>	<b>\$11,516</b>	<b>\$11,590</b>
<b>Undergraduates<sup>1</sup> - more than 60 hours<sup>6</sup></b>	<b>\$7,940</b>	<b>\$8,569</b>	<b>\$9,293</b>	<b>\$9,557</b>	<b>\$10,099</b>	<b>\$10,722</b>	<b>\$10,977</b>	<b>\$11,128</b>	<b>\$11,211</b>	<b>\$11,281</b>
<b>Graduates<sup>2</sup></b>	<b>\$8,363</b>	<b>\$9,022</b>	<b>\$9,787</b>	<b>\$10,100</b>	<b>\$10,674</b>	<b>\$11,328</b>	<b>\$11,626</b>	<b>\$11,796</b>	<b>\$11,920</b>	<b>\$12,003</b>
Student Activities Fee	\$207	\$207	\$207	\$217	\$217	\$217	\$227	\$277	\$277	\$282
Debt Service Fee	\$87	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190
Student Health and Counseling Fee <sup>3</sup>	-	-	-	-	-	-	\$30	\$30	\$30	\$30
Technology Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$125	\$125	\$125	\$125
Facilities Fee	\$25	\$25	\$25	\$25	\$25	\$75	\$75	\$75	\$75	\$75

<sup>1</sup>Full-Time Undergraduate cost per semester for 12 or more semester hours.

<sup>2</sup>Full-Time Graduate cost per semester for 9 or more semester hours.

<sup>3</sup>Student Health Counseling Fee began fall 2014.

<sup>4</sup>Students from Hickman, Fulton and Graves counties in Kentucky are permitted to register at Tennessee rates.

<sup>5</sup>International Out-of-State tuition rates began fall 2016.

<sup>6</sup>Undergraduate cost for full time students is based on cumulative credit hours earned beginning fall 2016.



**THE UNIVERSITY OF TENNESSEE AT MARTIN**  
**TUITION AND FEES**  
**2008 - 2018**

**PART-TIME**

<b>TN Resident</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b>Undergraduates<sup>1</sup></b>	<b>\$221</b>	<b>\$242</b>	<b>\$259</b>	<b>\$281</b>	<b>\$295</b>	<b>\$316</b>	<b>\$334</b>	<b>\$347</b>	<b>\$353</b>	<b>\$358</b>
<b>Graduates<sup>1</sup></b>	<b>\$340</b>	<b>\$372</b>	<b>\$400</b>	<b>\$435</b>	<b>\$457</b>	<b>\$487</b>	<b>\$518</b>	<b>\$538</b>	<b>\$552</b>	<b>\$560</b>
Student Activities Fee - Undergraduates	\$17	\$17	\$17	\$18	\$18	\$18	\$18	\$23	\$23	\$24
Student Activities Fee - Graduates	\$23	\$23	\$23	\$25	\$25	\$25	\$25	\$31	\$31	\$31
Debt Service Fee - Undergraduates	\$7	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16
Debt Service Fee - Graduates	\$10	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Student Health and Counseling Fee <sup>2</sup>	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Student Health and Counseling Fee <sup>2</sup>	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Technology Fee - Undergraduates	\$9	\$9	\$9	\$9	\$9	\$9	\$11	\$11	\$11	\$11
Technology Fee - Graduates	\$12	\$12	\$12	\$12	\$12	\$12	\$14	\$14	\$14	\$14
Facilities Fee - Undergraduates	\$3	\$3	\$3	\$3	\$3	\$9	\$6	\$6	\$6	\$6
Facilities Fee - Graduates	\$3	\$3	\$3	\$3	\$3	\$9	\$9	\$9	\$9	\$9
<b>Non-Resident<sup>3</sup></b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b>Undergraduates<sup>1</sup></b>	<b>\$665</b>	<b>\$717</b>	<b>\$777</b>	<b>\$799</b>	<b>\$844</b>	<b>\$897</b>	<b>\$915</b>	<b>\$928</b>	<b>\$934</b>	<b>\$939</b>
<b>Graduates<sup>1</sup></b>	<b>\$932</b>	<b>\$1,005</b>	<b>\$1,090</b>	<b>\$1,125</b>	<b>\$1,188</b>	<b>\$1,261</b>	<b>\$1,293</b>	<b>\$1,313</b>	<b>\$1,327</b>	<b>\$1,335</b>
Student Activities Fee - Undergraduates	\$17	\$17	\$17	\$18	\$18	\$18	\$18	\$23	\$23	\$24
Student Activities Fee - Graduates	\$23	\$23	\$23	\$25	\$25	\$25	\$25	\$31	\$31	\$31
Debt Service Fee - Undergraduates	\$7	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16
Debt Service Fee - Graduates	\$10	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Student Health and Counseling Fee <sup>2</sup>	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Student Health and Counseling Fee <sup>2</sup>	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Technology Fee - Undergraduates	\$9	\$9	\$9	\$9	\$9	\$9	\$11	\$11	\$11	\$11
Technology Fee - Graduates	\$12	\$12	\$12	\$12	\$12	\$12	\$14	\$14	\$14	\$14
Facilities Fee - Undergraduates	\$3	\$3	\$3	\$3	\$3	\$9	\$6	\$6	\$6	\$6
Facilities Fee - Graduates	\$3	\$3	\$3	\$3	\$3	\$9	\$9	\$9	\$9	\$9
<b>International Out-of-State<sup>4</sup></b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b>Undergraduates<sup>1</sup></b>	<b>\$665</b>	<b>\$717</b>	<b>\$777</b>	<b>\$799</b>	<b>\$844</b>	<b>\$897</b>	<b>\$915</b>	<b>\$928</b>	<b>\$934</b>	<b>\$939</b>
<b>Graduates<sup>1</sup></b>	<b>\$932</b>	<b>\$1,005</b>	<b>\$1,090</b>	<b>\$1,125</b>	<b>\$1,188</b>	<b>\$1,261</b>	<b>\$1,293</b>	<b>\$1,313</b>	<b>\$1,327</b>	<b>\$1,335</b>
Student Activities Fee - Undergraduates	\$17	\$17	\$17	\$18	\$18	\$18	\$18	\$23	\$23	\$24
Student Activities Fee - Graduates	\$23	\$23	\$23	\$25	\$25	\$25	\$25	\$31	\$31	\$31
Debt Service Fee - Undergraduates	\$7	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16
Debt Service Fee - Graduates	\$10	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Student Health and Counseling Fee <sup>2</sup>	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Student Health and Counseling Fee <sup>2</sup>	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Technology Fee - Undergraduates	\$9	\$9	\$9	\$9	\$9	\$9	\$11	\$11	\$11	\$11
Technology Fee - Graduates	\$12	\$12	\$12	\$12	\$12	\$12	\$14	\$14	\$14	\$14
Facilities Fee - Undergraduates	\$3	\$3	\$3	\$3	\$3	\$9	\$6	\$6	\$6	\$6
Facilities Fee - Graduates	\$3	\$3	\$3	\$3	\$3	\$9	\$9	\$9	\$9	\$9

<sup>1</sup>Part-Time is per semester hour with a 1 semester hour minimum. Includes fees.

<sup>2</sup>Student Health Counseling Fee began fall 2014.

<sup>3</sup>Students from Hickman, Fulton and Graves counties in Kentucky are permitted to register at Tennessee rates.

<sup>4</sup>International Out-of-State tuition rates began fall 2016.

Training Provider	Sum of Amount	# of Participants	Average
Bethel University	\$ 6,170.00	3	\$ 2,056.67
Career Academy, LLC	\$ 5,800.00	4	\$ 1,450.00
Dental Staff School of Tennessee	\$ 51,000.00	17	\$ 3,000.00
Drive Train	\$ 26,000.00	10	\$ 3,400.00
Driver Training Center LLC	\$ 8,000.00		
Dyersburg State Community College	\$ 91,808.98	57	\$ 1,610.68
Jackson State Community College	\$ 28,664.62	16	\$ 1,791.54
Magic Valley CNA Program	\$ 39,000.00	28	\$ 1,392.86
Murray State University	\$ 491.00	1	\$ 491.00
Nashville State Community College	\$ 3,000.00	1	\$ 3,000.00
North American Lineman Training Center LL	\$ 18,000.00	7	\$ 2,571.43
Road Runner Driving School	\$ 22,500.00	9	\$ 2,500.00
Roadmaster Drivers School of Millington	\$ 6,000.00	1	\$ 6,000.00
Southeast Lineman Training Center	\$ 3,000.00	1	\$ 3,000.00
TCAT Covington	\$ 28,225.93	22	\$ 1,283.00
TCAT Jackson	\$ 10,644.51	8	\$ 1,330.56
TCAT McKenzie	\$ 8,214.25	10	\$ 821.43
TCAT Newbern	\$ 88,604.96	69	\$ 1,284.13
TCAT Paris	\$ 23,164.82	22	\$ 1,052.95
TCAT Ripley	\$ 41,720.53	33	\$ 1,264.26
TCAT Whiteville	\$ 818.00	1	\$ 818.00
TN PProfessional Training Institute	\$ 3,000.00	1	\$ 3,000.00
Union University	\$ 3,000.00	1	\$ 3,000.00
University Of Memphis	\$ 8,922.05	6	\$ 1,487.01
University Of Tennessee At Martin	\$ 125,563.11	58	\$ 2,164.88
(blank)			
<b>Grand Total</b>	<b>\$ 651,312.76</b>	<b>386</b>	<b>\$ 2,073.77</b>

UTM Fall 2018 Unmet Need Amounts	
\$ 2,857.75	\$ 2,152.35
<b>\$ 5,744.00</b>	<b>\$ 4,540.00</b>
<b>\$ 3,875.70</b>	\$ 1,949.75
<b>\$ 3,752.25</b>	\$ 1,190.00
\$ 2,144.75	<b>\$ 3,583.50</b>
\$ 1,802.60	\$ 2,321.09
\$ 1,395.00	\$ 2,071.50
<b>\$ 5,340.20</b>	<b>\$ 5,247.05</b>
\$ 2,838.00	\$ 1,460.00
\$ 2,547.55	\$ 5,545.00
\$ 1,650.65	\$ 1,155.10
\$ 2,072.50	<b>\$ 3,591.05</b>
\$ 2,968.90	\$ 1,520.60
<b>\$ 3,147.00</b>	\$ 2,396.55
<b>\$ 5,671.70</b>	<b>\$ 4,903.40</b>
\$ 2,172.20	\$ 2,542.43
\$ 2,335.00	\$ 2,752.50
<b>\$ 3,081.90</b>	<b>\$ 4,930.00</b>
\$ 2,451.30	<b>\$ 4,419.65</b>
\$ 1,617.00	<b>\$ 4,045.00</b>
<b>\$ 5,110.13</b>	\$ 1,180.00
<b>\$ 5,394.85</b>	\$ 1,830.30
<b>\$ 4,767.40</b>	\$ 2,691.10
<b>Average</b>	<b>\$ 3,103.40</b>

## Supportive Services

**Effective Date:** May 22, 2018

**Duration:** Indefinite

**Purpose:** To provide policy for providing supportive services for eligible participants.

**Policy:** The Northwest TN Workforce Board, through the regional planning process and in compliance with TDLWD policy, recognizes that Supportive Services are limited and must be leveraged with other local and state resources. Supportive services should only be provided when the services are not available elsewhere, since WIOA is considered funding of last resort. Funds allocated to a local area (WIOA Section 133) may be used to provide supportive services to Adults and Dislocated Workers who:

- (1) Are participating in programs with activities authorized in WIOA Section 134(c)(1)(A)(ii) or WIOA Section 134(c)(1)(A)(iii);
- (2) Have exited and need post-program support services as follow-up (for up to 12 months after exit); and
- (3) Are unable to obtain such supportive services through other programs providing such services.

Supportive services for youth, as defined in WIOA Section 3(59), are services that enable an individual to participate in WIOA activities.

Participants in WIOA programs who face significant barriers to employment, such as recipients of public assistance, low-income individuals, or individuals who are basic skills deficient, should be given service according to their level of need.

Supportive Services are not entitlements and must be supported by demonstration of financial need. The participant's need for services will be documented in the case file; participants enrolled in individualized career or training services and must demonstrate need in the Individual Employment Plan or Individual Service Strategy. When multiple options are available for receiving supportive services, documentation must show a reasonable effort was made to determine and choose the lowest, competitively priced service available. Support services activities and supporting case notes will be entered into VOS by AJC staff.

## Allowable Support Services

The allowable support services as described below will be made available in the following manners:

### Referral and Coordination

The One-Stop Operator and Service Providers shall ensure procedures are in place to coordinate support services through community partner referral to avoid duplication for the following:

- linkages to community services;
- assistance with childcare and dependent care;
- assistance with housing;
- reasonable accommodations for youth with disabilities;
- legal aid services;
- referrals to healthcare;

### Payments on Behalf of Participants

The following support services will be paid ~~through the Individual Training Account, subject to a \$3,000~~

~~per year or \$6,000 limit unless otherwise specified,~~ on behalf of the participant, directly by the service provider, or as a reimbursement to the participant, depending on the needs of the participant. Duration, unless otherwise noted, is limited to approved terms of participation in occupational skill training (i.e. up to two years). Amounts are limited to actual cost, subject to maximum limitations set out in this policy. Documentation of support service costs, issued by the training provider and / or vendor, must be maintained in the participant's case file.

- assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;
- assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes;
- assistance with educational testing;
- payments and fees for employment and training-related applications, tests and certifications.
- Work related support service up to \$300 one time only payment for uniforms, drug screens, background checks, supplies, etc. needed to be successful in work experience activities.

#### Direct Payments to Participants

The following support services will be paid directly to the participant. Duration is limited to approved terms of participation in occupational skill training or first 30 days of employment related activities.

#### Transportation assistance

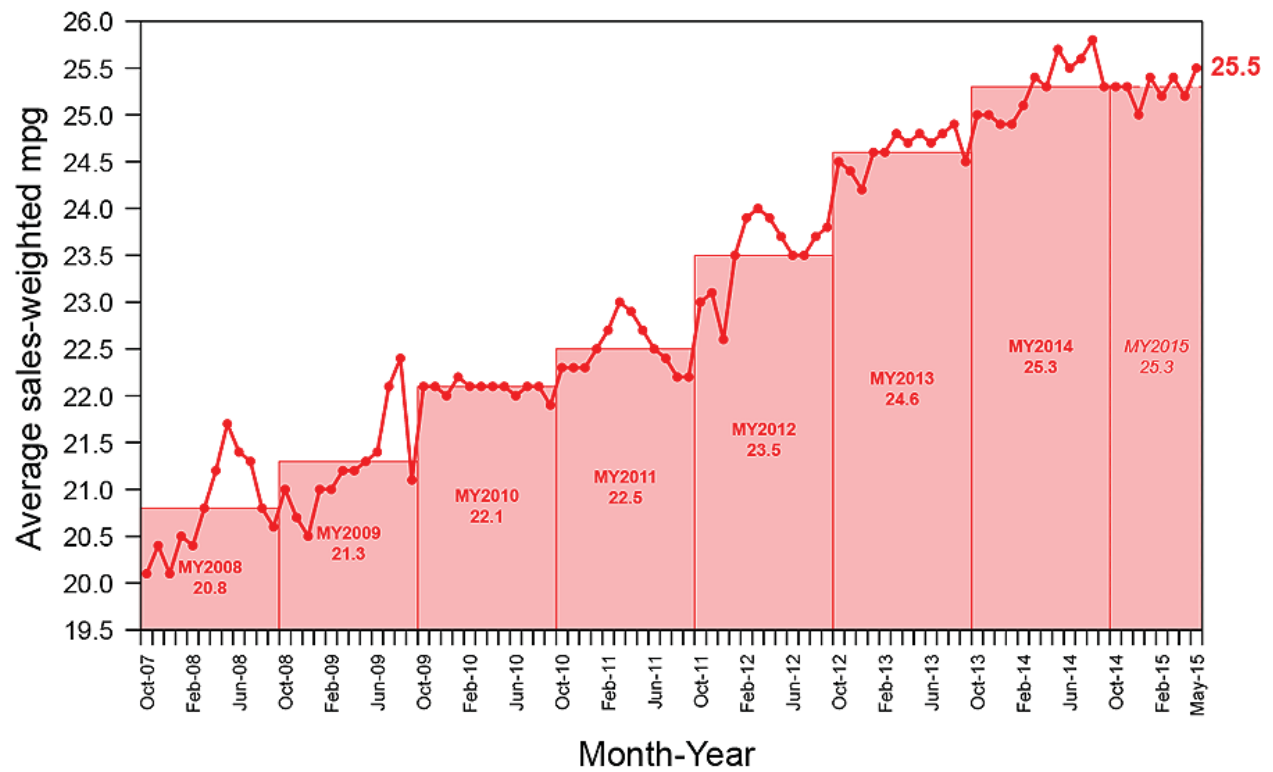
The LWDA will provide transportation assistance for an eligible WIOA participant attending an LWDA approved training provider and program for occupational skills training or for Out-of-School youth to the worksite for the first 30 days of employment. The transportation assistance will be paid through a stipend payment paid at intervals consistent with the training provider terms or a one-time only payment for Out-of-School youth in work experience. Out of School Youth who transitioned from an In-School Youth Program and choose a University Parallel program of study may receive support services, including transportation assistance, in order to complete the goals established in the individual service strategy. Subsequent ITA funding will require the participant, program and provider to meet all local/state criteria.

The payment will be based on ~~\$.10~~ \$0.15 per mile one-way unit per day (converted to roundtrip). Participants receiving transportation assistance from another organization (i.e. Workforce Essentials) are not eligible to receive a full transportation stipend from WIOA. As last dollar funds, all other programs must pay first before WIOA funds can be authorized.

In the event that a participant is receiving travel funding from another program, the total amount anticipated to be received in transportation assistance from the other agency must be deducted from the transportation assistance amount WIOA expects to pay.

To be eligible for this stipend, one must be in good standing and making satisfactory progress, be a fulltime student with no more than 1/2 of the credit hours being for remedial / developmental classes (Adults and Dislocated Workers ONLY - does not apply to Youth), must not drop or be removed from a course without notifying and providing needed information to the WIOA staff member regarding this action, etc.

Participants may receive a travel stipend for the first 30 days of a work experience activity to offset their gas expenses until they have received one month of pay, at which time, they should have been able to budget money out of their paychecks to pay for their own gas expenses.



Michael Sivak and Brandon Schoettle  
University of Michigan Transportation Research Institute

**MY 2011–2013 Manufacturer Adjusted Fuel Economy and Adjusted CO<sub>2</sub> Emissions<sup>1</sup>**

Manufacturer <sup>2</sup>	MY 2011 Final		MY 2012 Final				MY 2013 Preliminary	
	Fuel Economy (MPG)	CO <sub>2</sub> Emissions (g/mi)	Fuel Economy (MPG)	Change from MY 2011 (MPG)	CO <sub>2</sub> Emissions (g/mi)	Change from MY 2011 (g/mi)	Fuel Economy (MPG)	CO <sub>2</sub> Emissions (g/mi)
Mazda	25.0	356	27.1	+2.1	328	-28	27.5	324
Honda	24.1	369	26.6	+2.5	334	-35	27.0	329
Toyota	24.1	369	25.6	+1.5	347	-22	25.2	352
VW	26.0	349	25.8	-0.2	351	+2	26.2	346
Subaru	23.9	372	25.2	+1.3	352	-20	26.2	339
Nissan	23.3	381	24.1	+0.8	369	-12	25.3	351
BMW	22.7	393	23.7	+1.0	377	-16	24.4	364
Ford	21.1	422	22.8	+1.7	390	-32	22.6	394
GM	20.7	429	21.7	+1.0	410	-19	22.0	404
Daimler	19.1	469	21.1	+2.0	426	-43	22.2	402
Chrysler-Fiat	19.4	458	20.1	+0.7	442	-16	21.6	411
<b>All</b>	<b>22.4</b>	<b>398</b>	<b>23.6</b>	<b>+1.2</b>	<b>376</b>	<b>-22</b>	<b>24.0</b>	<b>370</b>

<sup>1</sup> Adjusted CO<sub>2</sub> and fuel economy values reflect real world estimates and are not comparable to automaker standards compliance levels. Adjusted CO<sub>2</sub> values are, on average, about 25% higher than the unadjusted laboratory CO<sub>2</sub> values that form the starting point for GHG standards compliance, and adjusted fuel economy values are about 20% lower, on average, than unadjusted fuel economy values.

<sup>2</sup> Two manufacturers, Hyundai and Kia, are not included in rows in the table above due to a continuing investigation. On November 2, 2012, EPA announced that Hyundai and Kia would lower their fuel economy estimates for many vehicle models as the result of an EPA investigation of test data. Based on these corrected data, Hyundai's values are 27.2 mpg and 327 g/mi CO<sub>2</sub> for MY 2011, 28.3 mpg and 314 g/mi CO<sub>2</sub> for MY 2012, and 28.3 mpg and 315 g/mi CO<sub>2</sub> for MY 2013 (preliminary). Kia's values are 25.8 mpg and 345 g/mi CO<sub>2</sub> for MY 2011, 26.5 mpg and 336 g/mi CO<sub>2</sub> for MY 2012, and 27.3 mpg and 326 g/mi CO<sub>2</sub> for MY 2013 (preliminary). These corrected data for Hyundai and Kia are included in industry-wide or "All," values.

Self Service Education Program Details

Data indicates this item was changed 10/26/2018. [ [View History.](#) ]

Data indicates this item was changed 10/26/2018. [ [View Detail History.](#) ]

**Program / Service Details**

* <b>Status:</b>	Active
* <b>Service Name:</b>	Industrial Maintenance Technology CPT
* <b>Service Description:</b>	A program that prepares individuals to apply technical know to repair and maintain industrial machinery and equipment s pumps, engines and motors, pneumatic tools, conveyor syste machinery, marine deck machinery
* <b>Service Type:</b>	PS - CRS
* <b>Alternate Service Type:</b>	Not Applicable
* <b>State Use 1:</b>	
* <b>State Use 2:</b>	
* <b>State Use 3:</b>	
* <b>State Use 4:</b>	
* <b>State Use 5:</b>	
* <b>Green Job Training:</b>	No
* <b>This program of study leads to:</b>	An industry-recognized certificate or certification A measurable skills gain leading to a credential
* <b>This program leads to a postsecondary credential or degree:</b>	Yes
* <b>Cipcode:</b>	470303 - Industrial Mechanics and Maintenance Technology.
* <b>Date Program First Offered:</b>	11/12/2018
* <b>WIOA Program:</b>	This is a WIOA Program.
* <b>Pell Grant Eligible:</b>	No
* <b>Is this program in a partnership with business?</b>	
* <b>Program-Business Partnership Description:</b>	
* <b>LWIA Submitted:</b>	
* <b>Completion Level:</b>	Certificate < 1 year
* <b>Attain Credential:</b>	Occupational Skills certificate or credential
* <b>Other Credential Type:</b>	
* <b>Certification/License Title:</b>	N/A
* <b>Certification/License Type:</b>	Certification or License Does Not Apply
* <b>Grievance Procedure:</b>	
* <b>Refund Policy:</b>	
* <b>Class Frequency:</b>	
* <b>Duration:</b>	432 Hours
* <b>Day or Night Classes:</b>	Day
* <b>Weekend Classes:</b>	No
* <b>Class Time:</b>	6 Hours
* <b>Lab Time:</b>	0 Hours
* <b>Other Time:</b>	0 Hours
* <b>Class Size:</b>	Minimum: Maximum:
* <b>Number of Instructors:</b>	
* <b>Drug/Alcohol Screening Required:</b>	No
* <b>Describe the qualifications of all instructors in 800 characters or less:</b>	
* <b>Describe the minimum entry level requirements or prerequisites in 800 characters or less:</b>	
* <b>Describe any equipment used in this program and its adequacy and availability in 800 characters or less:</b>	



**\* Is this Education Program a Registered Apprenticeship?**

[ [Edit Program Registered Apprenticeship](#) ]

**Program / Service Occupations**

**BRIGHT OUTLOOK** Indicates a bright outlook occupation.

Code	Occupation Title	Provider T
49904100	Industrial Machinery Mechanics <b>BRIGHT OUTLOOK</b>	
49904300	Maintenance Workers, Machinery	

[ [Edit Occupation Details](#) ]

**Program / Service Cost Details**

Cost Title	Cost Value
Total CRS Training Costs	
Tuition/Fee	
Books	
Tools	
Other Costs	
Comments	
Total Amount	

[ [Edit Cost Details](#) ]

**Program / Service Locations**

Address	Bill Address
No data available	

[ [Edit Location Details](#) ]

**Program / Service Skills**

Selected Skills
No data available

[ [Edit Program Skills](#) ]

**Program / Service Performance**

PY	Program	Completion Rate	Employment Rate (Exiters)	Employment Rate (Completers)	Employment Rate Related Occupation	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	#
No data available									

[ [Edit Program Performance](#) ]

**Program / Service Application Confirmation**

Agreed to the confirmation statement: Yes

Submit program for WIOA Approval: Yes

[ [Edit Confirmation](#) ]



# Legacy Occupation Snapshot

Emsi Q4 2018 Data Set

October 2018

## Northwest Tennessee Workforce Board



708 E. Court Street  
Dyersburg, Tennessee 38024

# Parameters

## Occupations

Code	Description
51-9199	Production Workers, All Other
49-9071	Maintenance and Repair Workers, General
49-9041	Industrial Machinery Mechanics

## Regions

Code	Description
21035	Calloway County, KY
47005	Benton County, TN
47017	Carroll County, TN
47079	Henry County, TN
47183	Weakley County, TN

## Timeframe

2018 - 2028

## Datarun

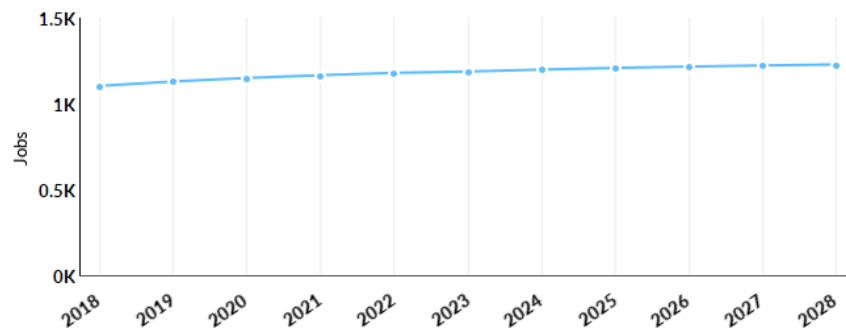
2018.4 – Employees

## Occupation Summary for 3 Occupations

<b>1,102</b> Jobs (2018) 46% above National average	<b>11.3%</b> % Change (2018-2028) Nation: 9.5%	<b>\$16.17/hr</b> Median Hourly Earnings Nation: \$18.60/hr
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## Growth

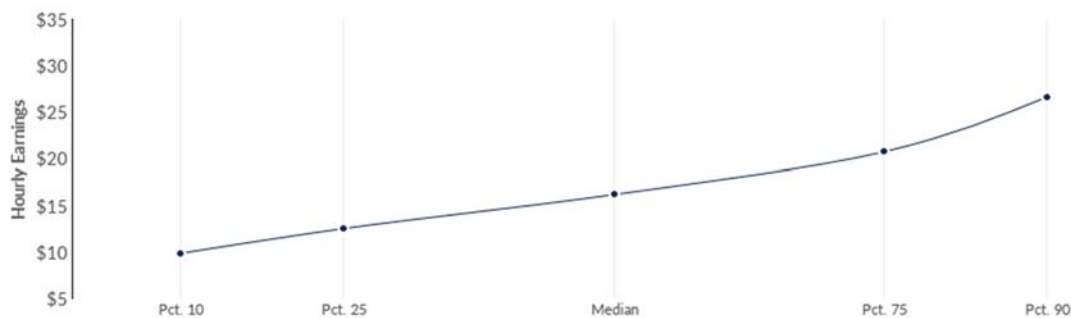
<b>1,102</b> 2018 Jobs	<b>1,227</b> 2028 Jobs	<b>125</b> Change (2018-2028)	<b>11.3%</b> % Change (2018-2028)
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Occupation	2018 Jobs	2028 Jobs	Change	% Change
Industrial Machinery Mechanics (49-9041)	271	307	36	13%
Maintenance and Repair Workers, General (49-9071)	667	744	77	12%
Production Workers, All Other (51-9199)	164	176	12	7%

## Percentile Earnings

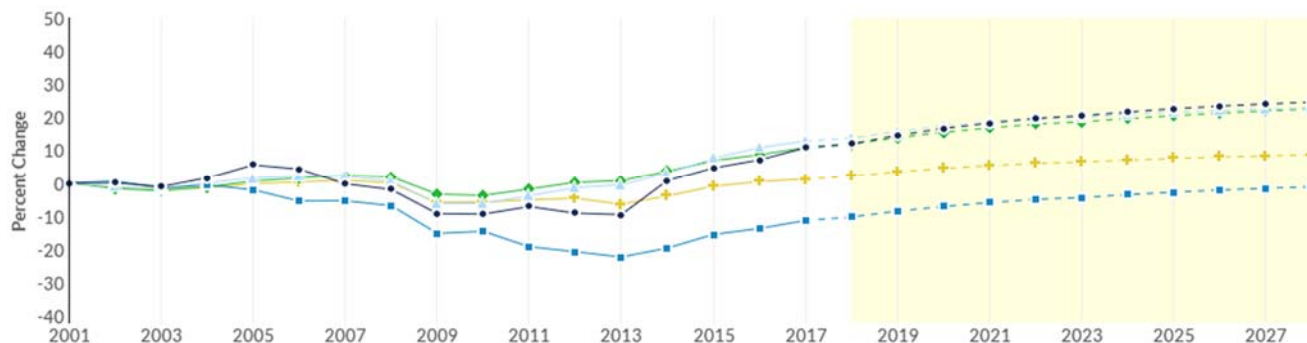
<b>\$12.50/hr</b> 25th Percentile Earnings	<b>\$16.17/hr</b> Median Earnings	<b>\$20.72/hr</b> 75th Percentile Earnings
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Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Industrial Machinery Mechanics (49-9041)	\$14.99	\$19.36	\$25.55
Maintenance and Repair Workers, General (49-9071)	\$12.72	\$16.24	\$20.05
Production Workers, All Other	\$9.40	\$11.51	\$14.82

Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
(51-9199)			

## Regional Trends



	Region	2018 Jobs	2028 Jobs	Change	% Change
●	Region	1,102	1,227	125	11.3%
●	Local Workforce Development Area 12	2,083	2,295	212	10.2%
●	State	90,047	97,306	7,259	8.1%
●	Nation	2,145,044	2,348,063	203,019	9.5%
●	LWDA12 Surrounding Counties	14,901	15,853	952	6.4%


## Regional Breakdown



County	2028 Jobs
Calloway County, KY	398
Weakley County, TN	298
Henry County, TN	282
Carroll County, TN	171

County	2028 Jobs
Benton County, TN	79

## Job Postings Summary

<b>139</b> <b>Unique Postings</b>  392 Total Postings	<b>3 : 1</b> <b>Posting Intensity</b> Regional Average: 3 : 1 	<b>19 days</b> <b>Median Posting Duration</b>  Regional Average: 21 days
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There were **392** total job postings for your selection from January 2018 to September 2018, of which **139** were unique. These numbers give us a Posting Intensity of **3-to-1**, meaning that for every 3 postings there is 1 unique job posting. This is close to the Posting Intensity for all other occupations and companies in the region (3-to-1), indicating that they are putting average effort toward hiring for this position.

## Occupational Programs

<b>3</b> Programs (2017)	<b>45</b> Completions (2017)	<b>122</b> Openings (2017)
CIP Code	Program	Completions (2017)
47.0303	Industrial Mechanics and Maintenance Technology	28
46.0401	Building/Property Maintenance	17
47.0399	Heavy/Industrial Equipment Maintenance Technologies, Other	0

## Industries Employing 3 Occupations

Industry	Occupation Group Jobs in Industry (2018)	% of Occupation Group in Industry (2018)	% of Total Jobs in Industry (2018)
Colleges, Universities, and Professional Schools (State Government)	112	10.2%	2.6%
Local Government, Excluding Education and Hospitals	108	9.8%	3.4%
Temporary Help Services	57	5.1%	5.4%
All Other Miscellaneous Food Manufacturing	46	4.1%	8.7%
Other Engine Equipment Manufacturing	40	3.6%	4.8%

# Appendix A - Data Sources and Calculations

## Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

## Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

## Emsi Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## State Data Sources

This report uses state data from the following agencies: Arkansas Department of Workforce Services; Kentucky Office of Employment and Training; Missouri Department of Economic Development; Tennessee Department of Labor and Workforce Development, Research and Statistics Division



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF WORKFORCE SERVICES  
220 French Landing Drive  
Nashville, TN 37243-1002  
(615) 741-1031

Dear Chief Local Elected Official,

On May 11, 2018, Tennessee's State Workforce Development Board (SWDB) staff completed an extensive analysis of the local workforce development areas (LWDA), federal and state resources, and labor market data. Upon completion of this analysis, it was determined that Tennessee must align its resources to allow for a more efficient and effective government and bring forth innovation and best practices that will help Tennessee lead the nation in jobs, education, and government efficiency. The SWDB needed increased flexibility to design and deliver workforce services that would allow SWDB to serve its constituents effectively through the Tennessee Workforce System. Therefore, Tennessee's SWDB submitted five (5) Workforce Innovation and Opportunity Act (WIOA) waivers from the Department of Labor for use at the state level to benefit workforce areas in supporting and aligning our Governor's Drive to 55 mission, "Equipping 55% of Tennesseans with a college degree or certificate by 2025."

It is with great pleasure that we inform you that three of the five waiver requests were approved.

**Requested Waiver: Reducing the percentage of expenditures for out of school youth (OSY) from seventy-five percent (75%) to fifty percent (50%).**

The State's request to waive the requirement that local areas expend seventy-five percent (75%) of local formula youth funds on OSY is approved. ETA approves the requested waivers for Program Years (PYs) 2018 and 2019 (July 1, 2018 through June 30, 2020). Tennessee may lower the target rate for expenditure of local youth funds to fifty percent (50%) on OSY.

**Requested Waiver: Allow Tennessee to provide Individualized Training Accounts (ITAs) to at-risk in-school youth (ISY).**

The State's request to waive the requirement limiting ITAs to only OSY ages 18-24 is approved. ETA approves this waiver for PYs 2018 and 2019 (July 1, 2018 through June 30, 2020).

**Requested Waiver: Allow Tennessee to collect and report performance data for all WIOA funded participants.**

The State's request to waive the obligation of Eligible Training Providers (ETPs) to collect and report performance data on all students in a training program is approved. ETA approves this waiver for PYs 2018 and 2019 (July 1, 2018 through June 30, 2020).

To summarize, effective immediately, LWDBs can elect to expend 50% of program funding on both ISY and OSY and issue ITAs to participants that classify as ISY at enrollment. For the ETPs, they will only have to report on WIOA-funded participants, whereas previously they were required to report on all students in a training program whether WIOA-funded or not.

LWDBs can elect not to adopt the new expenditure of 50% for both youth populations.

If a LWDB elects not to participate in the new expenditure, a detailed service strategy on how the area will serve the at-risk ISY population will need to be submitted no later than **Friday, October 12, 2018**. The detailed service strategy must include how the area will utilize community resources and community partners to serve the at-risk ISY population. If no response is submitted by deadline, the area will default to the new expenditure of 50% ISY and 50% OSY.

Please send all correspondences to [workforce.board@tn.gov](mailto:workforce.board@tn.gov).

Sincerely,

A handwritten signature in black ink, appearing to be 'Deniece Thomas', with a long horizontal flourish extending to the right.

Deniece Thomas,  
Assistant Commissioner,  
Tennessee Department of Labor & Workforce Development



### Minimum Percentage Table

### Minimum Percentage Requirements

Through June 30th

	LWDA 01	LWDA 02	LWDA 03	LWDA 04	LWDA 05	LWDA 06	LWDA 07	LWDA 08	LWDA 09	LWDA 10	LWDA 11	LWDA 12	LWDA 13
40% Minimum Participant Cost Rate (MPCR)	55.04%	56.47%	63.95%	42.42%	54.49%	45.88%	36.04%	43.63%	35.98%	35.79%	37.75%	48.43%	49.66%
75% Out of School Youth (OSY)-P16	100.00%	97.00%	84.00%	92.00%	95.00%	82.00%		100.00%	97.00%	88.00%	86.00%	99.00%	75.00%
75% Out of School Youth (OSY)-P17	100.00%	94.00%	95.00%	97.00%	100.00%	95.00%	100.00%	100.00%	100.00%	76.00%	97.00%	99.00%	0.00%
20% Work Experience- Youth- P16	31.63%	20.01%	20.56%	2.92%	24.17%	23.45%		34.20%	19.64%	33.60%	20.06%	40.75%	20.23%
20% Work Experience- Youth- P17	79.29%	17.47%	8.59%	7.54%	31.69%	34.06%	26.00%	26.30%	36.03%	42.28%	26.10%	46.54%	0.74%
80% Minimum-1st Year Formula Funds													
-Youth	100%	100%	100%	100%	100%	100.00%	100.00%	100.00%	100.00%	71.00%	100.00%	100.00%	100.00%
-Adult	90%	100%	100%	100%	100%	100.00%	100.00%	100.00%	100.00%	100.00%	89.00%	100.00%	100.00%
-Dislocated Worker	97%	100%	82%	100%	100%	100.00%	100.00%	100.00%	100.00%	100.00%	97.00%	91.00%	100.00%

### Minimum Percentage Requirements

**Through September 30th**

[illegible]



LWDA	Total Contracts		Youth		Adult		Dislocated Worker	
	80% program	Amount of Recapture	80% program	Amount of Recapture	80% program	Amount of Recapture	80% program	Amount of Recapture
LWDA 01	\$ 453,782.40	\$ 453,782.40	\$ 453,782.40	\$ 453,782.40	\$ -	\$ -	\$ -	\$ -
LWDA 02	\$ 287,200.00	\$ -	\$ 287,200.00	\$ -	\$ -	\$ -	\$ -	\$ -
LWDA 03	\$ 334,811.20	\$ -	\$ 334,811.20	\$ -	\$ -	\$ -	\$ -	\$ -
LWDA 04	\$ 334,324.80	\$ 146,885.43	\$ 334,324.80	\$ 146,885.43	\$ -	\$ -	\$ -	\$ -
LWDA 05	\$ 555,098.40	\$ 543,248.40	\$ 555,098.40	\$ 543,248.40	\$ -	\$ -	\$ -	\$ -
LWDA 06	\$ 122,496.80	\$ 73,958.58	\$ 122,496.80	\$ 73,958.58	\$ -	\$ -	\$ -	\$ -
LWDA 07	\$ 290,664.80	\$ -	\$ 290,664.80	\$ -	\$ -	\$ -	\$ -	\$ -
LWDA 08	\$ 384,704.00	\$ 283,761.42	\$ 384,704.00	\$ 283,761.42	\$ -	\$ -	\$ -	\$ -
LWDA 09	\$ 640,527.20	\$ 640,527.20	\$ 640,527.20	\$ 640,527.20	\$ -	\$ -	\$ -	\$ -
LWDA 10	\$ 181,428.80	\$ 181,428.80	\$ 181,428.80	\$ 181,428.80	\$ -	\$ -	\$ -	\$ -
LWDA 11	\$ 271,282.40	\$ 98,926.93	\$ 271,282.40	\$ 98,926.93	\$ -	\$ -	\$ -	\$ -
LWDA 12	\$ 277,117.60	\$ 268,908.63	\$ 277,117.60	\$ 268,908.63	\$ -	\$ -	\$ -	\$ -
LWDA 13	\$ 1,222,776.80	\$ 1,222,776.80	\$ 1,222,776.80	\$ 1,222,776.80	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,356,215.20	\$ 3,914,204.59	\$ 5,356,215.20	\$ 3,914,204.59	\$ -	\$ -	\$ -	\$ -

LWDA	Total Contracts		Youth		Adult		Dislocated Worker	
	80% program	Amount of Recapture	80% program	Amount of Recapture	80% program	Amount of Recapture	80% program	Amount of Recapture
LWDA 01	0%	100%	0%	100%	0%	100%	0%	100%
LWDA 02	100%	0%	100%	0%	0%	100%	0%	100%
LWDA 03	100%	0%	100%	0%	0%	100%	0%	100%
LWDA 04	56%	44%	56%	44%	0%	100%	0%	100%
LWDA 05	2%	98%	2%	98%	0%	100%	0%	100%
LWDA 06	40%	60%	40%	60%	0%	100%	0%	100%
LWDA 07	100%	0%	100%	0%	0%	100%	0%	100%
LWDA 08	26%	74%	26%	74%	0%	100%	0%	100%
LWDA 09	0%	100%	0%	100%	0%	100%	0%	100%
LWDA 10	0%	100%	0%	100%	0%	100%	0%	100%
LWDA 11	64%	36%	64%	36%	0%	100%	0%	100%
LWDA 12	3%	97%	3%	97%	0%	100%	0%	100%
LWDA 13	0%	100%	0%	100%	0%	100%	0%	100%
Total	27%	73%	27%	73%	0%	100%	0%	100%



**Contract Balances - this reflects the funds allocated to each area and all expenditures and obligations against these funds**

	Funds	ADM	PRG	Total	ADM	PRG	Unliquidated	Total	Unobligated
	Authorized	Budget	Budget	Expenditures	Expenditures	Expenditures	Obligations	Obligations	Balance
P17 Youth	988,002.40	105,747.00	882,255.40	967,760.84	98,035.13	869,725.71	369.45	968,130.29	19,872.11
P18 Youth	384,885.00	38,488.00	346,397.00	8,208.97	-	8,208.97	-	8,208.97	376,676.03
P17 Adult	135,078.00	13,507.00	121,571.00	135,078.00	13,507.00	121,571.00	-	135,078.00	-
F18 Adult	925,702.00	92,570.00	833,132.00	813,149.20	76,657.34	736,491.86	582.17	813,731.37	111,970.63
P18 Adult	-	-	-	-	-	-	-	-	-
F19 Adult	-	-	-	-	-	-	-	-	-
P17 DSLWK	169,561.00	16,956.00	152,605.00	161,784.10	16,956.00	144,828.10	167.93	161,952.03	7,608.97
F18 DSLWK	903,450.00	90,345.00	813,105.00	420,215.79	62,411.23	357,804.56	-	420,215.79	483,234.21
P18 DSLWK	-	-	-	-	-	-	-	-	-
F19 DSLWK	-	-	-	-	-	-	-	-	-

**Percent Expended - this reflects the percent of expenditures on each contract**

	Total Expenditures %	ADM Expenditures %	PRG Expenditures %	Unliquidated Obligations %	Total Obligations %	Unobligated Balance %
P17 Youth	98%	10%	88%	0%	98%	2%
P18 Youth	2%	0%	2%	0%	2%	98%
P17 Adult	100%	10%	90%	0%	100%	0%
F18 Adult	88%	8%	80%	0%	88%	12%
P18 Adult	0%	0%	0%	0%	0%	0%
F19 Adult	0%	0%	0%	0%	0%	0%
P17 DSLWK	95%	10%	85%	0%	96%	4%
F18 DSLWK	47%	7%	40%	0%	47%	53%
P18 DSLWK	0%	0%	0%	0%	0%	0%
F19 DSLWK	0%	0%	0%	0%	0%	0%

**Youth: WIOA Law mandates that Youth allocations must be expended as follows: 75% on Out of School Youth and 20% on Work Experience**

		75% Requirement	20% Requirement
Out of School	P17 Youth	862,020.83	383,464.83
Work Experience	P18 Youth	8,045.97	2,089.60

**Potential Recapture - This represents the amount of potential recapture for the area not meeting the 80% requirement.**

	Total Contracts	Youth	Adult	Dislocated Worker
	80% program	Amount of Recapture	80% program	Amount of Recapture
LWDA				
LWDA 12	277,117.60	268,908.63	-	-
	% Expended	% Recaptured	% Expended	% Recaptured
	3%	97%	0%	100%

**Minimum Expenditure Requirements - The state requires each LWDB to meet a minimum expenditure rate of 40% per year on direct participant expenses.****MPCR by Contract Type**

LWDA	ADULT	DSLWK	YOUTH	SWA	RSP	Grand Total
LWDA 12	38.71%	75.27%	28.01%	24.43%	100.00%	54.76%

**Enrollment Numbers: This reflects the total Carried in and the Total Enrollments for participants during the referenced month.**

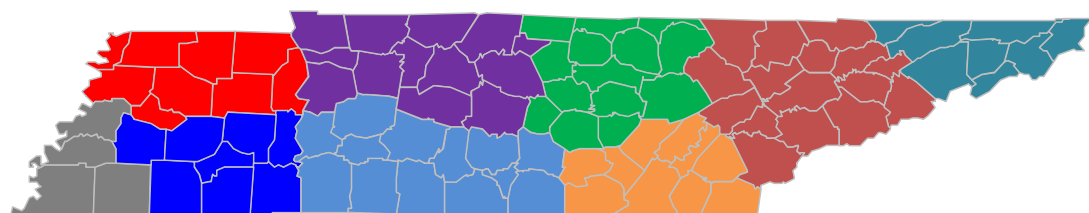
	July Carry in	September			Annual Total
Youth	179	130			130
Adult	534	502			502
Dislocated Worker	82	67			67

**Comments - Notes and observations regarding LWDA.**

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Invoicing/Reimbursements	Reporting Requirements	PAR Monitoring	Performance
# of Payments to OSO	Active Contracts	Yes or No	Total Participants
\$ of Payments to OSO	Total Reports	Review Held	Youth
	Submitted Timely	Findings	Youth
	Submitted Late	Review Held	Adult
Infrastructure Funding	Submitted Late	Findings	Adult
Current Through	1-5 Days		DSLWK
# of Approved Claims Submitted	> 5 Days		DSLWK
Total Amount Billed	Inaccurate Reporting		





Tennessee Aggregate

New Enrollments	PY18 Q1	PY17 Q1	PY17
WIOA Title I Adult	1,253	1,321	4,067
WIOA Title I Dislocated Worker	460	456	1,895
WIOA Title I Youth	507	641	2,715
Adult Education	1,930	4,916	DNA
Corrections Education	231	DNA	DNA
Integrated English Literacy and Civics Education	7	DNA	DNA
Wagner-Peyser	6,198	72,628	116,339
Trade Adjustment Act	55	77	252
SNAP Employment and Training	229	182	879
Vocational Rehabilitation	1,373	1,119	5,376
Total Enrollments	PY18 Q1	PY17 Q1	PY17
WIOA Title I Adult	4,697	4,220	6,832
WIOA Title I Dislocated Worker	1,963	1,610	3,004
WIOA Title I Youth	3,003	2,813	4,793
In-School Youth	158	298	453
Out-of-School Youth	2,844	2,508	4,339
Percentage of Out-of-School Youth	94.74%	89.20%	90.53%
Adult Education	5,799	12,888	DNA
Corrections Education	609	DNA	DNA
Integrated English Literacy and Civics Education	167	DNA	DNA
SNAP Employment and Training	528	312	1,013
Vocational Rehabilitation	9,612	9,467	15,798
Co-Enrollment with Title I	PY18 Q1	PY17 Q1	PY17
Trade Adjustment Act	133	DNA	58
Wagner-Peyser	3,700	DNA	3,044

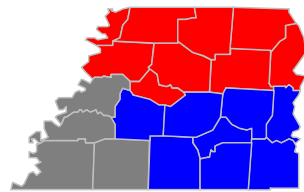
Work Opportunity Tax Credit	PY18 Q1	PY17 Q1	PY17
WOTC Certifications	15,653	31,210	65,158
Potential Tax Credits to Employers	\$41.41 M	\$82.36 M	\$174.2 M
Worker Adjust. & Retraining Notification	PY18 Q1	PY17 Q1	PY17
WARN	11	DNA	22
Employees Affected by WARN(s)	1,302	1,452	3,180

Legend:  
PY18 Q1: July 1, 2018 - September 30, 2018  
PY17 Q1: July 1, 2017 - September 30, 2017  
PY17: July 1, 2017 - June 30, 2018

American Job Centers	PY18 Q1	PY17 Q1	PY17
Unique Visitors	59,222	59,409	163,907
Mobile AJC Events	246	197	962
Mobile AJC Staff Hours	1,275	883	4,210
AJC Check-In Reasons	PY18 Q1	PY17 Q1	PY17
Adult Education	7,094	6,986	25,435
Career Coaching	22,291	17,629	79,465
Employer-Check-In	3,560	3,817	14,794
Financial Empowerment	355	339	1,148
High School Equivalency Test	1,298	1,269	5,479
Job Fair	10,779	10,584	41,823
Job Search Assistance	50,006	54,292	214,876
Networking Event	532	167	489
RESEA	5,433	5,359	19,765
Resume Assistance	1,140	2,198	6,455
Senior Employment Services	691	638	2,589
SNAP Employment and Training	673	640	2,757
Trade Adjustment Assistance	407	410	1,500
Unemployment Insurance	19,524	22,934	91,569
Veterans Services	3,289	4,161	21,132
Vocational Rehabilitation	768	785	3,698
Workshop	2,570	2,889	11,397
Other	5,875	6,342	24,640
Total Check-In Reasons	136,285	141,439	569,011
Consolidated Business Grants	PY18 Q1	PY17 Q1	PY17
CBG Pre-applications	84	DNA	376
Apprenticeship Contracts Signed	21	12	20
Contracts Completed	21	DNA	19
Employees Projected to be Trained	505	DNA	499
Employees Trained	494	DNA	473
Incumbent Worker Contracts Signed	117	63	114
Contracts Completed	114	DNA	82
Skill Upgrades Projected	4,445	DNA	4,596
Skill Upgrades	3,250	DNA	3,275
On-the-Job Training Signed Contracts	64	49	64
Contracts Completed	50	DNA	33
Skill Upgrades Projected	579	DNA	386
Skill Upgrades	303	DNA	261

Training and Professional Development	PY18 Q1	PY17 Q1	PY17
Education Level Gains Attained	332	244	588
HiSET Diplomas Earned	691	1358	5,009
Integrated Training and Ed. Program	167	DNA	DNA
Occupational Skills Training (Approved Provider List)	1,336	715	3,807
Occupational Skills Training (Non-Approved Provider List)	13	13	69
Youth Occupational Skills Training (Approved Provider List)	305	73	821
(Non-Approved Provider List)	140	80	397
On-the-Job Training	17	6	48
Work Experience- Paid	243	289	1,142
Employer Services	PY18 Q1	PY17 Q1	PY17
Job Fair Services	969	1,072	4,022
Job Order Follow-ups or Assistance	1,297	1,725	6,208
Recruitment Services	764	1,424	1,854
Promotional Calls	1,048	872	3,488
Reviewed Resumes of Eligible Individuals	18,534	464	115,803
Services to Untapped Targeted Demographics	127	289	677
Rapid Response	11	13	102
Workforce Information for Employers	107	138	725
Referred Qualified Applicants (Staff Assisted)	3,312	6,007	52,490
Total Employer Services	26,169	12,004	185,369

Eligibility Assessments	PY18 Q1	PY17 Q1	PY17
Scheduled RESEA Orientations	5,993	4,771	22,054
Attended RESEA Orientations	3,803	3,526	12,278
Attendance Rate	63.46%	73.90%	55.67%



West Tennessee Planning Region

New Enrollments	PY18 Q1	PY17 Q1	PY17
WIOA Title I Adult	395	346	1,229
WIOA Title I Dislocated Worker	61	60	207
WIOA Title I Youth	48	237	938
Adult Education	382	1,496	DNA
Corrections Education	38	DNA	DNA
Integrated English Literacy and Civics Education	7	DNA	DNA
Wagner-Peyser	1,858	21,195	33,954
Trade Adjustment Act	10	6	42
SNAP Employment and Training	31	69	236
Vocational Rehabilitation	343	218	1,277
Total Enrollments	PY18 Q1	PY17 Q1	PY17
WIOA Title I Adult	1,282	1,297	2,066
WIOA Title I Dislocated Worker	191	252	369
WIOA Title I Youth	946	1,049	1,694
In-School Youth	113	230	337
Out-of-School Youth	833	819	1,357
Percentage of Out-of-School Youth	88.05%	78.10%	80.11%
Adult Education	1,622	4,435	DNA
Corrections Education	153	DNA	DNA
Integrated English Literacy and Civics Education	43	66	DNA
SNAP Employment and Training	74	90	258
Vocational Rehabilitation	2,528	2,569	4,109
Co-Enrollment with Title I	PY18 Q1	PY17 Q1	PY17
Trade Adjustment Act	15	DNA	13
Wagner-Peyser	934	DNA	718

Work Opportunity Tax Credit	PY18 Q1	PY17 Q1	PY17
WOTC Certifications	5,097	10,400	20,553
Potential Tax Credits to Employers	\$13.39 M	\$27.35 M	\$54.45 M
Worker Adjust. & Retraining Notification	PY18 Q1	PY17 Q1	PY17
WARN	1	DNA	9
Employees Affected by WARN(s)	177	435	1,207

Legend:

PY18 Q1: July 1, 2018 - September 30, 2018

PY17 Q1: July 1, 2017 - September 30, 2017

PY17: July 1, 2017 - June 30, 2018

American Job Centers	PY18 Q1	PY17 Q1	PY17
Unique Visitors	13,621	14,640	42,958
Mobile AJC Events	70	49	254
Mobile AJC Staff Hours	436	212	1,101
AJC Check-In Reasons	PY18 Q1	PY17 Q1	PY17
Adult Education	444	926	3,429
Career Coaching	3,284	4,683	14,650
Employer-Check-In	514	431	2,340
Financial Empowerment	6	40	68
High School Equivalency Test	167	104	425
Job Fair	1,791	1,400	6,956
Job Search Assistance	13,876	14,536	57,386
Networking Event	74	66	230
RESEA	1,556	1,841	5,891
Resume Assistance	335	626	1,618
Senior Employment Services	26	101	356
SNAP Employment and Training	194	191	804
Trade Adjustment Assistance	88	64	250
Unemployment Insurance	7,806	9,023	29,617
Veterans Services	405	552	7,282
Vocational Rehabilitation	82	34	1,048
Workshop	356	541	1,698
Other	1,273	707	6,362
Total Check-In Reasons	32,277	35,866	140,410
Consolidated Business Grants	PY18 Q1	PY17 Q1	PY17
CBG Pre-applications	10	DNA	116
Apprenticeship Contracts Signed	2	1	2
Contracts Completed	2	DNA	1
Employees Projected to be Trained	25	DNA	25
Employees Trained	22	DNA	22
Incumbent Worker Contracts Signed	29	17	31
Contracts Completed	27	DNA	20
Skill Upgrades Projected	1,163	DNA	1,283
Skill Upgrades	998	DNA	1,109
On-the-Job Training Signed Contracts	39	31	40
Contracts Completed	35	DNA	22
Skill Upgrades Projected	193	DNA	194
Skill Upgrades	157	DNA	158

Training and Professional Development	PY18 Q1	PY17 Q1	PY17
Education Level Gains Attained	74	71	DNA
HiSET Diplomas Earned	103	323	1,052
Integrated Training and Ed. Program	43	DNA	DNA
Occupational Skills Training (Approved Provider List)	316	155	868
Occupational Skills Training (Non-Approved Provider List)	1	2	5
Youth Occupational Skills Training (Approved Provider List)	62	24	260
(Non-Approved Provider List)	0	5	11
On-the-Job Training	8	6	31
Work Experience- Paid	44	96	299
Employer Services	PY18 Q1	PY17 Q1	PY17
Job Fair Services	195	247	885
Job Order Follow-ups or Assistance	483	393	1,639
Recruitment Services	309	313	1,854
Promotional Calls	497	361	1,663
Reviewed Resumes of Eligible Individuals	3,050	103	6,028
Services to Untapped Targeted Demographics	53	29	166
Rapid Response	9	3	46
Workforce Information for Employers	58	56	348
Referred Qualified Applicants (Staff Assisted)	872	6,007	14,999
Total Employer Services	26,169	7,512	27,628

Eligibility Assessments	PY18 Q1	PY17 Q1	PY17
Scheduled RESEA Orientations	1,490	1,751	6,449
Attended RESEA Orientations	934	1,035	3,748
Attendance Rate	62.68%	59.11%	58.12%

PY18 Q1- 7/1/18 to 9/30/18	Tennessee	West	Middle	East	Greater Memphis	Northwest Tennessee	Southwest Tennessee	Northern Middle	Southern Middle	Upper Cumberland	Southeast Tennessee	East Tennessee	Northeast Tennessee
New Enrollments													
WIOA Title I Adult	1,253	395	383	475	192	155	48	246	60	77	129	235	111
WIOA Title I Dislocated Worker	460	61	284	115	46	15	0	206	14	64	27	81	7
WIOA Title I Youth	507	48	304	155	13	20	15	164	35	105	44	93	18
Adult Education	1,930	382	795	753	211	74	97	449	199	147	236	372	145
Corrections Education	231	38	159	34	16	9	13	60	49	50	8	2	24
Integrated English Literacy and Civics Education	7	7	0	0	3	4	0	0	0	0	0	0	0
Wagner-Peyser	6,198	1,858	2,025	2,315	1,077	446	335	1,237	469	319	577	647	1,091
Trade Adjustment Act	55	10	26	19	0	2	8	5	18	3	10	8	1
SNAP Employment and Training	229	31	65	133	16	5	10	33	7	25	28	88	17
Vocational Rehabilitation	1,373	343	539	491	197	97	49	357	95	87	99	259	133
Total Enrollments													
WIOA Title I Adult	4,697	1,282	1,612	1,803	628	497	157	904	292	416	443	1,048	312
WIOA Title I Dislocated Worker	1,963	191	1,201	571	94	68	29	907	130	164	146	378	47
WIOA Title I Youth	3,003	946	1,065	992	629	134	183	631	117	317	306	534	152
In-School Youth	158	113	20	25	83	3	27	1	18	1	0	22	3
Out-of-School Youth	2,844	833	1,044	967	546	131	156	630	99	315	306	512	149
Percentage of Out-of-School Youth	94.74%	88.05%	98.12%	97.48%	86.80%	97.76%	85.25%	99.84%	84.62%	99.68%	100.00%	95.88%	98.03%
Adult Education	5,799	1,622	2,451	1,726	1,103	253	266	1,555	524	372	656	780	290
Corrections Education	609	153	343	113	93	33	27	165	107	71	45	31	37
Integrated English Literacy and Civics Education	167	43	107	17	37	5	1	93	14	0	7	9	1
SNAP Employment and Training	528	74	137	317	39	9	26	60	19	58	78	197	42
Vocational Rehabilitation	9,612	2,528	2,955	4,129	1,291	827	410	1,951	550	454	1,088	2,005	1,036
Co-Enrollment with Title I													
Trade Adjustment Act	133	15	84	34	2	0	13	45	31	8	10	13	11
Wagner-Peyser	3,700	934	1,447	1,319	566	252	116	904	185	358	419	742	158
Work Opportunity Tax Credit													
Work Opportunity Tax Credit Certifications	15,653	5,097	5,198	5,358	3632	665	800	3492	1006	700	1539	2879	940
Potential Tax Credits for Employers	\$41.41 M	\$13.39 M	\$13.87 M	\$14.15 M	\$9.44 M	\$1.77 M	\$2.18 M	\$9.29 M	\$2.69 M	\$1.89 M	\$4.04 M	\$7.57 M	\$2.54 M

PY18 Q1- 7/1/18 to 9/30/18	Tennessee	West	Middle	East	Greater Memphis	Northwest Tennessee	Southwest Tennessee	Northern Middle	Southern Middle	Upper Cumberland	Southeast Tennessee	East Tennessee	Northeast Tennessee
American Job Center Total Traffic													
Unique Visitors	59,222	13,621	28,349	17,252	7,466	3,947	2,208	20,304	5,236	2,809	5,352	9,521	2,379
Mobile American Job Centers													
Mobile AJC Events	246	70	88	88	-	-	-	-	-	-	-	-	-
Mobile AJC Staff Hours	1,275	436	381	459	-	-	-	-	-	-	-	-	-
AJC Check-In Reasons													
Adult Education	7,094	444	4,586	2,064	129	269	46	3,361	861	364	338	1,702	24
Career Coaching	22,291	3,284	7,762	11,245	1,429	1,644	211	5,077	509	2,176	3,156	6,795	1,294
Employer-Check-In	3,560	514	1,604	1,442	209	63	242	1,293	195	116	188	1,227	27
Financial Empowerment	355	6	0	349	6	0	0	0	0	0	238	111	0
High School Equivalency Test	1,298	167	717	414	56	0	111	430	0	287	0	411	3
Job Fair	10,779	1,791	7,204	1,784	1230	269	292	5,529	1,295	380	728	811	245
Job Search Assistance	50,006	13,876	18,647	17,483	6,741	4,683	2,452	11,154	5,628	1,865	6,589	9,177	1,717
Networking Event	532	74	458	0	27	47	0	457	1	0	0	0	0
RESEA	5,433	1,556	1,932	1,945	687	470	399	1,015	483	434	496	837	612
Resume Assistance	1,140	335	390	415	156	135	44	166	126	98	169	224	22
Senior Employment Services	691	26	588	77	9	12	5	393	2	193	0	73	4
SNAP Employment and Training	673	194	248	231	141	28	25	172	42	34	38	158	35
Trade Adjustment Assistance	407	88	224	95	11	25	52	44	104	76	53	14	28
Unemployment Insurance	19,524	7,806	4,705	7,013	4,187	2,892	727	2,281	1,625	799	1,964	4,049	1,000
Veterans Services	3,289	405	1,694	1,190	271	55	79	1,351	157	186	376	730	84
Vocational Rehabilitation	768	82	379	307	11	70	1	229	89	61	75	167	65
Workshop	2,570	356	1,227	987	191	47	118	1,125	73	29	293	559	135
Other	5,875	1,273	3,666	936	926	341	6	3,374	190	102	57	736	143
Total Check-In Reasons	136,285	32,277	56,031	47,977	16,417	11,050	4,810	37,451	11,380	7,200	14,758	27,781	5,438
Consolidated Business Grants													
Unique Employer CBG Pre-apps	84	10	28	46	8	0	2	22	4	2	1	18	27
Apprenticeship Signed Contracts	21	2	5	14	1	0	1	5	0	0	1	2	11
Contracts Completed	21	2	5	14	1	0	1	5	0	0	1	2	11
Projected Employees Trained	505	25	62	418	3	0	22	62	0	0	20	141	257
Employees Trained	494	22	60	412	3	0	19	60	0	0	16	142	254
Incumbent Worker Signed Contracts	117	29	40	48	7	8	14	21	11	8	4	25	19
Contracts Completed	114	27	39	48	6	8	13	20	11	8	4	25	19
Projected Skill Upgrades	4445	1163	1568	1714	244	309	610	1164	208	196	95	1176	443
Skill Upgrades	3250	998	897	1355	166	274	558	591	138	168	79	862	414
On-the-Job Training Signed Contracts	64	39	19	6	10	24	5	6	8	5	6	0	0
Contracts Completed	50	35	11	4	6	24	5	0	8	3	4	0	0
Projected Skill Upgrades	579	193	380	6	60	83	50	60	253	67	6	0	0
Skill Upgrades	303	157	140	6	41	83	33	0	98	42	6	0	0

PY18 Q1- 7/1/18 to 9/30/18	Tennessee	West	Middle	East	Greater Memphis	Northwest Tennessee	Southwest Tennessee	Northern Middle	Southern Middle	Upper Cumberland	Southeast Tennessee	East Tennessee	Northeast Tennessee
Training and Professional Development													
Education Level Gains Attained	332	74	129	129	53	15	6	69	24	36	43	70	16
HiSET Diplomas Earned	691	103	308	280	33	40	30	170	77	61	100	137	43
Integrated Training and Education Program	167	43	107	17	37	5	1	93	14	0	7	9	1
Occupational Skills Training (Approved Provider List)	1,336	316	397	623	142	144	30	276	48	73	90	392	141
Occupational Skills Training (Non-Approved Provider List)	13	1	10	2	0	0	1	5	1	4	0	2	0
Youth Occupational Skills Training (Approved Provider List)	305	62	107	136	31	16	15	23	18	66	42	91	3
Youth Occupational Skills Training (Non-Approved Provider List)	140	0	78	62	0	0	0	78	0	0	6	56	0
Youth On-the-Job Training	17	8	4	5	3	1	4	4	0	0	4	1	0
Youth Work Experience- Paid	243	44	109	90	18	20	6	51	9	49	19	53	18
Employer Services													
Job Fair Services	969	195	222	552	148	8	39	161	4	57	44	196	312
Job Order Follow-ups or Assistance	1,297	483	408	406	184	32	267	240	41	127	103	161	142
Recruitment Services	764	309	306	149	211	25	73	143	25	138	18	108	23
Promotional Calls	1,048	497	64	487	361	18	118	39	20	5	80	90	317
Reviewed Resumes of Eligible Individuals	18,534	3,050	8,865	6,619	1,996	324	730	7,126	1,073	666	3,074	2,697	848
Services to Untapped Targeted Demographic Groups	127	53	6	68	51	1	1	6	0	0	0	4	64
Rapid Response or Business Downsizing Services	11	9	2	0	9	0	0	0	0	2	0	0	0
Workforce Information for Employers	107	58	36	13	55	2	1	18	10	8	0	7	6
Referred Qualified Applicants (Staff Assisted)	3,312	872	698	1,742	615	194	63	571	113	14	428	151	1,163
Total Employer Services	26,169	5,526	10,607	10,036	3,630	604	1,292	8,304	1,286	1,017	3,747	3,414	2,875
WARN													
WARNs by Notice Date	11	1	6	4	1	0	0	3	2	1	2	0	2
Employees Affected by WARN(s)	1,302	177	663	462	177	0	0	232	131	300	156	0	306
Reemployment Services and Eligibility Assessments													
Scheduled RESEA Orientations	5,833	1,490	2,447	1,896	605	497	388	1329	625	493	446	962	488
Attended RESEA Orientations	3,465	934	1,288	1,243	409	287	238	710	293	285	289	607	347
Attendance Rate	59.40%	62.68%	52.64%	65.56%	67.60%	57.75%	61.34%	53.42%	46.88%	57.81%	64.80%	63.10%	71.11%





**STATE OF TENNESSEE**  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF WORKFORCE SERVICES  
220 French Landing Drive Nashville, TN 37243-1002  
(615) 741-1031

**Effective Date:** July 1, 2018

**Duration:** Indefinite

**Note:** LWDAs will become responsible for their own certification when this policy becomes effective on July 1, 2018.

**Workforce Services Policy - One-Stop Certification**  
**TN-WIOA (18-3)**

**Purpose:**

To provide guidance to Local Workforce Development Boards on the process and procedures for evaluating and certifying One-Stop Centers under the Workforce Innovation and Opportunity Act (WIOA).

**Scope:**

Office of the Governor, Title I – Adult, Dislocated Worker, and Youth Programs, Title II – Adult Education and Family Literacy Act Program(AE); Title III – Wagner-Peyser Act Program (WP); Title IV – Vocational Rehabilitation Program (VR); Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (ECD); Tennessee Department of Education (TNED); Tennessee Department of Human Services (DHS); State Workforce Development Board (SWDB); Regional Planning Council (RPC); American Job Center (AJC); One-Stop Operator (Operator); Workforce Innovation and Opportunity Act (WIOA); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); other workforce system Sub-Recipients (Sub-Recipients); workforce system Partners (Partners)

**References:**

Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), WIOA Section 102(c)(3)(A), WIOA Section 121(g)(1), WIOA Section 188

**I. Background:**

One-Stop Centers are portals to Tennessee's workforce system that provide a broad array of career services, business services, and resources for job-seekers. One-Stop Centers are designed to have two (2) primary functions: help individuals acquire the skills necessary to gain meaningful employment and assist businesses to access talent to meet their needs. Under WIOA, state and local partners share common performance goals and are mandated to collaborate in the development and implementation of a One-Stop service delivery system where services are customer-focused, resources are leveraged for maximum efficiency, and continuous improvement is the hallmark.

Tennessee's American Job Center (AJC) Certification Policy requires:

- An evidence-based system of functional design
- Effective service delivery models
- Physical and programmatic accessibility in accordance with **WIOA Section 188** and the **Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)**
- Evidence-based processes and procedures established by the State Workforce Development Board (SWDB)

The certification process assures the Local Workforce Development Boards (LWDBs) shall oversee the delivery of employment and training programs of the highest level of effectiveness and sustainability within their communities.

## **II. Statewide Certification Criteria:**

The LWDBs and their Chief Local Elected Officials (CLEOs) must ensure quality standards for One-Stop Career Centers are achieved prior to certification. LWDBs, with the approval of their CLEOs, will certify the comprehensive One-Stop Centers and affiliate sites within their Local Workforce Development Area (LWDA). The LWDB and the CLEO will provide a report to the Tennessee Department of Labor and Workforce Development (TDLWD) attesting to the certification of the One-Stop Centers.

LWDBs, with the approval of their CLEOs, may establish additional certification criteria beyond that designated by the SWDB. The SWDB and the LWDBs must review and update the One-Stop Center criteria every two (2) years, as part of the Combined State Plan and Local Plan modifications. (**WIOA Section 102[c][3][A]**)

### **A. American Job Center Certification Criteria:**

The criteria for certification must address:

- Evaluation of program effectiveness, including coordination of programs across partners
- Evaluation of One-Stop Operation effectiveness, including coordination of fiscal processes, coordination of service delivery processes, and customer service levels
- Evaluation of program and programmatic accessibility—based on the **Americans**



**with Disabilities Act (ADA), WIOA Section 188,** and equal opportunity (EO) requirements—including assessment of program accessibility and assessment of programmatic accessibility (including communications)

- Evaluation of continuous improvement as compared to negotiated performance levels, including credential attainment levels, corrective actions and continuous improvement planning, and provision of technical assistance
- Evaluation of the Mobile AJC's effectiveness as an extension of the workforce system, including how it operates to service the system
- Quality assurance through customer relations, operations, professional development, resource management, and TDLWD performance measures

### **III. One-Stop Certification Process:**

The LWDB must certify the effectiveness, physical and programmatic accessibility, and continuous improvement of the One-Stop Centers every three (3) years. (**WIOA Section 121(g)(1)**)

- A.** It is required that the LWDB develop a Certification Review Team (CRT) to evaluate each center every three (3) years. The CRT must consist of all core partners and the process must be updated in the Local Plan.
- B.** The One-Stop Operator (OSO) shall submit an application to the LWDB to request certification for each comprehensive and affiliate center. The One-Stop Certification application is included as an attachment to this policy.
- C.** The LWDB staff serve as the primary contact for certification and will provide the CRT with the certification application and electronic materials to begin a desktop and on-site review. The CRT must review documentation such as memorandums of understanding, procedure manuals, and customer satisfaction surveys.
- D.** Upon conclusion of the review, the CRT shall hold an exit meeting with the OSO and other relevant staff to communicate their findings.
- E.** If it is determined that a center did not meet certification criteria then the OSO shall develop and provide the CRT a plan of action on any "required" criteria that were not met. The OSO shall have thirty (30) calendar days, from the conclusion of the exit meeting, to develop and submit a plan of action to the CRT.
- F.** The OSO shall have thirty (30) calendar days, upon submission of the action plan, to complete all corrections identified therein. Once the OSO communicates in writing that the corrections were completed, the CRT will have thirty (30) calendar days to complete a follow-up review by using the same method as the initial evaluation.
- G.** Upon completion of follow-up review, the CRT shall present the completed certification

checklist and a letter signed by the CRT to the LWDB recommending which determination to assign to each center. Once the recommendation is approved by the LWDB, the LWDB shall obtain the signature of the CLEO(s) for final approval.

- H. Once the LWDB and CLEO approve the certification of a comprehensive or affiliate One-Stop Center, the LWDB Chair (or designee) electronically submits all executed letters, copies of the completed certification checklist, and all other necessary documentation to the SWDB.

#### **IV. Certification Procedures:**

The procedures outlined below provide a general framework for the process employed to ensure the certification of the One-Stop System. The certification process will be implemented in a two-phased approach:

##### **A. Phase 1:**

At a minimum one, at least one (1) American Job Center (One-Stop Center) must be certified per each LWDA. Each LWDB shall conduct an assessment for the comprehensive One-Stop Center(s) in the LWDA, and must complete and submit it to the [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov) **no later than forty-five (45) days prior to the date of a SWDB meeting.**

##### **B. Phase 2:**

Affiliate One-Stop certification is meant to ensure that the affiliate sites are in compliance with key WIOA statutory and regulatory requirements, as well as encouraging continuous improvement. Each LWDB shall conduct an assessment for each affiliate site in the LWDA, and must complete and submit it to the [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov) **no later than forty-five (45) days prior to the date of a SWDB meeting.**

#### **V. Roles and Responsibilities of State and Local Boards:**

The LWDB will assess whether the One-Stop Center meets the standards set forth in The One-Stop Certification Benchmarking Tool (Attachment A) and will then submit a completed and signed version of the One-Stop Certification Benchmarking Tool (Attachment A) to the SWDB. Documentation supporting the One-Stop Certification Toolkit must be maintained by the LWDB in accordance with TDLWD's Electronic Case Files Guidance, specifically page 4. All supporting documentation must be made available to the TDLWD and the SBWD upon request.

The SWDB will review and validate the LWDB certification and relevant documentation. On-site and desktop reviews will be conducted to verify certifications, including required corrective actions if the certification standards are not met. The State will issue a review summary which will detail areas of non-compliance and corrective action steps.



One-Stop Centers that fail to achieve certification, after the validation review by the TDLWD, shall be deemed probationary. The LWDB will be required to provide a written corrective action plan to the TDLWD within thirty (30) calendar days of notification, outlining specific actions to be taken, parties responsible to oversee the corrections, and expected completion timelines. The TDLWD will review the Corrective Action Plan and respond within thirty (30) days.

Funding allocation will be affected in the event that corrective actions are not taken in accordance with an approved Corrective Action Plan.

#### **VI. Submission of Certification Documents:**

The LWDBs must submit a copy of the comprehensive One-Stop Center Certification documents by email to [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov). Submission of the comprehensive and affiliate One-Stop Center certification documents must be received by the Workforce Board **no later than forty-five (45) days prior to the date of a SWDB meeting.**

The TDLWD will confirm receipt of the certification documents within two (2) business days of receipt. The review will consist of a desktop review of submitted materials and may include an on-site review of the facility and operations. Submissions will be reviewed for completeness, adherence to provided guidelines, content, and overall quality by a review committee of workforce development professionals from the TDLWD and other partner agencies.

The results of the certification review will be made available to the LWDB and the CLEOs. An initial certification status of 'certified' or 'probationary certification' will be assigned to the One-Stop Center. Technical assistance will be made available for those One-Stop Centers in need of additional support to obtain a fully certified status.

#### **VII. One-Stop Certification Checklist, Status, and Renewal:**

	Assemble Certification Review Team
	One-Stop Operators Submit Certification Application
	Certification Review Team Completes On-Site Review
	CRT Complete Review Report
	CRT Complete Exit Meeting
	One-Stop Operator Submits Correction Plan to CRT and Board
	One-Stop Operator Completes Corrections from Action Plan
	CRT Convene for Final Review
	Local Board Approval
	CLEO Signature
	Submission to SWDB

##### **A. Certification Determinations:**

Upon the completion of the certification review, there are certification determinations that will be assigned to each center.

- **Approved** signifies that certification is approved and 100% of the criteria has been met.
- **Conditional Approval** signifies that certification is conditionally approved. Less than 100% of the criteria has been met with a requirement that OSOs provide action plans and timelines for meeting certification standards.
- **Denied** signifies that certification is not approved because at least 75% of the criteria has not been met.

#### **B. Renewal of Certification:**

The LWDBs must conduct assessments of the effectiveness, accessibility, continuous improvement, and quality assurance of One-Stop Centers every three (3) years using the TDLWD criteria. Subsequent certification rounds will build upon the 2018 certification standard; LWDBs will have to provide evidence of continuous improvement to maintain certification. Certification reports subsequent to June 30, 2020 will coincide with the submission of the Local Plan review updates.

**Note:** LWDBs will become responsible for their own certification when this policy becomes effective on July 1, 2018.

### **VIII. Monitoring:**

The One-Stop certification process shall be monitored in accordance with established State and local monitoring policies and guidance documents. Please refer to the 2018 Monitoring Guide for more information.

### **IX. Appeals Process:**

The following steps outline the appeal process if a LWDB wishes to contest a decision made by the TDLWD concerning One-Stop certification.

- A. An appeal must be made in writing and filed with the CLEO within fourteen (14) days following notification of the decision.
- B. The appeal must contain a clear statement that provides specific justification of the appeal.
- C. The LWDB will have sixty (60) days to review the appeal and make a recommendation to the SWDB. The review will take into account the information in the original request, including supplemental information provided in the appeal, to determine if the criteria set forth in this policy have been met.

The final decision rests with the SWDB.



**X. Technical Assistance:**

The TDLWD will provide technical assistance to One-Stop Centers which will be comprised of subject matter experts from partnering agencies along with dedicated WIOA program staff.

**XI. American Job Center Branding and Shared Outreach:**

The AJC branding will be used by approved One-Stop Centers to ensure recognition of the statewide, seamless workforce system. Brochures, flyers, advertising media and announcements, stationery, business cards, and name tags used by the One-Stop Center staff will reflect this AJC branding. Signage outside and inside all comprehensive and affiliate centers will also reflect this AJC branding. More information can be found in the [AJC Style Guide](#).

**XII. Relocation and Closure of One-Stop Centers:**

All LWBDs must comply with the federal requirement that states at least one (1) comprehensive site must be located in each LWDA. Any plan for potential comprehensive or affiliate center closure or relocation requires LWDBs to immediately notify the TDLWD Commissioner. Furthermore, any relocation or closure requires notification of all Local Elected Officials (LEOs) and State officials affected by the action. The LWDB and the TDLWD Commissioner will work together to evaluate the potential closure or relocation and seek alternative means to continue services in the affected area. The final decision to close or relocate a comprehensive or affiliate One-Stop Center will be a joint decision between the LWDB and the TDLWD Commissioner. Requests for relocations or closures of AJCs must be submitted in writing to the TDLWD prior to taking action.

**Attachments:**

Attachment I – One-Stop Certification Toolkit

Attachment II – One-Stop Certification Application

Attachment III – One-Stop System Communication & Branding

**Contact:**

For questions regarding this policy contact Nicholas Bishop, Director of Compliance and Policy-Division of Workforce Services, at (615) 741-0286 or Nicholas.Bishop@tn.gov.

**Effective Date:** July 1, 2018

**Duration:** Indefinite



Deniece Thomas, Assistant Commissioner - Workforce Services Division

# Manufacturing Days 2018

## Carroll County

24 Students from McKenzie High School & Huntingdon High Schools toured Granges in 2 separate tours. Students got a real feel for the job, as they were required to wear hard hats and steel-toed shoes.



## Dyer County

Approx 320 Students from Dyersburg and Dyer County High Schools

Around 120 students from Dyersburg High School toured Ermco and Dot Foods. The following day 5 speakers from Nordyne, Caterpillar, Develley, Hexpol and Dot Foods shared decisions that lead them to their current positions in Advanced Manufacturing. Each speaker explained about types of equipment in their facilities, job opportunities, opportunities for travel, benefits for insurance and retirement plans. Ermco had hired some welders from the Dyersburg High School welding program immediately after graduation who were already making good salaries with opportunities for future advancement. Guests joining the Manufacturing Day were Mayor John Holden, City of Dyersburg and James Deason, Veterans Representative, State of TN, Blake Swaggert, ECD.



Approx 300 students from Dyer County High School listened to a panel discussion with representatives from Nucor and Dot Foods. Presenters used a tape measure to illustrate a person's lifetime, the inches represented the person's age. Students were able to see the majority of their lives would be their working years, thus emphasizing the points of choosing a careers in which satisfied them, had a viable wages, and made a difference. Presenters then further stretched out the tape measure to show them the average years of retirement, and stressed the importance of planning for the future. Both teachers and students commented on how the panel emphasized their companies were like an athletic team - employees are viewed as an athletic team; it's not one person's responsibility, it's the team's.

Willa McCall and Amy Mobley, WBL coordinators, expressed their appreciation to Dot Foods and Nucor representatives for their advice to the youth of DCHS:

*"We are both excited to have manufacturing officials to inform the students of the opportunities now and for their future success. The representatives showed how manufacturing covers many careers that the students had not previously linked to manufacturing."*



## Gibson County

120 Students from each of the 6 high schools in the county toured Chicago Metallic, Dana Corp, and Ceco Door, plus they had a session at the Humboldt Higher Education Center with Jackson State Community College and Tyson Foods. These tours and information sessions are meant to give our local students more information on manufacturing as a career. It helps them to understand that today's factories are not at all like factories of the past. Jobs include engineering, marketing, safety, management, maintenance, nursing, HR, truck driving, refrigeration and so much more. One of their key questions was about salary, and most seemed surprised and pleased to find out the great wages they can earn in their own home county. Dr. Andre Temple of the UT Center for Industrial Services donated a Manufacturing Day themed t-shirt for each student and each Manufacturer provided lunch for one of the schools each day.



## Henry County

Around 300 Henry County High School students toured Dana, Euro, PML and TCAT, along with having a motivational speaker as a session at the high school. This opportunity to experience "real hands on getting a look at the equipment used to produce everyday conveniences of life we use" was very educational for students. Many experienced wearing safety equipment for the first time. Students were introduced to the vast opportunities of careers in advanced manufacturing, including CNC operators, engineers, safety professionals, along with accounting and management positions.



## Lake County

Approx 100 students from Lake County High School listened to speakers Keith Knighten and Tiffany Cathey from Tyson Union City. The Union City location is expanding, and plans to hire over 600 new employees next year.



## Obion County

A total of 50 students from Obion Central High School, South Fulton Middle High School toured Greenfield Products, ICI Scientific, and CenterPoint. Lindsey Frilling of Obion County Joint Economic Council, Chief Executive Officer explained what how Obion County recruits new industry to the area. She also explained how the employees' wages impact on the county. Amy Watts demonstrated interviewing skills, good work ethic, and soft skills employers sought in prospective employees. Students were impressed to see how transferable the advanced manufacturing skills were for each industry.

- A total 20 students from Obion County Central Welding Class and Union City Carpentry wood working class toured Greenfield Products. Students were given some insight for working straight out of high school verses going to a technical college for a trade.
- "Thank you so much for organizing the manufacturing day. This was a great opportunity for our students to explore career possibilities within our community. Both Greenfield Products and ICI went to great lengths in talking with our students about work and career expectations. The speakers at Centerpoint provided much needed information for our students as they prepare for the workforce and in selecting a career.

Thank you so much and hope this will be available next year. "

Regena Lindsey, School Counselor, South Fulton Middle High School





## Crockett

Crockett County High School Seniors and Juniors were treated to a field trip experience by Jackson State Community College, this year, with an opportunity to tour Pacific in Jackson, TN. School leadership opted for this event to serve as their official Manufacturing Day for 2018.

Maleia Evans is working closely with CCHS CTE Instructor and Guidance Counselor to plan an event for 2019 which will ensure that their students are exposed to careers opportunities available within manufacturing facilities which are located in Crockett County.

## Weakley

A total of 45 students from Dresden High School, Gleason High, Westview High, and Greenfield High, along with their CTE Instructors, Mr. Marvin Flatt of Weakley County Schools and Janna Hellums of TN ECD, toured MTD. In between sessions, MTD leadership gave presentations on various careers in manufacturing which are available within MTD's operations.



# Thanks for a successful MFGDAYS2018!

