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Northwest TN Workforce Board
American Job Center Committee

Monday, April 27, 2020 – 10:00 a.m.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84403533197?pwd=NTU2NlQ2WXVhVjZCck9aWEM0QVY2Zz09>

Meeting ID: 844 0353 3197

Password: 574625\$nw

Chair - Rita Alexander

Vice Chair – TBD

Minutes

Committee members attending via webinar or phone: Jimmy Williamson, John Penn Ridgeway, Ted Piazza, Keith Cursey, Angela Hollingsworth, Charlie Moore, Melinda Goode, Mark Chandler

Staff attending via webinar: Jennifer Bane, Lana Burchfiel, Laura Speer, LeAnn Lundberg, Gina Johnson, Ginger Powell

Others attending via webinar or phone: Erica Nance, Connie Stewart, Jennifer Eppley

Review and Approval of Minutes of January 27, 2020 meeting: Ted Piazza called the meeting to order and asked the group for comments regarding the prior meeting's minutes.

- **MOTION: Keith Cursey moved to approve the January 27, 2020 minutes as presented. Mark Chandler seconded the motion. All agreed and the motion carried.**

Election of Vice-Chair: The Vice-Chair position is still available since being vacated by John Killen. Our by-laws state the Chair and Vice-Chair have to be filled by private sector representatives. Since none were present that are not already serving in another capacity or able to serve, the vote was deferred to the next meeting. None of the members who have been approached about the position were in attendance at this meeting, so this item was tabled for a later date.

One-Stop Operator Report: One-Stop Operator, Erica Nance, reviewed the following reports:

- **Monthly Summary & AJC Survey Results:** The attached monthly summary revealed between March 1 and March 31, 2020, 1,125 individuals visited AJCs for 1,698 visit reasons. There have been 29,302 services and 21,280 individual visits since July 1, 2019. Due to Covid-19, the Northwest AJCs closed to the public which caused a decrease in foot traffic, enrollments and customer surveys. Customer Survey results showed out of 39 surveys, customer satisfaction was 100% Completely Satisfied.
- **VOS Greeter Report:** Several factors affected a decrease in customer visits. Along with Covid-19 decreasing customer traffic, some AJC locations have gone to part-time. Jennifer Bane pointed out the individual gals listed underneath the traffic counts, explaining when Mid-Cumberland started, they proposed 20% increase in traffic. Adjusted goals are based on percentage of hours for those centers who have decreased their hours. Also, Dresden moved over the summer, resulting in drop-off in visits, which is typical while customers adjust to the new location. Lake County reported issues with the VOS greeter, which have since been fixed, but not before lowering their reported traffic count. Erica said AJC in Weakley County plans to do an open house when they reopen, in effort to increase customers' awareness of the new location in the courthouse basement.
- **Enrollment Summary Report:** This report captures the new and carryover enrollments for the program year (PY) from July-March 31 for Wagner Peyser (WP), Title I, Trade Adjustment Assistance (TAA), SNAP, and Adult Education. Dyersburg remained number one for new enrollments. We had 1,813 new enrollments and a total of 3,148 individuals served across all programs. Title I has served 1,463 participants, 7.8% of the total served across the state.
- **Target Populations Report:** There were 50 new enrollments as of March, which included 7 youth-aged individuals, 21 offenders, and 2 veterans.
- **Partner Referrals and Co-Enrollments:** The Co-Enrollment Summary Reports shows by county who we have enrolled in WP, TAA, etc. Out of a total of 60 WP participants, only 1 is co-enrolled in

WIOA. Erica stated they are looking for more ways to get more to reach the target. RESEA had 8 referred to Title I. The SNAP report shows 23 referred to different programs and 15 enrolled.

- **Employer Services and Survey Reports:** The attached report is for the entire 2019 Program year, beginning in July, through March 31st. Over 2,600 services were provided to 536 employers between July and December. There were 1,159 Notification to Employer for Potential Applicants in which remained the largest number of the services provided. One of the most popular employer services we offer continues to be job fairs. Employer Job Fair Survey Results for January through March were completed by 11 employers for 15 events. Employers rated the events as 5 out of 5 and 4.7 out of 5 for meeting their needs.

Career Services Report: Connie Stewart's team is finally fully staffed. We have a new gentleman who came from Youth Villages covering some services for Lake, Carroll, Obion, and Weakley counties. Several Youth recruitment events had been planned but were not able to be held due to school closures. Ted Piazza asked about reaching out to youth, through the high schools. Staff will continue to maintain contact with school staff and use social media to attempt to reach students for summer work experience, including the Registered Electrical Apprenticeship Preparation (REAP) Program. Benton County is still going to have a hiring event in June, but right now, jobs are limited. Even if we do get the youth, identifying job sites will be a challenge. Ted urged that we continue a constant stream of communication so that when things do open up we have access to the students.

There have been 167 Adults enrolled of the 285 goal and 9 Dislocated Workers (DW) of the goal of 39, but we anticipate some people are going to be permanently dislocated from their jobs. We have 7 in youth Work Experience, 12 in OJT, and only 8 youth in Occupational Skills Training. Because of Covid-19 disruptions, youth goals will likely not be met this year. Certificated Production Technician programs in jails were also disrupted, but Lake County has continued class since the instructor is also a correctional officer and should finish up soon. Carroll County is on hold because of Covid-19, but all student inmates are still there. We had one RESEA co-enrollment and are working toward two TAA co-enrollments. Staff need assistance from TAA staff to identify co-enrollments. All last year's REAP students are either employed, most still with Amteck, or in school. This year's Shock and Awe date has been pushed back to June 6th. Ginger said the high schools are still communicating updates through their communication methods, such as Facebook, text messages, etc.

Business Services Report: Ginger Powell provided the following information:

- **On-the-Job Training (OJT):** Enrollments have slowed since COVID-19, but we have had 224 OJTs since July 1, with 144 or 77% completing, 44 not completing, and still in training. We've spent \$286,060.40 for an average of \$1,986.53 a person for training.
- **Incumbent Worker Training (IWT):** Contracts were developed starting in February, after notice of funding was given, and must be spent by June 30th. The original \$250,000 was fully obligated and additional funds were requested and approved to allow all applications to be funded, but many trainings have had to be cancelled or postponed due to COVID-19. Staff are modifying contracts for those originally expected to complete in May to allow for training through June 30th, if possible, but we still may not spend all the money.
- **Job Fair/Hiring Events:** We have held a lot of events between January and mid-March before AICs were closed to the public. Some pending events will be scheduled for late summer or fall, but the #WORKLife hiring event in Benton County event will still be held with social distancing in place. Teachers are calling all the seniors to remind them of the event, and it's going to be on a local radio station, the Mayor's briefing, share by the Chamber information, etc.
- **Apprenticeships:** Jack Laser was hired during this quarter as the West TN Apprenticeship Director by the TN Department of Labor and Workforce Development. We had a couple of our apprenticeships become registered-- Crown Winery (Tasting Room Associate) and Auston Meador's Restaurant Equipment. We have a couple others in progress as well as shown on the attached handout.
- **Rapid Response:** Business Services Representatives have been spending the majority of their time on assisting employers with reporting layoffs. They have been tracking all employers assisted with

reporting layoffs, totaling 4,353 people. Some employers have called back at least a few employees called back. We are still only about 3% of the new claims throughout the state claims. Ted Piazza asked if any employers have indicated will not be reopening, and Ginger stated that so far we haven't helped with any permanent closures, only temporary layoffs.

- Other Events: Business Services Representatives continue to provide Labor Market Information and participate in speaking engagements as listed on the attached handout. Totals for last fall's Manufacturing Day events are also listed on the attached handout, and we will work towards scheduling events again this fall.

Policy Changes: Jennifer Bane presented three policies to the committee for review and approval. Changes are outlined in red in the attachments.

- Adult & Dislocated Eligibility Policy (previously Self-Sufficiency policy): The state received feedback from a recent monitoring and issued updated guidance based on the results. The policy has been updated to reflect the new guidance and additional details regarding existing processes have been added back into the policy, after being removed during the transition in administrative entity.
- Individual Training Account (ITA) Policy: The policy has been updated to include revised references to federal guidance, additional details on priority of service, utilizing ITAs to serve apprentices in Registered Apprenticeship programs, and authorizing ITA funds through a Needs Assessment. We are required to submit this policy as an attachment to our local plan.
- Priority of Service Policy: The policy has been updated to reflect new guidance from the TN Department of Labor on assessing individuals' basic skills through the CASAS, TABE, or other reliable assessment. We are required to submit this policy as an attachment to our local plan as well.

MOTION: Mark Chandler moved to approve policy changes as presented and Melinda Goode seconded the motion. All agreed and the motion carried.

Local Planning: Ginger Powell reviewed the attached PowerPoint on planning guidance and preliminary responses to Sections A, B, E, H, I, J of the Operations Systems & Strategies portion of the local plan.

- Description of One-Stop Delivery System: Provide cross training; Umbrella MOU.
- Use of Technology: Facebook, AJC website, Jobs4TN, Skype.
- Adult & Dislocated Worker Employment & Training Activities: Basic and individualized career services, training services, and follow-up services made available in all centers. Rapid Response Coordination.
- Training Policies and Activities: Work-based Learning - Paid Work Experience, Transitional jobs, OJT, and Incumbent Worker Training; ITAs and the eligible training provider list; labor market information to local businesses; customer choice and continuous improvement.
- Business Services Team Structure, Strategies, & Communication: Focus efforts working with Economic and Community Development team to ensure targeted industries align with Governor's sector strategies. We offer workshops, EMSI, job fairs, promote those through social media, apprenticeships, work experience, OJT, etc. Also explained the Business Services Team Structure (see item J on PowerPoint slide).

Jennifer Bane state the final local plan is due June 30. We were limited to 25 pages last year and this year we can have 35 pages plus attachments. Ginger is working on developing a draft plan and a local planning meeting is schedule for May 19, probably by webinar. We will have a local listening session and do have to have it posted for at least 15 days. Mark Chandler asked that, if appropriate, we add information in about Business Services coordination between the areas.

Other: Jennifer Bane provided an update on American Job Center services. A preliminary call with TN Department of Labor staff provided preliminary guidance on developing a plan on how to reopen the centers. They are strongly encouraging a phased approach, the use of gloves and masks, and security for the AJCs due to concerns over the heavily burdened unemployment. Lots of people are frustrated and still waiting on their money. We must also make sure that we can maintain social distancing by limiting staff and customers on-site at one time, possibly by opening by appointment only. We will have to take temperatures of staff, and possibly customers. In the affiliates and specialized centers that are in other's

buildings, we cannot open until the buildings are opened to the public, which might affect our timeline. OSO staff are primarily working on unemployment questions from the office while Title I staff are working remotely. Thankfully, we had technology in place to work from home prior to COVID-19, but it is a much slower process to enroll someone this way. Some funding might be available. We did ask for money (\$857,000) for our area to put some people to work for cleanup efforts, mainly public buildings like schools and libraries that need to be cleaned. They are talking about having some interim funding until we receive that funding. We also asked for funding for scholarships for Dislocated Workers. We have moved much of our Dislocated Worker funds to Adult funds, but if there is an increase in Dislocated Workers needing to be served, we won't have enough funding.

Future Meeting Dates & Upcoming Events: The following upcoming meetings were reviewed:

- Local Planning Meeting: May 19th, 10:00 am (Via webinar)
- Regional Planning Council Meeting: May 28th, 10:00 am (webinar)
- State Board Meeting: June 5th
- Next Board Meeting: June 10th, 12:00 pm (lunch at 11:30 am), NWDD - Martin
- Remaining 2020 Committee Meeting Dates: July 27th & October 26th, 10:00 am

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

Northwest TN Workforce Board
American Job Center Committee
Monday, April 27, 2020 – 10:00 a.m.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84403533197?pwd=NTU2NlQ2WXVhVFJZck9aWEM0QVY2Zz09>

Meeting ID: 844 0353 3197

Password: 574625\$nw

Chair - Rita Alexander

Vice Chair – TBD

Agenda

1. Welcome and Call to Order Rita Alexander
2. Review and Approval of Minutes – January 27, 2020 meeting Rita Alexander
(Vote Required)
3. Election of a Vice-Chair **(Vote Required)** Rita Alexander
4. One-Stop Operator Report Erica Nance
 - a. Monthly Summary & AJC Survey Results
 - b. VOS Greeter Reports
 - c. Enrollment Summary Report
 - d. Target Populations Report
 - e. Partner Co-Enrollments & Referrals
 - f. Employer Services Report & Job Fair Survey Results
5. Career Services Report Connie Stewart
6. Business Services Report Ginger Powell
7. Policy Changes **(Vote Required)** Jennifer Bane
 - a. Adult & Dislocated Eligibility Policy (previously Self-Sufficiency policy)
 - b. Individual Training Account (ITA) Policy
 - c. Priority of Service Policy
8. Local Planning, Operations Systems & Strategies Ginger Powell / Jennifer Bane
(Sections A, B, E, H, I, J)
 - a. Description of One-Stop Delivery System
 - b. Use of Technology
 - c. Adult & Dislocated Worker Employment & Training Activities
 - d. Training Policies and Activities
 - e. Business Services Team Structure, Strategies, & Communication
9. Other Jennifer Bane
 - a. American Job Center Services Update

Future Meeting Dates & Upcoming Events

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Northwest TN Workforce Board
American Job Center (AJC) Committee
Monday, January 27, 2020 – 10:00 a.m.
Humboldt Higher Education Center, Room 20
1751 E. Main St., Humboldt
Conference Call – 1-877-216-1555 #845157

Chair - Rita Alexander
Vice Chair – TBD

Minutes

Committee members attending: Kristie Bennett, Jimmy Williamson, Sherry Fowler, John Penn Ridgeway, Rita Alexander, Jennifer Starks, Janna Hellums

Committee members via conference call: Mark Chandler, Ted Piazza

Staff attending: Jennifer Bane, Lana Burchfiel, Laura Speer, LeAnn Lundberg, Gina Johnson, Ginger Powell

Others attending: Erica Nance, Jamie Franklin

Others attending via conference call: Connie Stewart

Review and Approval of Minutes of October 28, 2019 meeting: Rita called the meeting to order and asked the group for comments regarding the prior meeting's minutes.

- **MOTION:** John Penn Ridgeway moved to approve the October 28, 2019 minutes as presented and Jimmy Williamson seconded the motion. All agreed and the motion carried.

Election of Vice-Chair: John Penn Ridgeway volunteered for the position at the last meeting after John Killen resigned from the Board, but both the Chair and Vice-Chair have to be filled by private sector representatives. Since none were present that are not already serving in another capacity, the vote was deferred to the next meeting.

One-Stop Operator Report: Erica Nance reviewed the following reports:

- **VOS Greeter Reports:** The American Job Center (AJC) visits by multiple visit reasons was the highest in the Huntingdon/Carroll County AJC for July to December with Dyersburg/Dyer County being the second highest so far from July to December. Individual visits were highest in Dyersburg, followed by Huntington, and then Union City. There was a glitch in the VOS Greeter system in Lake County for December, so there are no visits included on the VOS Greeter report, but there roughly 22 people served in December. Goals for One-Stop Operator (OSO) contract with Mid-Cumberland Human Resource Agency (MCHRA) compared to actual visits were also reviewed. MCHRA proposed a 20% increase in visits, but that was before we switched several centers to part-time. Some target goals may need to be adjusted. The number one reason for visits was Unemployment, followed by Job Search/Resource Room, Title I / Career Coaching, Job Search Assistance, and Career Coaching/Workforce Essentials.
- **Enrollment Summary Report:** This report captures the new and carryover enrollments for the program year (PY) from July-December for Wagner Peyser (WP), Title I, Trade Adjustment Assistance (TAA), SNAP, and Adult Education. Dyersburg remained number one for new enrollments. We had 1,212 new enrollments across all programs. Title I has 1,361 total cases being served with 1,127 Adults, 80 Dislocated Workers, and 154 Youth.
- **Target Populations Report:** A new Veterans Representative has been hired to fill the vacancy. There were 46 new enrollments as of December, which included 2 offenders, and 24 were significant barrier to employment. This is the primary report we will use to measure the offender population being served toward our new Key Performance Indicator (KPI) goal that will be finalized at the State Board meeting in February.
- **Partner Referrals and Co-Enrollments:** Erica has not had good participation with the referral forms, so she is working on a new referral process and a new form to send out to each partner. It will put a little more work on some of the partners. Ted Piazza asked if we can go onto the computer system to see what referrals are being made so that the software can generate a report. Unfortunately, the computer will not show that

a person is referred to more than one programs, and not all partners are in the system. We'd love to be able to get to the point where it's all in the system, but we are not there. Kristie Bennett wanted to know if Erica could designate one person at each center to be in charge of this, which may be a possible option. The Co-Enrollment Summary Reports shows by county who we have enrolled in WP, TAA, etc. Of a total at 384 WP participants, 83 are co-enrolled in WIOA. There are only 39 Title I participants co-enrolled in WP. WP has a large enrollment goal under the proposed KPIs and co-enrolling more Title I participants may be a good option to help them reach their goal. TAA's KPI goal will be to co-enroll 34.8% in other partner programs with an eventual goal of 50%. Right now we have 2% of TAA participants co-enrolled in Title I. Erica reported that Jennifer Bane will be on the agenda for the next quarterly AJC training to talk about KPI goals.

- AJC Survey Results: We had 125 surveys for December, with Union City having the most at 55. Dresden was first one to move over to online survey so their results are not included in the report, but there were 40 surveys completed. There was one poor survey in December, and it was a misunderstanding between a new staff member and an unemployment customer. The customer was upset that no one would complete his unemployment claim for him, but after Erica spoke to him, he understood that the process had moved online and customers must file their own claims but that staff are available to provide meaningful assistance.
- Employer Services and Survey Reports: We had 2 employer surveys with "excellent" reported on both. Erica has implemented a new survey specifically for job fairs.
- Employee Provided Services: Over 1,700 services were provided to 415 employers between July and December. There were 102 Notification to Employer for Potential Applicants in December which remained the largest number of the services provided. One of the most popular employer services we offer continues to be job fairs. Jennifer Bane asked the State staff present if we knew when we would get targets for employers. They estimate it will be for the next program year.

Career Services Report: Connie Stewart reviewed the following:

- Staffing: There are currently two open Career Advisor positions. One will be doing OJT and all enrollments, RAMP and work experience in Carroll, Lake, Obion, and Weakley counties, and will be stationed in Lake County on the three days the AJC is open. A Career Advisor position is also open in Gibson County.
- Transitional / Adult Work Experience Training: Training enrollments for Occupational Skills Training are not complete to report for December. Connie is also tracking enrollments by occupation compared to the labor market data provided by Jennifer. Some occupations show a large number of annual openings, indicating an immediate need for applicants, but not necessarily a large amount of growth. Jamie Franklin suggested also looking at the current supply. Truck driving is still number one highest demand with 278 openings.
- Registered Electrical Apprenticeship Preparation (REAP) Program: The majority of the participants Youth including a couple with justice involvement. We're really pleased with the outcomes from last year. The participants are staying employed in good jobs, and it has really changed the lives of the participants.

Business Services Report: Ginger Powell gave the below updates:

- On-the-Job Training (OJT): As of December, there have been 168 contracts with active enrollments since July 1st and several new contracts will be beginning soon. A total of 168 participants have been placed with 33 still in training and 29 not completing, for a 79% completion rate in OJT. Since July 1st \$206,728 has been spent with \$1,950 average cost per participant. The higher the cost per participant, the higher the wages being paid to the participant.
- Incumbent Worker Training (IWT): The final amount paid for contracts through September 30, 2019 was nearly \$260,000. We were contacted by the State staff to see if we had interest from employers for IWT training funds. After polling employers, there was a large amount of interest and a request was submitted for \$250,000. The funds have to be spent by June 30th. If other areas don't request funds, we hope additional funds will be available. The funds can also be spent on OJTs.
- Job Fair/Hiring events: The Business Services team continues to be busy with several job fair events as listed on the attached handout. Staff are also working with the Benton County Technical Center to host an event there in March to promote the #WORKlife program. Preselected graduating seniors will be matched with paid work experience jobs that match their career goals. Employers will be from Henry and Benton

Counties. We hope Youth who do not have plans to enter postsecondary training will be able to continue into full-time employment. For those entering postsecondary training, the work experience opportunity will hopefully provide experience in their desired field of study. Rural funding will be used to fund work experience for youth-aged applicants who do not qualify as Youth but do qualify as Adults.

- Economic Development/Labor Market Information: We are providing this information regularly and continue to have some speaking engagements.
- Apprenticeships: Amteck showcases getting ready to start up in February. We invited all schools in our area to an information session in December, and several have already signed up for showcase visits. We have worked with two vineyards in the area to develop Registered Apprenticeships and we have a couple of other potential apprenticeships in progress including Tennessee Tractor. Our state apprenticeship grant does allow us to fund those who may not typically qualify for Title I, particular incumbent workers who have higher wages. We have a goal of 89 new apprentices and have 24 at this time. Mark Chandler said the Southwest area is also working on Tennessee Tractor as a regional approach since there are 11 locations throughout West TN. There will be a West TN Regional Business Services Team meeting coming up Feb 26th at 1 pm at the Jackson AJC.
- Manufacturing Days: Events were held at 19 high schools for 1,382 high school students and 262 middle school students. Twenty manufacturers provided tours and seven others offered presentations at assemblies.

American Job Center Re-Designation Update: Jennifer Bane stated that the Benton and Crockett County AJCs moved to part-time specialized centers in mid-November and are now open 3 days per week. Henry and Weakley County AJCs are currently going through the process to be re-designated as specialized centers and will be open 4 days per week if approved. This will allow centers to be closed on Fridays for the staff to be able to go out in the community and establish access points. We hope to partner with the high schools to establish access points. Staff are recommending Carroll County stay as a comprehensive center. We have three more centers due for renewal, but do not anticipate any changes to their designations at this time.

Other: Jennifer Bane provided the following updates and reminders:

- Conflict of Interest Forms due from all committee members and board members.
- Next Board Meeting: February 25th – Discovery Park of America, 12:00 pm (lunch at 11:30 am)
- Remaining 2020 Committee Meeting Dates:
 - Monday, April 27, 10:00 am.
 - Monday, July 27, 10:00 am
 - Monday, October 26, 10:00 am

Respectfully submitted,
Lana Burchfiel, Public Information Specialist

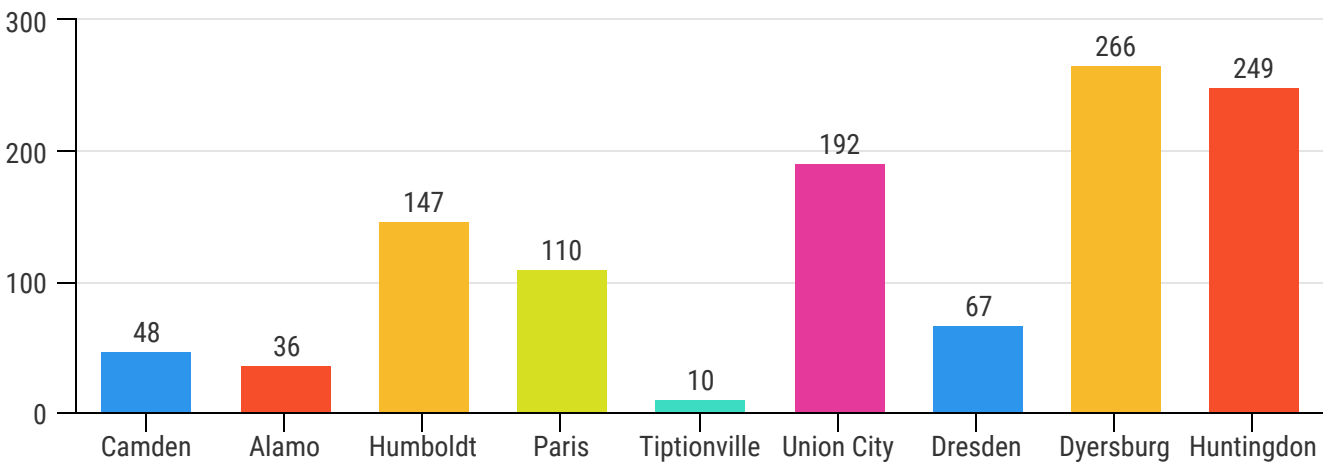
American Job Center Northwest

March 2020 Report

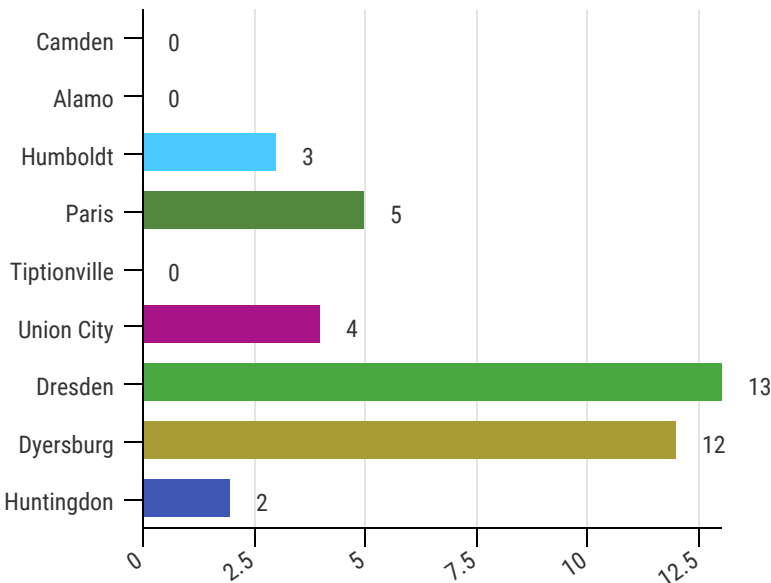
Northwest American Job Center Updates

- Between March 1 and March 31, 2020, 1,125 individuals visited AJCs for 1,698 visit reasons.
- The Humboldt AJC hosted a Small Business Workshop in partnership with Operation Hope and the JSCC Small Business Development Center. The Small Business Workshop met VIA Zoom due to COVID-19.
- Due to Covid-19, the Northwest AJCs closed to the public which caused a decrease in foot traffic, enrollments and customer surveys. The AJC staff continued to provide service VIA phone and computer. Call volumes increased due to the Stay Home Order. All 9 AJCs have a combined documented called volume of over 2,000 for Unemployment filing questions in March. The peak days tend to be Monday and Tuesday due to filing of weekly certification. The AJC staff continues to provide meaningful assistance for customers. Most customers need help to reset password and filing Unemployment claims. Title I is assisting with UI questions although they are AWS. Title III is assisting with AJC calls as much as possible. They are working Zendesk Tickets to assist Unemployment Customers faster. Staff members will continue to provide the best service possible during this Pandemic.

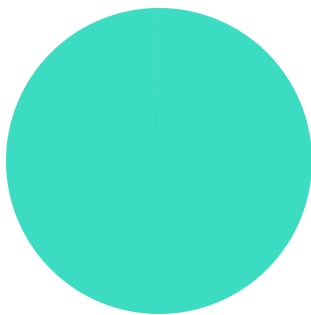
Northwest American Job Center Visits



American Job Center Customer Surveys



100% Satisfied



- Completely Dissatisfied
- Somewhat Dissatisfied
- Neither Satisfied or Dissatisfied
- Somewhat Satisfied
- Completely Satisfied

TRAFFIC COUNTS LIST BY MUTIPLE REASONS - 2019 - 2020

2019-2020	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
Jul-19	150	141	501	555	28	422	480	2,277	791	1,007	1,798	4,075
Aug-19	117	93	542	333	28	501	218	1,832	794	747	1,541	3,373
Sep-19	140	67	661	380	19	387	192	1,846	821	869	1,690	3,536
Oct-19	132	52	591	342	18	681	209	2,025	789	627	1,416	3,441
Nov-19	97	27	638	299	21	315	224	1,621	797	559	1,356	2,977
Dec-19	98	51	465	277		406	234	1,531	637	955	1,592	3,123
Jan-20	111	55	872	389	28	501	226	2,182	711	841	1,552	3,734
Feb-20	138	43	541	339	20	745	104	1,930	774	641	1,415	3,345
Mar-20	56	40	266	122	11	235	70	800	392	506	898	1,698
Subtotal	1,039	569	5,077	3,036	173	4,193	1,957	16,044	6,506	6,752	13,258	29,302
Mo. Avg	115	63	564	337	19	466	217	1,783	723	750	1,473	3,256
% Avg.	3.5%	1.9%	17.3%	10.4%	0.6%	14.3%	6.7%	54.8%	22.2%	23.0%	45.2%	100.0%

Source: Affiliates - VOS Greeter

TRAFFIC COUNTS LIST BY INDIVIDUAL VISIT 2019- 2020

2019-2020	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
Jul-19	142	110	322	355	28	406	471	1,834	673	494	1,167	3,001
Aug-19	114	76	367	265	26	449	214	1,511	715	479	1,194	2,705
Sep-19	122	50	358	323	19	341	182	1,395	738	448	1,186	2,581
Oct-19	120	52	320	320	18	592	201	1,623	693	326	1,019	2,642
Nov-19	81	27	338	286	17	263	215	1,227	566	284	850	2,077
Dec-19	81	50	268	271		360	231	1,261	564	442	1,006	2,267
Jan-20	100	43	479	339	27	413	224	1,625	584	440	1,024	2,649
Feb-20	126	36	301	314	17	480	90	1,364	538	331	869	2,233
Mar-20	48	36	147	110	10	192	67	610	266	249	515	1,125
Subtotal	934	480	2,900	2,583	162	3,496	1,895	12,450	5,337	3,493	8,830	21,280
Mo. Avg	104	53	322	287	18	388	211	1,383	593	388	981	2,364
% Avg.	4.4%	2.3%	13.6%	12.1%	0.8%	16.4%	8.9%	58.5%	25.1%	16.4%	41.5%	100.0%

Individual Visit Monthly Average Goal

PY 18												
Actual	133	86	313	354	50	279	294	1,509	624	429	1,053	2,561
Goal	160	103	376	425	60	335	353	1,812	749	515	1,264	3,076
Current	104	53	322	287	18	388	211	1,383	593	388	981	2,364
Difference	-56	-50	-54	-138	-42	53	-142	-429	-156	-127	-283	-712
% of Goal	65%	52%	86%	68%	30%	116%	60%	76%	79%	75%	78%	77%
Adj. Goals for PT Centers	60%	60%		80%	50%		80%					
	96	62		340	30		282					
	104	53		287	18		211					
	8	-9		-53	-12		-71					
	108%	86%		84%	60%		75%					

Enrollment Summary By LWIA

- LWIA/Region: Northwest Tennessee
- Date Range: 7/1/2019 - 3/31/2020

LWIA/Office	WP		WIA		TAA		SNAP		Adult Education		ALL PROGRAMS		% OF NWTN	
Office Id	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment
Northwest Tennessee	<u>316</u>	<u>683</u>	<u>871</u>	<u>592</u>	<u>30</u>	<u>33</u>	<u>19</u>	<u>85</u>	<u>99</u>	<u>420</u>	1,335	1,813	42%	58%
American Job Center - Alamo-Specialized CTR	<u>1</u>	<u>2</u>	<u>7</u>	0	0	0	0	<u>10</u>	<u>2</u>	0	10	12	0%	0%
American Job Center - Humboldt * NEW *	<u>38</u>	<u>106</u>	<u>111</u>	<u>126</u>	0	0	<u>3</u>	<u>20</u>	<u>16</u>	<u>67</u>	168	319	5%	10%
American Job Center - Paris Specialized CTR	<u>22</u>	<u>80</u>	<u>208</u>	<u>58</u>	0	0	<u>1</u>	<u>7</u>	<u>17</u>	<u>68</u>	248	213	8%	7%
American Job Center - Camden- Specialized CTR	<u>7</u>	<u>39</u>	<u>16</u>	<u>15</u>	0	0	<u>1</u>	<u>3</u>	<u>10</u>	<u>44</u>	34	101	1%	3%
American Job Center - Huntingdon * NEW *	<u>47</u>	<u>88</u>	<u>26</u>	<u>39</u>	<u>4</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>10</u>	<u>50</u>	91	186	3%	6%
American Job Center - Tiptonville -Specialized CTR	<u>5</u>	<u>5</u>	<u>29</u>	<u>19</u>	0	0	0	<u>1</u>	<u>4</u>	<u>12</u>	38	37	1%	1%
American Job Center - Dyersburg * NEW *	<u>151</u>	<u>270</u>	<u>289</u>	<u>193</u>	<u>26</u>	<u>28</u>	<u>9</u>	<u>30</u>	<u>12</u>	<u>98</u>	487	619	15%	20%
American Job Center - Dresden Specialized CTR	<u>11</u>	<u>15</u>	<u>54</u>	<u>40</u>	0	0	<u>1</u>	<u>1</u>	<u>13</u>	<u>46</u>	79	102	3%	3%
American Job Center - Union City * NEW *	<u>30</u>	<u>77</u>	<u>131</u>	<u>99</u>	0	0	0	<u>9</u>	<u>15</u>	<u>35</u>	176	220	6%	7%
LWDA 12 000 Administrative Office * NEW *	<u>4</u>	<u>1</u>	0	<u>3</u>	0	0	0	0	0	0	4	4	0%	0%
	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment
LWIA/Office	WP		WIA		TAA		SNAP		Adult Education		ALL PROGRAMS		% OF NWTN	
Total:	<u>999</u>		<u>1,463</u>		<u>63</u>		<u>104</u>		<u>519</u>		3,148		1	

WIOA Participants Served by AIC
July 1, 2019 to March 31, 2020

County	Adults	Dislocated Worker	Youth	TOTAL Served	Percentage Served	Percentage of Population	Difference	Prior Difference (12/31/19)
Benton	19	3	9	31	2%	6.4%	-4.3%	-3.8%
Carroll	50	8	7	65	4%	11.2%	-6.8%	-7.4%
Crockett	6	0	1	7	0%	5.8%	-5.3%	-4.6%
Dyer	420	20	45	485	33%	15.1%	18.1%	15.3%
Gibson	203	13	21	237	16%	19.8%	-3.6%	-1.8%
Henry	250	8	8	266	18%	13.2%	5.0%	6.2%
Lake	37	1	10	48	3%	3.0%	0.3%	-0.2%
Obion	208	8	14	230	16%	12.2%	3.5%	1.7%
Weakley	79	8	7	94	6%	13.3%	-6.9%	-5.5%
TOTALS	1,272	69	122	1,463	100%	100.0%	0.0%	0.0%

Enrollment Summary by LWDA
Date Range 07/01/2019 - 03/31/2020

Local Area	Carry Forward	New Enrollment	Served	% Served	% of Population (16+)	Difference
Southern Middle Tennessee	494	408	902	4.8%	7.9%	-3.1%
Northeast Tennessee	1,118	294	1,412	7.6%	4.4%	3.2%
Northwest Tennessee	871	592	1,463	7.8%	9.8%	-2.0%
Southwest Tennessee	1,124	440	1,564	8.4%	21.7%	-13.3%
Upper Cumberland	1,149	612	1,761	9.4%	15.4%	-6.0%
Southeast Tennessee	1,133	725	1,858	10.0%	6.8%	3.2%
Greater Memphis	880	1,897	2,777	14.9%	11.6%	3.3%
East Tennessee	2,050	798	2,848	15.3%	10.9%	4.4%
Northern Middle Tennessee	2,027	2,054	4,081	21.9%	11.5%	10.4%
Total	10,846	7,820	18,666	100%	100.0%	0.0%

WIOA Targeted Population Summary

- Filter By Date: Active Date
- Date Range: 3/1/2020 - 3/31/2020

Target Group	Total Enrolled	New Enrolled	Total Enrolled	New Enrolled	Received Career Services	Received Training/ Educ Svcs	Total Exited	With Credential
Total	1,342	50	692	54	600	535	7	96
Gender								
Female	619 46.13%	18 36.00%	303 43.79%	15 27.78%	290 48.33%	255 47.66%	2 28.57%	33 34.38%
Male	722 53.80%	32 64.00%	388 56.07%	39 72.22%	309 51.50%	279 52.15%	5 71.43%	63 65.63%
NA	1 0.07%	0	1 0.14%	0	1 0.17%	1 0.19%	0	0
Age								
18 and Under	82 6.11%	1 2.00%	43 6.21%	2 3.70%	43 7.17%	37 6.92%	0	8 8.33%
19 to 24	336 25.04%	6 12.00%	216 31.21%	9 16.67%	213 35.50%	180 33.64%	1 14.29%	30 31.25%
25 to 54	788 58.72%	40 80.00%	387 55.92%	37 68.52%	330 55.00%	306 57.20%	6 85.71%	57 59.38%
55 and Older	136 10.13%	3 6.00%	46 6.65%	6 11.11%	14 2.33%	12 2.24%	0	1 1.04%
Race/Ethnicity								
White	1,066 79.43%	37 74.00%	555 80.20%	47 87.04%	466 77.67%	419 78.32%	6 85.71%	76 79.17%
African American/Black	247 18.41%	13 26.00%	140 20.23%	8 14.81%	138 23.00%	117 21.87%	1 14.29%	18 18.75%
American Indian/Alaskan Native	9 0.67%	0	4 0.58%	1 1.85%	3 0.50%	2 0.37%	0	0
Asian	4 0.30%	0						
Hawaiian / Other Pacific Islander	2 0.15%	0						
Hispanic	41 3.06%	0	13 1.88%	1 1.85%	11 1.83%	11 2.06%	0	0
Educational Status								
In-school; Secondary School or less	3 0.22%	0	6 0.87%	0	6 1.00%	3 0.56%	0	3 3.13%
In-school, Alternative School	67 4.99%	0	1 0.14%	0	1 0.17%	1 0.19%	0	0
In-school; post Secondary School	1 0.07%	0	152 21.97%	3 5.56%	152 25.33%	142 26.54%	0	27 28.13%
Not attending school or Secondary School Dropout	70 5.22%	0	31 4.48%	1 1.85%	25 4.17%	21 3.93%	1 14.29%	4 4.17%
Not attending school; Secondary School Graduate or has a recognized equivalent			502 72.54%	50 92.59%	416 69.33%	368 68.79%	6 85.71%	62 64.58%
UC Status								
Eligible claimant not referred by WPRS	6 0.45%	0						
Exhaustee	4 0.30%	0						
Neither claimant or exhaustee	120 8.94%	0	19 2.75%	0	19 3.17%	19 3.55%	0	11 11.46%
Veteran								
All Veterans	58 4.32%	1 2.00%	16 2.31%	0	13 2.17%	11 2.06%	1 14.29%	5 5.21%
Eligible Veteran Status	56 4.17%	1 2.00%	16 2.31%	0	13 2.17%	11 2.06%	1 14.29%	5 5.21%
Other Eligible Person/Veteran Spouse	2 0.15%	0	0	0	0	0	0	0

Campaign Veteran	11 0.82%	0	2 0.29%	0	2 0.33%	2 0.37%	0	1 1.04%
Disabled Veteran	10 0.75%	1 2.00%	2 0.29%	0	2 0.33%	2 0.37%	0	0
Transitioning Service Member	1 0.07%	0	2 0.29%	0	2 0.33%	2 0.37%	0	0
Recently Separated Veteran	6 0.45%	1 2.00%	5 0.72%	0	5 0.83%	3 0.56%	0	1 1.04%
Active Duty Military Spouse	1 0.07%	0	1 0.14%	0	1 0.17%	1 0.19%	0	1 1.04%
Barriers								
Total With Significant Barriers to Employment	864 64.38%	41 82.00%	563 81.36%	30 55.56%	528 88.00%	466 87.10%	6 85.71%	87 90.63%
Individuals with Disability	51 3.80%	1 2.00%	25 3.61%	1 1.85%	25 4.17%	19 3.55%	0	6 6.25%
Displaced Homemaker	3 0.22%	0	2 0.29%	0	2 0.33%	2 0.37%	0	0
Underemployed	319 23.77%	7 14.00%	212 30.64%	6 11.11%	212 35.33%	199 37.20%	0	28 29.17%
Dislocation Event	2 0.15%	1 2.00%	1 0.14%	0	1 0.17%	1 0.19%	0	1 1.04%
Within 2 Years of Exhausting TANF	1 0.07%	0	1 0.14%	0	1 0.17%	1 0.19%	0	1 1.04%
Single Parent	146 10.88%	9 18.00%	96 13.87%	2 3.70%	96 16.00%	83 15.51%	0	5 5.21%
Basic Skills Deficient	4 0.30%	0	1 0.14%	0	1 0.17%	0	0	0
Offender	111 8.27%	21 42.00%	141 20.38%	8 14.81%	141 23.50%	130 24.30%	6 85.71%	35 36.46%
Homeless	4 0.30%	0	0	0	0	0	0	0
Foster Care (All)	4 0.30%	0	2 0.29%	0	2 0.33%	0	0	0
Aged Out of Foster Care	4 0.30%	0	2 0.29%	0	2 0.33%	0	0	0
Pregnant or Parenting Youth	66 4.92%	0	31 4.48%	1 1.85%	31 5.17%	19 3.55%	0	2 2.08%
Youth Requires Additional Assistance	70 5.22%	1 2.00%	25 3.61%	1 1.85%	25 4.17%	14 2.62%	0	1 1.04%
Long-Term Unemployed	185 13.79%	15 30.00%	150 21.68%	10 18.52%	147 24.50%	125 23.36%	4 57.14%	25 26.04%
Public Assistance								
TANF	9 0.67%	0	5 0.72%	0	5 0.83%	5 0.93%	0	3 3.13%
SNAP	180 13.41%	1 2.00%	98 14.16%	2 3.70%	98 16.33%	82 15.33%	0	15 15.63%
Social Security Disability Insurance (SSDI)	7 0.52%	0	4 0.58%	0	4 0.67%	4 0.75%	0	1 1.04%
Supplemental Security Income (SSI)	11 0.82%	0	4 0.58%	0	4 0.67%	2 0.37%	0	1 1.04%
General Assistance	1 0.07%	0	1 0.14%	0	1 0.17%	1 0.19%	0	0
Living in the High Poverty Area	16 1.19%	0	0	0	0	0	0	0
Free or Reduced Lunch	7 0.52%	0	1 0.14%	0	1 0.17%	1 0.19%	0	0
Low Income	663 49.40%	35 70.00%	491 70.95%	24 44.44%	491 81.83%	434 81.12%	6 85.71%	84 87.50%
Green Training								
Received Green Training	1 0.07%	0	0	0	0	0	0	0

Co-Enrollment Summary

- LWIA/Region: Northwest Tennessee
 - WP Services: Staff Assisted Only
 - Date Range: 3/1/2020 - 3/31/2020

LWIA	Office	Total WP Participants	WP Not In WIOA	WP Enrolled In WIOA	Total WIOA Participants	WIOA Enrolled In WP	Total TAA Participants	TAA Enrolled In WIOA	TAA Not In WIOA
Northwest Tennessee	American Job Center - Alamo-Specialized CTR	3	3	0	3	0	0	0	0
Northwest Tennessee	American Job Center - Humboldt * NEW *	31	29	2	125	1	0	0	0
Northwest Tennessee	American Job Center - Paris Specialized CTR	25	23	2	74	0	0	0	0
Northwest Tennessee	American Job Center - Camden-Specialized CTR	19	17	2	29	1	0	0	0
Northwest Tennessee	American Job Center - Huntingdon * NEW *	32	26	6	49	5	9	0	9
Northwest Tennessee	American Job Center - Tiptonville - Specialized CTR	1	0	1	19	0	0	0	0
Northwest Tennessee	American Job Center - Dyersburg * NEW *	121	101	20	195	7	51	1	50
Northwest Tennessee	American Job Center - Dresden Specialized CTR	12	10	2	69	1	0	0	0
Northwest Tennessee	American Job Center - Union City * NEW *	33	31	2	129	1	0	0	0
Northwest Tennessee	LWDA 12 000 Administrative Office * NEW *	0	0	0	3	0	0	0	0
LWIA	Office	Total WP Participants	WP Not In WIOA	WP Enrolled In WIOA	Total WIOA Participants	WIOA Enrolled In WP	Total TAA Participants	TAA Enrolled In WIOA	TAA Not In WIOA
Total Rows: 10		277	240	37	695	16	60	1	59

Services Provided Individuals - All Services

- Program: Title III - Wagner-Peyser (WP)
 - Region/Lwia: Northwest Tennessee
 - Service Code: 19E - RESEA Enrolled in Title I, 19R - RESEA Referred to Title I
 - Activity Completion Status: Successful Completion
 - Veteran Information From: Both
 - Date Field: Actual Date
 - Start Date: 1/1/2020
 - End Date: 3/31/2020

Activity/Description	Distinct Users	Total Services	% of Total
19R - RESEA Referred to Title I	8	9	100.00%
Activity/Description	Distinct Users	Total Services	% of Total
	2	2	100%
Total Rows: 1			

Services Provided Individuals - All Services

- Program: SNAP Employment and Training
 - Region/Lwia: Northwest Tennessee
 - Veteran Information From: Both
 - Date Field: Actual Begin Date
 - Start Date: 1/1/2020
 - End Date: 3/31/2020

Activity/Description	Distinct Users	Total Services	% of Total
625 - SNAP-Refer to Adult Education	4	4	10.53%
627 - SNAP-Refer to Workforce Services	1	1	2.63%
628 - SNAP-Enroll to Workforce Services	1	1	2.63%
629 - SNAP-Refer to Voc/Tech	6	6	15.79%
630 - SNAP-Enroll in Voc/Tech	3	3	7.89%
633 - SNAP Refer to Job Search Training	11	11	28.95%
634 - SNAP Enroll in Job Search Training	10	10	26.32%
635 - SNAP Refer to Work Readiness	1	1	2.63%
636 - SNAP Enroll in Work Readiness	1	1	2.63%
Activity/Description	Distinct Users	Total Services	% of Total
	38	38	100.00%
Total Rows: 4			

Services Provided Employer Report Total Employers

<u>Services</u>	<u>JULY</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>TOTAL</u>	<u>%</u>
E10-Employer Services Training	10	1		5	3	5	1	6	4	35	6.5%
E11-Employer Services Training-IWT	8				1		1	10	5	25	4.7%
E01-On-Site Visit Planning Layoff Response										0	0.0%
E92-Notification to employer of potential applicant	2	2	20	15	16	6	6	8	3	78	14.6%
E07-Promotional Call	7	3	6	26	3	3	2	3		53	9.9%
E06-Provided Canadidate Pre-Screening	3	4	1	4	1		1	2		16	3.0%
E05-Provided Detail Labor Market Study					1	7				8	1.5%
E02-Provided Job Fair Services	2	3	5	2	3	3	1	1		20	3.7%
E03-Provided Job Order Follow-Up/Assistance	7	6	5	15	4	4	1	4	1	47	8.8%
E04-Provided Recruitment Services	4	5	4	9	1	3	1	3		30	5.6%
E12-Rapid Response Services/Business Downsizing										0	0.0%
E90-Referred Qualified Applicants-Staff Assisted	5	10	4	11	3	3	1	4	2	43	8.0%
E08-Reviewed Resumes and Referred Eligible Individuals	19	24	24	16	11	6	13	14	10	137	25.6%
E09-Services to Untapped Targeted Demographic Groups	1			16	1			2	2	22	4.1%
E13-Tax Credits or Incentives for Employers (WOTC)								1		1	0.2%
E15-Strategic Planning/ECD with Employers					1					1	0.2%
E14-Workforce Information for Employers	3		3	3	1	2	1	4	3	20	3.7%
Total Employers Served	71	58	72	122	50	42	29	62	30	536	100.0%

Total Services

<u>Services</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>TOTAL</u>	<u>%</u>
E10-Employer Services Training	12	2		5	3	9	1	11	4	47	1.8%
E11-Employer Services Training-IWT	10				1		1	13	5	30	1.1%
E01-On-Site Visit Planning Layoff Response										0	0.0%
E92-Notification to employer of potential applicant	46	27	98	262	16	102	265	164	179	1,159	43.8%
E07-Promotional Call	11	3	7	28	3	3	2	3		60	2.3%
E06-Provided Canadidate Pre-Screening	3	4	1	4	1		1	2		16	0.6%
E05-Provided Detail Labor Market Study					1	7				8	0.3%
E02-Provided Job Fair Services	3	3	5	6	10	3	2	4		36	1.4%
E03-Provided Job Order Follow-Up/Assistance	16	8	6	18	5	4	1	4	1	63	2.4%
E04-Provided Recruitment Services	5	5	4	9	1	3	1	6		34	1.3%
E12-Rapid Response Services/Business Downsizing										0	0.0%
E90-Referred Qualified Applicants-Staff Assisted	12	13	6	18	7	52	1	5	4	118	4.5%
E08-Reviewed Resumes and Referred Eligible Individuals	122	167	212	161	90	46	94	82	45	1,019	38.5%
E09-Services to Untapped Targeted Demographic Groups	1			20	1		1	3	2	28	1.1%
E13-Tax Credits or Incentives for Employers (WOTC)								2		2	0.1%
E15-Strategic Planning/ECD with Employers					1					1	0.0%
E14-Workforce Information for Employers	4		3	3	1	2	1	6	3	23	0.9%
Total Services Provided	245	232	342	534	141	231	371	305	243	2,644	100%

Northwest Employer Job Fair Survey Results, January - March 2020

Company	Event Date/Time	Room Size	Job Fair Well Organized	Registrations Process	Attendance	Did the job fair meet your needs	Event Overall	Approximate # of Job seekers	How many applicants did you identify that you will hire	Notes
Discovery Park of America	4	4	4	5	4	5	5	12	1	Discovery Park
Allergy Lab Solutions	5	5	5	5	5	5	5			Great facility. Clean and perfect for our need as well as other small business needs. Humboldt AJC
Tyson Foods	5	4	5	5	5	5	5	221		Obion County Library
Discovery Park of America	5	5	5	5	4	5	5	20		
Discovery Park of America	4	5	5	5	5	5	5	80	Not Sure Yet	
Discovery Park of America	5	5	5	5	4	3	5	18	16	
Sabins Café	5	5	5	5	5	5	5	16	9	I really enjoyed the job fair. I believe it has been a big help for Sabins and the Park. I hired someone on the spot.
Obion County High School	5	5	5	5	5	5	10	50		Well organized, great event. I am glad to be a part of this process for new companys in Union City.
Excel Boat Company	5	5	5	5	5	5	5	200	20	Great Day
City of Union City	5	5	5	5	5	5	5	199		Great Day for the city.
Excel Boat Company	5	5	5	5	5	5	5	190	150	Plan for food and plan to do earlier in the morning.
Excel Boat Company	5	5	5	5	5	5	5	190	10	Awesome day!
Census	5	5	5	5	3	3	5	4	1	
Universal	5	5	5	5	5	5	5	10	1	Thank you for the space.
Tyson	5	5	5	5	5	5	5	54	10	
Average	4.9	4.9	4.9	5.0	4.7	4.7	5.3	90.3	24.2	
1=Extremely Poor; 2=Below Average; 3=Average; 4=Above Average; 5=Excellent										

Career Services Monthly Report

Connie Stewart

April 2020

Staff Training/Hiring:

- Ended 1 part-time temporary contract when we went to working from home status
- Hired a Career Advisor for Gibson County on temporary contract
- Hired Career Advisor to cover OJT, WE, and RAMP for Carroll, Lake, Obion and Weakley. He is targeted to start on May 1, 2020

Upcoming Events: (all events are on hold due to COVID19)

- Sara Cooper to Humboldt High School on 5/1/2020 for Youth Work Experience
- Connie Stewart to Lake County High School on 4/27/2020 for Youth Work Experience
- Camden Central #Worklife Event
- Connie Stewart to Dresden High School 4/3/2020
- Connie Stewart to Henry County High School 4/9/2020

Staff Enrollment Goals 2019-2020 Contract year :

County	Adult Enrollments	Dislocated Worker Enrollments	Youth - Work Experience	Youth -Occupational Skills Training
Benton	10	4	5	4
Carroll	15	5	8	7
Crockett	5	4	5	2
Dyer	50	5	20	10
Gibson	60	4	15	12
Henry	30	4	8	10
Lake	15	4	10	5
Obion	50	4	15	7
Weakley	50	5	15	5
Total	285	39	101	62

All program enrollments (RAMP, REAP, OJT, WE, and Occupational Skills October 1, 2019 to present)

County	Adult	Adult WE	Dislocated Worker	Youth Work Experience	Youth OJT	Youth- Occ. Skills Training
Benton	1	1 (rural funding)		1		
Carroll	14	1	2			3
Crockett						
Dyer	27		2	5	4	
Gibson	43		1		3	1
Henry	21		1	1	3	3
Lake	14					
Obion	37		2		2	
Weakley	10		1			1
Totals	167	2	9	7	12	8

Total by Program: 169 Adults, 9 Dislocated Workers, and 27 Youth

Occupational Skills Training Enrollments 2018 / 2019:

Month	Adult	Dislocated Workers	Youth	Total
October 18	13	1	0	14
November 18	16	1	2	19
December 18	20	2	2	24

Career Services Monthly Report

Connie Stewart

April 2020

January 19	16	1	6	23
February 19	1	0	0	1
March 19	3	0	0	3
April 19	39	7	3	49
May 19	18	5	11	34
June 19	2	2	1	5
July 19	28	6	2	36
August 19	27	4	1	32
Sept 19	1	1	0	2
Contract #2	184	30	28	239
October 2019	17	1	5	23
November 2019	8	0	2	10
December 2019	23	0	0	23
January 2020	29	0	1	30
February 2020	10	1	1	11
March 2020	5	2	0	7
Total	92	4	9	105

Training Enrollments by Occupation:

Description	Annual Openings	Average Hourly Wage	Program of Study	Provider	Number Trained	Remaining Annual Openings
Helpers- Production Workers	63	\$14.36	Certified Production Technician	TCAT	49	14
Heavy and Tractor Trailer Truck Drivers	282	\$20.46	Truck Driving	Road Runner	11	271
Sales Representatives, Wholesale and Manufacturing and Scientific Products	17	\$44.79	Biology	University of Memphis-Lambuth	1	16
Physical Therapist Assistants	33	\$28.82	Physical Therapy Assistant	JSCC	3	30
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	29	\$19.91	HVAC	TCAT	4	25
Electrical Power-Line Installers and Repairers	15	\$24.04	Pre-Apprentice Lineworker	NALTC	2	13
Welders, Cutters, Solderers, and Brazers	51	\$16.89	Welding	TCAT	3	48
Automotive Service Technicians and Mechanics	55	\$15.68	Automotive Technology	TCAT	1	54
Licensed Practical & Vocational Nurses	84	\$16.70	Practical Nursing (LPN)	TCAT	15	69
Registered Nurses	58	\$26.84	Nursing (RN)	U of M-1 DSCC-2	3	55
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	175	\$15.29	Administrative Office Technology	TCAT	1	174

Career Services Monthly Report

Connie Stewart

April 2020

Industrial Machinery Mechanics	40	\$24.79	Industrial Maintenance & Manufacturing Technology	TCAT	2	38
Cutting and Slicing Machine Setters, Operators, and Tenders	15	\$17.26	Machine Tool Technology	TCAT	1	14
Medical Records and Health Information Technicians	6	\$15.60	Health Information Management	TCAT	1	5
Radiologic Technologists	6	\$22.70	Radiography	JSCC	2	4
Dental Assistants	20	\$18.59	Dental Assistant	Dental Staff School	3	17
Occupational Health and Safety	2	\$39.87	Occupational Safety	Murray State	1	1
Probation Officers and Correctional Treatment Specialists	15	\$19.15	Criminal Justice	Bethel	1	14
Coaches and Scouts	14	\$20.72	Health and Human Performance	UTM	3	11
Managers	51	\$29.81	Business Management	UTM	1	50
Pharmacy Aides	25	\$11.59	Pharmacy Tech	DSCC	1	24

Enrollment Targets (January 2020- present). Numbers reported are for Title I only:

Program	Target	Qtr. 1		Qtr. 2		Qtr. 3		Qtr.4	
		Req.	Met	Req.	Met	Req.	Met	Req	Met
RESEA (co-enrolled with any program)	15	3	1	4		4		4	
TAA	50%		1						
Youth	107	25	9						
Adult / DW	380	68	80	118		123			
Re-entry (all programs)	309	77	28	77		77		78	

REAP: Of the 11 who enrolled, 10 completed the class, 8 accepted positions with Amteck, 7 entered into the Registered Apprenticeship program, and 6 are still currently employed. Of the 5 no longer employed with Amteck, three accepted other positions and have worked at least two quarters, one is in school at TCAT Jackson for HVAC, and the 5th started a work experience position with a different employer.

Justice Involved Youth:

Best practices / success stories: Two Youth enrolled in Amteck Electrical Pre-Apprenticeship due to juvenile justice involvement - 1 is still employed and set to exit December 2019 and the other is in another work experience.

participants enrolled in a program or component, credential attainment, or job placement: 5 active Youth participants who have participated in RAMP (1 Gibson, 1 Henry, and 3 Dyer); 4 have been released - 1 is employed, 2 are unable to be contacted, and 1 is not working; the 5th is still incarcerated but on work release and participating in an OJT.

BUSINESS SERVICE REPORT

REVISED 4/14/2020

On-the-Job Training - July 2019 - June 2020

Total Paid to Date: \$ 286,060.40

Company	Year-to-date Active 7-1-19	Completed Training	Did Not Complete	Percent Complete	Currently in Training	Paid Invoice
Allergy Lab Solutions	3	2	0	100%	1	\$ 8,140.00
Alliance Staffing	1	0	0	N/A	1	\$ -
Amteck, LLC	8	7	1	88%	0	\$ 14,000.00
Ceco Door (AADG Inc)	3	3	0	100%	0	\$ 9,622.40
Center Point Business Solutions	13	7	6	54%	0	\$ 10,080.00
City of Dyersburg	11	5	1	83%	5	\$ 11,065.60
Cox Oil	2	0	2	0%	0	\$ -
Crown Winery	1	0	0	N/A	1	\$ -
Cutting Specialists, Inc.	5	4	1	80%	0	\$ 7,040.00
Dana Sealing Products, LLC	9	5	4	56%	0	\$ 12,864.00
Develey Mustard and Condiment Corporation	18	12	2	86%	4	\$ 26,960.00
Discovery Park of America, Inc.	1	1	0	100%	0	\$ 1,920.00
Eaton Aeroquip, LLC	1	1	0	100%	0	\$ 2,320.00
ECM of Ridgely, LLC	11	10	1	91%	0	\$ 18,560.00
Eurotranciatra USA	1	0	0	N/A	1	\$ -
Excel Boats	1	0	0	N/A	1	\$ -
FW United Group*	72	48	15	76%	9	\$ 81,910.00
Granges	8	0	3	0%	5	\$ -
Henry County Government	1	1	0	100%	0	\$ 1,760.00
Hexpol Compounding	1	1	0	100%	0	\$ 2,204.80
InSource Materials, LLC	6	5	1	83%	0	\$ 8,000.00
Maverick	1	1	0	100%	0	\$ 1,900.80
NSK Steering Systems, Inc.	27	21	6	78%	0	\$ 44,739.20
Obion County Government	1	1	0	100%	0	\$ 2,307.20
PML, Inc.	4	3	1	75%	0	\$ 6,480.00
Pottery Direct McKenzie, LLC	2	1	0	100%	1	\$ 4,000.00
West Tennessee Healthcare Dyersburg Hospital	12	5	0	100%	7	\$ 10,186.40
Total	224	144	44	77%	36	\$ 286,060.40

Cost Per Participant \$ 1,986.53

Paid: \$ -

Incumbent Worker Training - February 2020 - June 2020

Contracts: \$ 333,161.45

Company	Proposed # To Train	Current # Trained	Percent Trained	Contract Paid	Contract Amount
American Woodmark	0		Cancelled	\$ -	Cancelled
Auston Mealer's Equipment Service	5		0%	\$ -	\$ 5,660.00
Cable South Construction Company	22		0%	\$ -	\$ 13,650.00
Carroll Bank and Trust	22	4	18%	\$ -	\$ 14,925.00
Ceco Dorr / AADG	5		0%	\$ -	\$ 14,888.00
Choctaw Transportation	22		0%	\$ -	\$ 1,958.00
Colonial DDP	5		0%	\$ -	\$ 18,500.00
Cox Oil	53		0%	\$ -	\$ 2,186.00
Dana Sealing Products	66		0%	\$ -	\$ 25,000.00
Ermco	23		0%	\$ -	\$ 5,515.00
Euro	28		0%	\$ -	\$ 14,525.00
Firestone	49		0%	\$ -	\$ 14,725.55
Ford Construction	132	119	90%	\$ -	\$ 17,998.00
Granges	20	5	25%	\$ -	\$ 25,000.00
Kohler	24		0%	\$ -	\$ 25,000.00
Maverick	11		0%	\$ -	\$ 590.00
Russom's CarStar	10		0%	\$ -	\$ 6,000.00
Southern Chiropractic & Acupuncture	5		0%	\$ -	\$ 12,569.45
Tyson Foods Union City	50		0%	\$ -	\$25,000.00
PENDING --					
Advantage Manufacturing	8		0%	\$ -	\$15,242.00
Cable South Construction #2	0		Cancelled	\$ -	Cancelled
Cavalier Pharmacy, LLC	5		0%	\$ -	\$14,000.00
Dyer Station Pharmacy, LLC	10		0%	\$ -	\$14,000.00
Firestone #2	see Firestone #1		N/A	\$ -	\$10,274.45
Frazier Industrial	14		0%	\$ -	\$6,425.00
Tennessee Tractor	37		0%	\$ -	\$13,030.00
Tyson Newbern	28		0%	\$ -	\$16,500.00
Total	654	128	20%	\$ -	\$ 333,161.45

\$ 243,690.00

\$89,471.45

\$333,161.45

Several trainings have been cancelled or delayed due to COVID-19. An extension has been requested from TNDOL.

Recruitment Events/Job Fairs/Hiring Events - July 1, 2019 - March 31, 2020

Company	When	Where	Comments
MacLean Power Systems	7/1 - 2/2019	Gibson Co.	Job Fair onsite
Pictsweet	7/18/2019	Crockett Co	Job Fair held at Crockett County Memorial
Allegion	8/5/2019	Carroll Co.	Job Fair held at AJC Huntingdon
Multiple Employers (24 employers)	8/19/2019	Carroll Co.	Regional Job Fair - TCAT McKenzie
Tyson	9/9/2019	Obion Co.	Facebook Live recruitment event
NW TN HRA Public Transportation	9/9 - 10/2019	Regional	Job Fair held at AJC Dyersburg
Wise Staffing, Pilgrims Pride, TN Department of Corrections, Census 2020	9/10/2019	Obion Co.	Job Fair in South Fulton
Institutional Casework, Inc.	9/27/2019	Obion Co.	Job Fair onsite
NW TN HRA Public Transportation	10/7/2019	Weakley / Dyer Co.	Job Fair held at AJC Dyersburg
NW TN HRA Public Transportation	10/8/2019	Weakley / Carroll Co.	Job Fair held at Senior Center in Dresden
Tyson	10/9, 25, 30/2019	Obion Co.	Job Fair held at Union City Library
Multiple Employers	10/31/2019	Jackson Civic Center	Mega Regional Job Fair NW/SW/GM
UPS Job Fair	11/4, 5, 6/2019	Carroll Co.	Job Fair at Huntingdon AJC
UPS Job Fair	11/4, 5, 6, 12, 25/2019	Dyer Co.	Job Fair at Dyersburg AJC
UPS Job Fair	11/4, 5, 6, 13, 26/2019	Gibson Co.	Job Fair at Humboldt AJC
NW TN HRA Public Transportation	11/18/2019	Dyer Co.	Job Fair at Dyersburg AJC
Tyson	12/4/2019	Obion Co.	Job Fair at Union City Library
Discovery Park, Center Point, and Sabin Café	1/22/2020	Obion Co.	Job Fair at Discovery Park of America
NW TN HRA Public Transportation	1/27/2020 & 2/24/2020	Dyer Co.	Job Fair at Dyersburg AJC
Granges	1/28/2020	Carroll Co.	Job Fair at Huntingdon AJC
Granges	1/29/2020	Henry Co.	Job Fair at Paris AJC
TN Department of Corrections	2/3/2020	Obion Co.	Job Fair at Union City AJC
Tyson Foods	2/5/2020	Obion Co.	Job Fair at Obion County Library
Excel Boats	2/11/2020	Dyer Co.	Job Fairs at Dyersburg AJC
Excel Boats	2/12/2020	Obion Co.	Job Fair at Union City AJC
NW TN HRA Public Transportation	2/24/2020	Dyer Co.	Job Fair at Dyersburg AJC
NW TN HRA Public Transportation	2/25/2020	Weakley Co.	Job Fair at REED Center
Allied Universal	2/26/2020	Obion Co.	Job Fair at Union City AJC
NW TN HRA Public Transportation	3/4/2020	Weakley Co.	Job Fair at Dresden Senior Center
Tyson Foods	3/4/2020	Obion Co.	Job Fair at Obion County Library
Allied Universal	3/10/2020	Obion Co.	Job Fair at Union City AJC

Pending Events Scheduled - April 1 - June 30, 2020

Tyson (Humboldt)	April - July	Gibson Co / Regional	Job Fairs - Location TBD
#WorkLife	April - May	Benton Co.	Work Experience matching event
Soft-Skills Training and Industry Panels	May	Weakley County	Youth Career Exploration Events
Healthcare Career Exploration Event	5/4/2020	Dyer Co. & Lake Co.	8th - 12th grade career exploration with providers and education partners

Pre-Apprenticeship/Apprenticeships July 1, 2019 - March 31, 2020

Company	When	Where
Amteck REAP 2019 (Dyer Co)	7-8-19 to 7-19-19	Dyersburg Amteck - 10 students enrolled in pre-apprenticeship
Amteck - 1st year Apprentices (Dyer Co)	7/31/2019	Dyersburg Amteck - 8 students from the pre-apprenticeship class are registered 1st year apprentices (OJT)
Dana (Gibson Co)	9/5/2019	Informational meeting - interested in apprenticeship for Multicraft Maintenance & Tool Maker
White Squirrel Vineyard (Obion Co)	9/30/2019	Information meeting - interested in apprenticeship for Manufacturing Production Technician
Ceco Door (Gibson Co)	10/18/2019	Information meeting - interested in apprenticeship for Maintenance
Carhartt (Benton Co)	11/15/2019	Information meeting - interested in apprenticeship & pre-apprenticeship for seamstress / sewing machine operator
Amteck REAP 2020 (Dyer Co)	12/16/2019	Informational session held for School Administrators, Counselors, and CTE Instructors - Planning REAP 2020, info sharing
Amteck (Dyer Co)	12/16/2019	Enrolled 17 Amteck TN Cohort 1st year apprentices
Frazier Industrial (Dyer Co)	1/8/2020	Informational Meeting - Interested in apprenticeship for Welding
White Squirrel Vineyard (Obion Co)	1/10/2020	Application assistance and OJT informational meeting
Tennessee Tractor (Crockett Co)	1/21/2020	Information Meeting - Interested in Agricultural Equipment Service Technician Apprenticeship
Crown Winery (Gibson Co)	1/23/2020	Application assistance for Vineyard Manager and Tasting Room Associate apprentices. OJT informational meeting
CableSouth Construction (Gibson Co)	1/27/2020	Informational Meeting - Interested in Fiber Line apprenticeship
Auston Mealer's Equipment Repair (Dyer Co)	1/30/2020	Informational Meeting - Interested in HVAC Technician apprenticeship
DOT Foods	2/6/2020	Informational Meeting - Interested in Truck Driver apprenticeship
Crown Winery (Gibson Co)	2/18/2020	Tasting Room Associate Registered Apprenticeship - USDOL
Amteck REAP 2020 (Dyer Co)	2/18/2020-2/21/2020	Showcase Events: South Fulton High School, Peabody High School, Humboldt High School, Crockett County High School, Obion County Central High School, Dyersburg High School, Obion County High School

West TN Regional Apprenticeship Forum	2/26/2020	TN Office Of Apprenticeship Director, Tyra Copas, presented
Carhartt (Benton Co)	2/27/2020	Follow-up discussion - sewing machine operator apprenticeship
Auston Mealer's Equipment Repair (Dyer Co)	3/25/2020	HVAC Technician Registered Apprenticeship - USDOL

Rapid Response

Company	Comments
Fred's (Lake Co)	Rapid Response Informational Packets provided to employees onsite 8-15-2019

Economic Development/Labor Market Information July 1, 2019 - March 31, 2020

EMSI reports produced for:	Greater Gibson County Chamber of Commerce (5)
	Gibson County Special School District (4)
	Gibson County Economic Development (1)
	Weakley County Industrial Development Board (2)
	Carroll County Mayor (4)
	Obion County Joint Economic Development Board (4)
	PictSweet
	Henry County Chamber of Commerce (2)
	Benton County Mayor / Government (3)
	Allergy Lab Solutions, LLC
	Crockett County Chamber (3)
	Lake County Nursing Home
	Develey Mustard (8)
	Lake County Chamber of Commerce (3)
	Ermco
	Dilla's Sewing
	Discovery Park of America (2)
	Frazier Industrial (2)
	Dyersburg / Dyer County Chamber of Commerce (2)
	Allergo Fine Foods (2)
	Granges
	Excel Boats
	SRG Newbern
	Peabody High School
	Bruceton Hollow Rock Schools (3)

Presentations and Speaking Engagements - July 1, 2019 - March 31, 2020

Milan, TN	7/1/2019	Technical Center Coalition Meeting
Union City, TN	8/14/2019	Discover Your Future in Obion County - Outreach
McKenzie, TN	8/15/2019	WBBJ Mid-Day Show interview - Job Fair promotion
Trenton, TN	8/23/2019	REAP Presentation to CTE Students - Peabody HS
Regional, Dover, TN	9/12/2019	Annual Utility District Workers training
Regional, Martin, TN	10/10/2019	Workforce Labor Market Pannelist at Ag Conf.
Regional, Waynesboro, TN	11/12/2019	UT Ag Extension Annual Retreat Keynote Speaker
Huntingdon, TN	1/21/2020	Lion's Club presenter
Camden, TN	3/13/2020	Radio interview promoting #WorkLife

Business Service Representatives continuously meet with individual employers and employer related organizations to share services.

Business Service Representatives are providing job placement support for the youth and transitional work experience program.

National Manufacturing Day Events - October 2019

1,382 High School Students Influenced - Tours and assemblies 19 High Schools Participated		Sen. FPL Career and Technical Center, Carroll County Technical Center, Crockett County, Dyer County, Dyersburg, Gibson County, South Gibson County, Milan, Humboldt, Peabody, Bradford, Henry County, Lake County, Obion County Central, South Fulton, Westview, Dresden, Gleason, Greenfield
260 Middle School Students Influenced - 21 Employer Career Fair Middle Schools	5	Martin, Dresden, Gleason, Greenfield, and Sharon
20 Manufacturers Provided Tours		Carhartt, Covia, Granges, Southern Pride, ABB, SRG, Eaton, Develey, Ermco, Ceco Door, Chicago Metallic, Dana Spicer, MacLean Power Systems, PML, Nobel, Dana Sealing, Tyson, InSteel, Greenfield Products, MTD
7 Manufacturers Presented at High School Assemblies		Norteck, DOT Foods, NSK, Tyson, Hexpol, Frazier Industrial, Ermco

Self Sufficiency Adult and Dislocated Worker Eligibility

Effective Date: ~~May 22, 2018~~ June 10, 2020

Duration: Indefinite

Purpose: To establish a policy to provide guidance to staff and contractors in determining and documenting eligibility for the Title I Adult and Dislocated Worker programs.

Policy: The Workforce Innovation and Opportunity Act (WIOA) allows for services to be provided to eligible Adults and Dislocated Workers. The determination of eligibility encompasses all activities beginning with an application to the final disposition of the application. The applicant has the right and the responsibility to participate in the eligibility determination and is relied on as the first source of information. The applicant is informed of the information needed to establish each condition of eligibility and of the assistance that can be given in establishing eligibility. If the applicant is unable to participate in the eligibility determination because of physical or mental disability, inability to speak English (LEP), or other difficulties, AJC staff is responsible for making arrangements for providing the applicant with the needed assistance to establish eligibility.

Title I Adult Eligibility Requirements

According to the WIOA, individuals must meet the following requirements in order to be eligible for the Title I Adult program:

1. Age 18 or older
2. Citizens or nationals of the United States, or other lawfully admitted persons²
3. In compliance with the Military Service Act (for males born on January 1, 1960, and later)

Title I Dislocated Worker Eligibility Requirements

According to the WIOA, a Dislocated Worker is an individual who meets the above requirements and —

- (A)** (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
 (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; **or**
 (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; **and**
 (iii) is unlikely to return to a previous industry or occupation;
- (B)** (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
 (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; **or**
 (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- (C)** was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- (D)** is a displaced homemaker - an individual who has been providing unpaid services to family members in the home **and** who—
 (A)(i) has been dependent on the income of another family member but is no longer supported by that income; **or**
 (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a

deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; **and**

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

(E) (i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; **or**

(ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

Requirement for Documentation for Verifying Eligibility

Although the applicant is the first source of information, the applicant is not the only source, and all information relating to eligibility must be verified by documents furnished by the applicant or from information supplied by collateral sources in accordance with federal, state, and local regulations. Documentation obtained for verifying eligibility must meet the guidelines listed below as well as those listed in the Workforce Services Guidance – Title I Adult and Dislocated Worker Eligibility for each eligibility criteria.

Requirement for Area Residency

All customers receiving Basic Career Services (registering in Jobs4TN.gov, workshops, job search, resume development, basic skills assessment, filing or certifying for UI, etc.) are not required to live in the service area to receive services. All participants being enrolled in individual training services (such as Occupational Skills Training, Work Experience, or Transitional Jobs) are required to live in the service area to receive training funds. On-the-Job Training (OJT) and Incumbent Worker Training (IWT) participants are not required to live in the service area since this is an employer service and the employer may hire employees outside of our service area.

Examples of acceptable documents to establish residency include a Driver's License with an address that matches the WIOA application address, a lease, utility bill, bank account information, or documentation of address from another state agency (SNAP, TANF, car registration, voter registration card, etc.)

Requirement for Social Security Number (SSN)

A SSN or application for a SSN is required from every participant. Staff must verify the SSN by obtaining a copy of the card for the case file, such as DHS, TDLWD, or school records. The documentation must be uploaded in VOS and linked to eligibility documentation. Any discrepancies in name (marriage, divorce, etc.) must have supporting documentation (such as a marriage or divorce certificate) and be documented in a case note. Persons for whom a SSN is required but not available must be referred to the appropriate Social Security Administration (SSA) office for SSN enumeration. Applicants must provide verification from SSA indicating they have made application. The application will not be processed until such a time the number has been received by the participant and a copy provided to the AJC staff.

Requirement for Citizenship

In order to establish eligibility for a WIOA participant, citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized to work by the Attorney General in the United States or who have been issued a work permit by the U.S. Immigration and Naturalization service (INS) must be established.

Selective Service

All males born on or after January 1, 1960, must be registered timely (between the ages of 18 and 25) for Selective Service. Men cannot register after reaching age 26. All males required to register must provide proof of registration prior to enrollment into WIOA. If they are between the ages of 18 and 26 and have not registered they will be given the opportunity to register immediately, or the Staff may register the applicant with his permission. If a male, who was required to register did not register prior to their 26th birthday they must obtain a waiver as allowed by the MSSA (Military Selective Services Act).

Who must Register?

With only a few exceptions, the registration requirement applies to all male U.S. citizens and male aliens residing in the United States who are 18 through 25 years of age. This includes all male non-citizens within these age limits who permanently reside in the U.S., as well as men with "green cards" and men living in the U.S. without INS documentation (undocumented aliens) must also register. Non-immigrant men who are in the U.S. temporarily (diplomatic corps, trade mission personnel, men holding valid visitor or student visas, etc.) do not register. A male non-citizen who first enters the U.S. as a permanent resident after he has already passed his 26th birthday is not required to register because he is over the age limit. Women do not register because the law does not apply to them.

Category	Yes	No
All male U.S. Citizens born after December 31, 1959, who are 18 but not yet 26 years old, except as noted below.	X	
Military – Related		
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		X*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at The Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		X*
National Guardsmen and Reservists not on active Duty	X	
Delayed Entry Program enlistees	X	
ROTC Student	X	
Separates from Active Military Service, separated for any reason before age 26	X*	
Men rejected for enlistment for any reason before age 26	X	
Civil Air Patrol members	X	
Aliens **		
Lawful non-immigrants on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists with unexpired Forms I-94, I-95A, or Border Crossing Documents I-94 or Boarder Crossing Document DSP-150)		X
Permanent resident aliens	X	
Special (seasonal) agricultural workers (I-688)	X	
Special agricultural worker (I-688A)		X
Refugee, parolee, and asylee aliens	X	
Undocumented (illegal) aliens	X	
Dual National U.S. citizens	X	
Confined		
Incarcerated, or hospitalized or institutionalized for medical reasons		X*
Handicapped physically or mentally		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X

* Must register within 30 days of release unless already age 26, or already registered when released, or unless exempt during entire period age 18 through 25.

** Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. Citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States. Habitual residence is presumed whenever a national or a citizen of the Republic of the Marshall Islands or the Federated States of Micronesia

resides in the United States for more than one year in any status, except as a student or employee of the government of his homeland.

NOTE: Immigrants who did not enter the United States or maintain their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old were never required to register. Also, immigrants born before 1960 who did not enter the United States or maintain their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

Waivers

The MSSA provides for men who did not register and have subsequently turned 26 and are now being denied eligibility for Federal student financial aid, Federal job training, or Federal employment, or are having difficulty obtaining U.S. citizenship because they failed to register, the ability to request a waiver. The MSSA also allows the benefit agency handling the case, not the Selective Service, to determine whether the individual has shown that failure to register was not knowingly and willingly. The final decision regarding eligibility for the benefit will be made by the agency granting the benefit (for example, for student financial aid, this would be the Department of Education). For Title I eligibility, the person would need to obtain an official response from Selective Service stating whether or not he is or is not required to register in the form of a "status information" letter. Once an applicant provides a staff member with a copy of his Status Information Letter, he can receive services from WIOA provided that all additional requirements have been met.

Veteran's Status

A Veteran is defined as an individual who served in the U.S. Military, naval, or air service for a period of not less than or equal to 180 days, or who was discharged under conditions other than dishonorable; or an individual who met the above conditions for more than 180 days. This definition includes the following individuals, Disabled Veterans (Disabled because of a service connected disability or is rated at 30% or more by the DBA, or at 10 or 20 % for a serious employment disability), Campaign Veteran (An individual who served on active duty in the U/S. military during a war), and Recently Separated Veteran's (an individual who applied for WIOA within 48 months after discharge or release from active duty). Veteran's status must be confirmed by obtaining a copy of their DD214 or other identification confirming the individual as a veteran, and allowing him / her to receive priority for services.

Self-Sufficiency

In accordance with the WIOA, all local areas may establish a policy defining self-sufficiency for the local area. Additionally, the Tennessee Department of Labor and Workforce Development is integrating skill shortage training to assist individuals not meeting self-sufficiency by increasing their skill-sets for in-demand occupations. Hence, skill shortage training will be made available to customers who fall at or below the self-sufficiency level and are determined to benefit from the services.

The term "below self-sufficiency", is used with respect to –

- (A) An Adult, Youth or Dislocated Worker (age 18 or older) whose own income is less than 200% of the poverty level or lower living standard income level; or,
- (B) An Adult, Youth or Dislocated Worker (age 18 or older) whose own income is more than 200% of the poverty level; however, in relationship to family size, his/her family income is less than 175% of poverty level or lower living standard income level.
- (C) An Adult, Youth or Dislocated Worker (age 18 or older) who meets the definition of unemployed.
- (D) An Adult, Youth or Dislocated Worker (age 18 or older) who meets the definition of low income.

The Northwest TN Workforce Board will provide an updated Self-Sufficiency Chart upon receipt of TDLWD issuance of Poverty Guidelines. The chart utilized for determination of eligibility ~~should~~ **must** be uploaded into VOS for criteria (A) and (B).

Determining Self-Sufficiency

If applicants who meet all other eligibility criteria for the Adult or Dislocated Worker programs are unemployed, then they automatically meet general eligibility requirements to be determined as non-self-sufficient. Applicants who are employed but meet the definition of low income are also considered non-self-sufficient and

meet general eligibility requirements. Applicants may meet the definition of low income by either of the following criteria:

1. currently receives Food Stamps, or
2. currently receives or is a member of a family that receives cash payments under a Federal, State, or local income based public assistance program

As described in the Priority of Service Policy, per TEGL 19-16, Section 134(c)(3)(E) of WIOA, with respect to funds allocated to a local area for Adult employment and training activities, priority must be given to Veterans and eligible spouses, recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of Individualized Career Services and Training Services.

Employed applicants who do not meet the definition of low income as listed above, must be determined to be non-self-sufficient in order to meet general eligibility requirements and be eligible for Individualized Career Services and Training services. In order to determine that applicants are not self-sufficient, income must be computed for the individual and / or the applicant's family to establish that the applicant and / or the applicant's family's annual income falls within the income guidelines as shown below. When applicants whose own income exceeds the income guidelines for a family of one, the family members living in the household with the applicant, and their income, may be factored into income computation, thereby raising the family size and income guidelines. When determining family income for an applicant, income from parents/guardians, children, or siblings within the same household is included in the income computation. Income from other persons who are also members of the household is not included in determining eligibility or self-sufficiency. If the individual is providing support to the information should be documented in the participant's case file.

PROPOSED SELF-SUFFICIENCY CHART				Effective as of 07/01/2017	
	Non-Metro				
Family Size	Higher of Poverty or LLSIL	Percent	Annualized Income	Weekly Earnings	Hourly Wage
1	\$ 12,060.00	200%	\$ 24,120.00	\$ 463.85	\$ 11.60
2	\$ 16,240.00	175%	\$ 28,420.00	\$ 546.54	\$ 13.66
3	\$ 20,420.00	175%	\$ 35,735.00	\$ 687.21	\$ 17.18
4	\$ 25,197.00	175%	\$ 44,094.75	\$ 847.98	\$ 21.20
5	\$ 29,734.00	175%	\$ 52,034.50	\$ 1,000.66	\$ 25.02
6	\$ 34,773.00	175%	\$ 60,852.75	\$ 1,170.25	\$ 29.26
7	\$ 39,812.00	175%	\$ 69,671.00	\$ 1,339.83	\$ 33.50
8	\$ 44,851.00	175%	\$ 78,489.25	\$ 1,509.41	\$ 37.74
9	\$ 49,890.00	175%	\$ 87,307.50	\$ 1,678.99	\$ 41.97
10	\$ 54,929.00	175%	\$ 96,125.75	\$ 1,848.57	\$ 46.21
11	\$ 59,968.00	175%	\$ 104,944.00	\$ 2,018.15	\$ 50.45
12	\$ 65,007.00	175%	\$ 113,762.25	\$ 2,187.74	\$ 54.69
	Metro - Crockett and Tipton County Only				
Size	or LLSIL	Percent	Annualized Income	Weekly Earnings	Hourly Wage
1	\$ 12,060.00	200%	\$ 24,120.00	\$ 463.85	\$ 11.60
2	\$ 16,240.00	175%	\$ 28,420.00	\$ 546.54	\$ 13.66
3	\$ 20,727.00	175%	\$ 36,272.25	\$ 697.54	\$ 17.44
4	\$ 25,588.00	175%	\$ 44,779.00	\$ 861.13	\$ 21.53
5	\$ 30,201.00	175%	\$ 52,851.75	\$ 1,016.38	\$ 25.41
6	\$ 35,321.00	175%	\$ 61,811.75	\$ 1,188.69	\$ 29.72
7	\$ 40,441.00	175%	\$ 70,771.75	\$ 1,361.00	\$ 34.02
8	\$ 45,561.00	175%	\$ 79,731.75	\$ 1,533.30	\$ 38.33
9	\$ 50,681.00	175%	\$ 88,691.75	\$ 1,705.61	\$ 42.64
10	\$ 55,801.00	175%	\$ 97,651.75	\$ 1,877.92	\$ 46.95
11	\$ 60,921.00	175%	\$ 106,611.75	\$ 2,050.23	\$ 51.26
12	\$ 66,041.00	175%	\$ 115,571.75	\$ 2,222.53	\$ 55.56

Income Computation

Documentation of income for employed applicants who do not meet the definition of low income as described above must be obtained to determine their estimated annual income. Documentation of income should have the person's name, date(s) of the pay period, and the amount of income before deductions. Calculated income must be compared to the appropriate family size of the Self-Sufficiency Income Table. Case notes must always reflect actual computation used to establish eligibility. All income, unless specifically excluded, is considered in determining gross income. Income may be received periodically or at irregular intervals, but only income which is representative of the potential participant's usual earnings should be included in income computation. When paychecks are not reflective of usual earnings, staff will disregard them in computing the income. Income not reflective of usual earnings includes:

- Pay for hours that have not usually been worked and are not scheduled to be worked in the future. This includes overtime if it is not something they receive regularly and vacation pay in addition to regular hours. Staff cannot exclude holiday pay if they routinely receive this.
- A one-time bonus.
- Pay for shift differentials that will not exist in the future.
- Wages less than usual due to unpaid sick or annual days off, a temporary loss of wage differential, or due to reduction in hours that are usually worked and are scheduled to be worked in the future.
- Pay that doesn't reflect recent increase in wages.

When a federal statute specifically states that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments are excluded when determining eligibility for WIOA programs. Income excluded from WIOA income computation includes:

- Public Assistance cash payments (including Temporary Assistance to Needy Families (TANF), SSI, Refugee Case Assistance (RCA), and General Assistance (GA));
- Foster care child payments;
- Title IV of the Higher Education Act (i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Work-Study (FWS));
- Needs-Based scholarship assistance;
- Income earned while [the veteran was] on active military duty and certain veteran's benefits (i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance);
- Capital gains; or any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- Non-cash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, school meals, and housing assistance;
- Tribal Government Payments (i.e., Per Capita Payments, Lease Payments, Individual Indian Money (IIM))
- One-Stop Partner programs where income is subsidized (e.g. work experiences, support services);
- Any amounts received as military pay or allowance by any person who served on active duty and certain other specified benefits must be disregarded as income.

Reference: WIOA Sections 3(2); 3(16)(ii); 107(d)(5)W; 188 (A)(5); 189(h); 121 (e); USC Section 101 (d)(1) of the title 10, United States Code; USC Section 101 (a)(13)(B) of the title 10, United States Code; Section 101 (16) of the title 38, United States Code

Related TDLWD Policy: Workforce Services Guidance – Title I Adult and Dislocated Worker Eligibility

Vetted and Approved by the Northwest Tennessee Workforce Board: ~~May 22, 2018~~ June 10, 2020

~~Margaret Prater, Executive Director~~ Jimmy Williamson, Chair
Northwest Tennessee Workforce Board

Individual Training Account

Effective Date: ~~August 27, 2019~~ June 10, 2020

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.

Per TEGL 19-16, Section 134(c)(3)(E) of WIOA, with respect to funds allocated to a local area for Adult employment and training activities, priority must be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of Individualized Career Services and Training Services. Also per TEGL 19-16, Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, as described in TEGL 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the manner described in the Priority of Service Policy.

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. ITAs may also be used to support Registered Apprenticeships (RAs), an "earn and learn" training model that combines structured learning with on-the-job training from an employer. The goal is to provide workers with advanced sets of skills that meet the specific needs of employers. Upon completion of a RA program, participants receive an industry issued, postsecondary credential that certifies occupational proficiency and is also portable (see WIOA Section 122[a][2][A]).

Many RA programs also offer interim occupational credentials that can be attained by apprentices during their program. Attainment of a credential marks an important milestone in the apprenticeship and signals that the apprentice has successfully advanced along a career pathway, increased their skills in the field, and potentially moved beyond the point of needing support from a program authorized by WIOA. Given that RAs can range from one to six years, and WIOA support for apprentices may be needed earlier in the program rather than the last two years, ITA funds may be utilized for up to two years at any point in a RA program as long as an interim credential will be earned during that period, or within the following year.

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 \$4,000 per year, for two years, with total cost limited to \$8,000 during participation in the WIOA program (approved effective 11/27/18; previously limited to \$3,000/year, \$6,000 maximum as of 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.

Funding Criteria for ITAs

The process a participant goes through to select a program of study and the process the Career Advisor follows to establish whether or not the participant is eligible for training assistance goes well beyond the process of determining if a person meets the minimum general qualifications to be determined financially eligible for WIOA.

In order to make a career decision, the participant will go through a series of assessments and career exploration exercises in order to establish the appropriateness of training. Career decision making should rely heavily on the Local Labor Market Information, focusing on future job growth. If there is no local demand, then the participant must be able to establish a viable plan for relocation to an area where the occupation is in demand before training can be approved. This plan must be documented within the case narrative section and on the Individual Service Strategy (ISS).

In order for and ITA to be used to pay for training, a number of questions have to be addressed:

1. Is the program of study selected on the Eligible Training Provider List (ETPL)? Has the program been approved by the local board? Anyone seeking training Out-of-State must document that the Out-of-State provider and program is listed on the eligible training provider list of the state in which it is located.
2. Does the program lead to a certificate as defined in TEGl ~~17-05~~ 10-16, Change 1, issued on ~~August 23, 2017~~ February 17, 2006? It is the policy of our Local Board to not use local WIOA training funds for refresher courses or other training which does not lead to a certificate as defined in TEGl 10-16, Change 1 ~~17-05 issued on~~ February 17, 2006. Although some of these types of training may be listed on the ETPL, our Local Board has elected to not use WIOA Title I training funds for these types of programs. We are not to use training funds to re-train a person in a program for which they already possess the certificate.

Example: A person who currently holds a Class A CDL will not be eligible to receive NWTNWB training funds to attend a commercial truck driving training program. A person who has an active LPN license will not be eligible to receive training funds to attend a LPN training program. In both instances, the training would be considered re-training for the occupation for which they already hold the certificate and therefore, not eligible for local training funds.

3. Is the program of study going to lead to a job in a documented demand occupation in the local or regional area to which the individual is willing to relocate or commute?

4. Is the program of study selected appropriate for the individual? Appropriateness of training should be based on assessment results. If it appears to be incongruent with the assessment results, the ISS must address and explain on what basis the career decision was made

5. Is the program a Pell eligible program? If so, has the applicant/participant applied for Pell and other State Grant Awards (SEOG & TSAC)? Is the applicant/ participant potentially eligible for other sources of funding such as TN Promise, TN Reconnect, etc.?

Note: A participant may enroll in WIOA-funded training while his/her application for a Pell grant is pending. This enrollment is permitted as long as the Career Service Provider (CSP) has made arrangements with the training provider and the WIOA participant regarding allocation of the Pell grant if it is subsequently awarded. In that case, the training provider must reimburse the CSP all WIOA funds used to underwrite the training for the amount that the Pell grant covers (WIOA Section 134(c)(3)(B(ii)). Reimbursement is not required from the portion of Pell grant assistance disbursed to the participant for education-related expenses.

6. After Pell, SEOG and TSAC are applied to the cost of the training, is there any unmet need remaining? If not, there is nothing the NWTNWB will pay unless the participant is eligible for supportive services which may be available, such as transportation, child care, etc.

7. If Pell, SEOG, TSAC and WIOA do not cover all the costs of training, does the participant have a plan to pay for the difference? The plan to pay for all uncovered costs must be documented in the case narrative. Supporting documentation should be obtained as appropriate.

In addition to the above items, the following criteria must also be met in order for participants to be approved for, and continue to receive, funding for occupational skills training and associated supportive services:

For New Participants Only

1. Potential participants must be residents of, or dislocated from an employer located in, a county located within the local service area.
2. Potential participants must register in Jobs4TN or update an existing account.
3. Potential participants must complete all steps of the assessment and enrollment.
4. Potential participants must be currently enrolled, or accepted into, an institution and training program that is listed on the Eligible Training Provider List. The Career Advisor will use the eligible training provider list for the state in which the institution is located.
5. The training program must be linked to an in-demand occupation as determined by the Career Advisor through the use of the EMSI system or other documentation as appropriate.
6. For training programs leading to a career in an occupation requiring licensure, participants must meet the criteria outlined in the Licensed Occupations Eligibility [section of this](#) policy.
7. Potential participants must be able to complete the training program within two years. For those attending four-year institutions, they must have earned approximately 60 credit hours and / or reached junior status in order to be eligible for funding.

Note: Participants with less than 60 earned credit hours who anticipate completing training within two years must demonstrate and provide detailed documentation as to how they will complete training within the two-year period.

Exceptions: (1) In-School Youth [enrolled during secondary school](#) who transition to [postsecondary training](#) ~~Out-of-School Youth~~ may receive travel stipends for the entire four-years at a four-year institution; and

(2) ITA funds may be utilized for up to two years at any point in a RA program as long as an interim credential will be earned during that period, or within the following year.

For New and Current Participants

1. Participants must meet at least half-time enrollment criteria according to the institution and program. Up to half of participants' credit hours may be for developmental / remedial classes.

Note: For institutions / programs that do not require coursework for the summer term, a participant may still choose to take courses during this time. Participants who choose to take classes during the summer term can take any number of credit hours as long as they are still following their plan of action to graduate, and as long as they still have ITA money available.

2. Participants must be in good academic standing and maintain satisfactory progress according to the institution's policy. If the participant falls below good standing, they must return to school without funding until they get back in good standing. Once they return to good standing status, the career advisor may apply funding again.

3. Participants may only receive funding once. If participants fail, or drop out of a class that has been paid for by an ITA, they must retake the class on their own, without funding, including travel.

4. Participants who drop a class, without approval from their Career Advisor, must successfully complete the next term on their own, including travel, before they can receive funding again.

5. Participants attending Pell-eligible training institutions must complete the FAFSA and CANNOT be in default on any federal financial aid (i.e. Pell grants).

Funding Criteria for Licensed Occupations

Clients being considered for licensed professional occupational training should have good prospects for finding and keeping employment in the field. Based on research of area employers, the following conditions must be met for a client to be considered for financial assistance for any unmet need for occupations that require licensure prior to employment in the field. All Licensure Occupations:

1. No felony convictions for any crime in the five (5) years. The past five (5) years is calculated from the date they were convicted of the crime. To check for felony convictions AJC Staff must check the Tennessee Bureau of Investigation Felony Offender Search website - <https://apps.tn.gov/foil/search.jsp>.

2. No DUI convictions in the past ten (10) years.

3. No sex offender registration within the last ten (10) years. To check for sex offender registry status WIOA Staff must check the National Sex Offender Search website - <https://www.nsopw.gov/en-US>.

If the conviction occurred in the most recent 5 years, an appeal must be filed with the Career Service Provider for consideration for funding in order to evaluate the impact of the conviction on employment opportunities in the selected occupation / field. Applicants must supply a pre-hire letter with their appeal.

Truck Driving Specific Requirements

1. The applicant must supply a valid Medical Examiner's Certificate of a DOT Physical (currently valid for a maximum of two years) and proof of drug screen, performed no more than thirty (30) days prior to date of WIOA eligibility.

2. The applicant must supply a copy of a Motor Vehicle Report (MVR) that is no more than ten (10) days prior to the date of WIOA eligibility.

3. Driver's license must not have been suspended or revoked in the last three (3) years.

4. No reckless or careless driving violation within the last three (3) years.

5. No more than three (3) moving violations in the last three (3) years.

6. No more than one (1) “at fault” accidents in the last three (3) years.

Certified Nurse Assistant/ Patient Care Technician

All applicants who want to attend Certified Nurse Assistant Training or the Patient Care Technician program will have completed 8 hours of job shadowing and orientation scheduled by the training provider to make sure he/she has a clear understanding of the responsibilities of employment and will be successful in the position.

Appeal Process

If the applicant chooses to appeal a condition of eligibility, an appeal must be completed by the applicant and submitted to Executive Director of the Career Service Provider. Appeals denied by the Career Service Provider, may be appealed to the One-Stop Operator. In the case where an applicant can provide a pre-hire letter, this is to be included with the Appeal.

When to File an Appeal

1. If an individual is denied funding for training because a staff person determines that an individual is not in need of training due to the individual being marketable, able to work in the field, and the expected wages per EMSI are enough for the person and his / her family to be self-sufficient, then the individual may choose to file an appeal.
2. If the customer has a felony over ~~10~~ 5 years old and intends to attend a training program for an occupation which requires a license, such as a truck driver, nurse, or teacher, the customer must file an appeal.

Payment of ITAs & Refund Policy

To authorize ITA funds, the Career Service Provider (CSP)’s staff members must complete a Needs Assessment and Financial Aid Worksheet to document required training costs as verified by an authorized representative of the training provider. Once the CSP staff person receives the form back from the training provider, to authorize ITA funds, if needed, he / she must enter an authorized amount, not to exceed the identified unmet need or the available ITA funds, and a voucher number generated by the electronic case management system. Training providers must utilize the completed form to request payment. Invoices are due no later than 30 days past the Term Begin Date. Prior to the submission of invoices, the institution’s Financial Aid Representative will review the information provided in Needs Assessment/Financial Aid Worksheet:

1. If changes have occurred that would reduce Unmet Need (additional aid was received, student dropped hours, etc.), corrections should be made to the form and initialed by the Financial Aid Representative prior to signing. Any over payment of Unmet Need could result in audit finding for the program and the Training Provider.
2. If changes have occurred that would increase Unmet Need (book price increase, test fee left off, tuition increase after authorized, etc.), no changes will be made for this term.

If the form is accurate, it should be signed, dated and forwarded to the Account Billing Representative for the Training Provider.

NOTE: If the Financial Aid Representative fails to accurately report financial aid that the student receives, the payment to the Training Provider will be reduced by the amount not reported. It will be the responsibility of the Training Provider to collect any over payment made to the student.

The Account Billing Representative will review the information provided for accuracy and verify at least one day of attendance of registered classes prior to dispersing funds to the student and prior to billing for the ITA.

The Needs-Based Scholarship Amount Authorized should be applied to Tuition/Fees first. Remaining funds may be dispersed to the student for other costs after confirming that the student has attended all classes at least once for the number of registered hours listed in the Student Needs Assessment and Financial Aid Worksheet.

If the student drops below the agreed upon registered hours prior to attending first day of class for registered hours and funds have not been dispersed, the Training Provider has an obligation to place a hold on funds and notify AJC Staff member that the Unmet Need must be recalculated/reduced.

If the student drops below the agreed upon registered hours after attending the first day of class for registered hours and funds have been dispersed, the Training Provider should return any applicable refund to WIOA, but will not be held accountable for funds dispersed to the student. The student will be penalized by WIOA the upcoming semester.

Exceptions to the Use of ITAs

In accordance with TDLWD's American Job Center Individual Training Account Use guidance, Tennessee recognizes limited exceptions to the use of ITAs. Contracts for services may be used instead of an ITA only when one or more of these exceptions apply (WIOA Section 134(c)(3)(G)(ii)):

- 1) The services provided are OJT, customized training, incumbent worker training, or transitional jobs;
- 2) The LWBD determines that there are an insufficient number of Eligible Training Providers in the local area to accomplish the purpose of a system of ITAs;
- 3) The LWDB determines that in the area there is a training-services program of demonstrated effectiveness offered by a community-based organization or other private organization to serve individuals with barriers to employment;
- 4) The LWDA determines that the most appropriate training could be provided by an institution of higher education to train multiple individuals for jobs in sector-demanded occupations, provided this does not limit customer choice; or
- 5) The LWDA is considering entering into a pay-for-performance contract and the LWDA ensures that the contract is consistent with 20 CFR 683.510.

In order to determine the effectiveness demonstrated by a community-based organization or other private organization, particularly as it applies to the special participant population to be served, the NWTNWB will evaluate the following:

- A) Financial stability of the organization;
- B) Demonstrated performance in measures appropriate to the program; and
- C) The relevance of the specific program to LWDA needs identified in the local area

Reference: 20 CRF 680.320(a)(3); 20 CFR 680.340(f); WIOA Section 122(d)

Related TDLWD Policy: AJC Individual Training Account Use Guidance (pages 1 and 2-3)

Vetted and Approved by the Northwest Tennessee Workforce Board: ~~August 27, 2019~~ June 10, 2020

~~Jennifer Bane, Executive Director~~ Jimmy Williamson, Chair
Northwest Tennessee Workforce Board

Priority of Service

Effective Date: ~~May 22, 2018~~ June 10, 2020

Duration: Indefinite

Purpose: To provide guidance to the One-Stop Operator and American Job Center Service Providers for implementation of a priority of service for WIOA Title I Adult program participants that focuses on serving “individuals with barriers to employment” and seeks to ensure access to quality services for these populations, including individuals both underemployed and low-income.

Policy: Per TEGL 19-16, Section 134(c)(3)(E) of WIOA, with respect to funds allocated to a local area for Adult employment and training activities, priority must be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of Individualized Career Services and Training Services. Also per TEGL 19-16, Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, as described in TEGL 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the below manner:

1. Priority Group # 1 - Veterans and eligible spouses who are also recipients of public assistance, low income, or basic skill deficient.
2. Priority Group # 2 - Non-Veterans who are recipients of public assistance, low income, or basic skill deficient.
3. Priority Group # 3 - Veterans and eligible spouses who are **not** also recipients of public assistance, low income, or basic skill deficient.
4. Priority Group # 4 – Priority groups established by the Governor and/or Local Board. Per TN Department of Labor and Workforce Development (TDLWD) Workforce Services Guidance – WIOA Memorandum of Understanding (MOU) / One-Stop Service Delivery and Infrastructure Funding Agreement (IFA), the following demographics experiencing barriers to employment are specifically targeted for services and must be provided priority for training activities as Priority Group # 4:
 - Individuals with significant barriers to employment
 - Displaced homemakers
 - Eligible migrant and seasonal farmworkers
 - Re-entry services
 - Homeless individuals
 - Individuals facing substantial cultural barriers
 - Individuals with disabilities, including youth with disabilities
 - Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act 13
 - Individuals who are English language learners
 - Individuals who are unemployed, including the long-term unemployed Individuals who have low levels of literacy
 - Individuals without a high school diploma
 - Native Americans, Alaskan Natives, and Native Hawaiians
 - Older individuals
 - Single parents (including single pregnant women and non-custodial parents)
 - Veterans
 - Youth who are in, or have aged out of, the foster care system
5. Priority Group # 5 - Non-covered persons outside the groups given priority under WIOA or TDLWD policy.

In order to appropriately serve priority populations as described above, ~~LWDA12~~ **AJC Staff** will provide appointments accordingly within the timeframes described below:

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

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

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

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

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

The One-Stop Operator will be responsible for assuring that the AJC staff are aware of, promote, and comply with the Priority of Service policy. AJC staff will determine priority status during the initial assessment, eligibility process, and / or enrollment. Each AJC customer is greeted and provided with an evaluation of service need by the AJC staff person serving in the Welcome Function which includes questions for identifying both Veteran and high school diploma / equivalent status.

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

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

Barrier	Required Documentation
Displaced Homemakers.	Documentation of living in the same household as a spouse or parent / guardian who had income supporting the applicant and providing unpaid services; Documentation of loss of income; and Documentation of being unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.
Low Income individuals.	Documentation requirements as listed in within the <i>Process for Determining Low Income Eligibility</i> section below.
Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.	Self-Attestation on Application and Eligibility Form.

Individuals with disabilities, including youth who are individuals with disabilities.	Documentation of the disability such as a written statement from Vocational Rehabilitation reflecting current services, verification showing current receipt of SSI or SSD for the individual from the Social Security Administration, or a letter from a local education entity stating the individual is M-Teamed based on a disability.
Older individuals (an individual age 55 or older).	Usual documentation requirements for Date of Birth (i.e. Driver's License, Birth Certificate, etc.)
Ex-offenders.	Self-Attestation on the Application and Eligibility Form.
Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).	Self-Attestation on the Application and Eligibility Form.
Youth who are in or have aged out of the foster care system.	Documentation of foster care status from the appropriate foster care agency.
Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.	Scoring below a 9.0 on the TABE or CASAS.
Eligible migrant and seasonal farmworkers, as defined in section 167(i).	Documentation of eligibility from TOPS.
Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).	Agency (i.e. DHS or WFE) documentation.
Single parents (including single pregnant women).	Documentation of parenting (i.e. birth certificate) and indication of single status on the Application and Eligibility Form, including only one parent being listed in the household.
Long-term unemployed individuals (Individuals who are unemployed for 27 or more weeks per WIOA Application found in the Virtual One Stop system as provided by TNDOL).	Self-Attestation on the Application and Eligibility Form <u>AND</u> documentation of means of support.
Such other groups as the Governor involved determines to have barriers to employment.	N/A - no groups have been identified by the Governor.

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

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

Process for Determining Low Income Eligibility

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

LOW-INCOME INDIVIDUAL is an individual who—

- (i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
- (ii) is in a family with total family income that does not exceed the higher of—(I) the poverty line; or (II) 70 percent of the lower living standard income level;
- (iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 H. R. 803—12 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
- (iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
- (v) is a foster child on behalf of whom State or local government payments are made; or
- (vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

Process for Determining Basic Skills Deficient Status

According to the WIOA, “basic skills deficient means, with respect to an individual, (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

In accordance with ~~the TN WIOA Combined State Plan, on 2/28/17 the LWDA 12 Workforce Services Guidance – Adult Priority of Services-WIOA, the area~~ will utilize the basic skills definition contained in WIOA Section 3(5)(B) (above), documented ~~as follows: by using an objective, valid, and reliable assessments, such as the Comprehensive Adult Student Assessment Systems (CASAS) or Test for Adult Basic Education (TABE).~~ An individual ~~who~~ has an English, reading, writing or computing skills at an 8.9 or below on a standardized test (CASAS or TABE) ~~will be considered basic skills deficient.~~

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

Related TDLWD Policy: Workforce Services - Adult Priority of Services Guidance ~~(pages 1,4, and 5)~~; Workforce Services Guidance - Income Guidelines for Persons Defined as Low-Income Individuals; Workforce Services Policy – Veterans and Eligible Spouse Priority of Services (17-05).

Vetted and Approved by the Northwest Tennessee Workforce Board: ~~May 22, 2018~~ June 10, 2020

~~Margaret Prater, Executive Director~~ Jimmy Williamson, Chair
Northwest Tennessee Workforce Board

Local Plan Regulations:

The Workforce Innovation and Opportunity Act and final regulations (§ 679.550(a)) require Local Workforce Development Boards (LWDBs) and Local Elected Officials (LEO) within the Local Workforce Development Area (LWDA) to develop and submit a 4-year plan. This plan must identify and describe the policies, procedures, and local activities that are carried out in the LWDA.

Operating Systems and Strategies

This chapter must provide an overview of all the operating systems with attachments of policies adopted by the LWDB. This section will also include how the LWDBs will coordinate the local workforce, education and economic development activities with local activities that are carried out by the LWDB. The responses must illustrate that business, education and workforce development stakeholders have provided input and are in agreement with the plan.

- A.** Provide a description of the one-stop delivery system in the LWDA including the roles and resource contributions of the one-stop partners.
 - Identify the career services and other program services to be provided, include the location (address) at which services will be accessible including the:
 - Comprehensive One-Stop Centers
 - Affiliated Workforce Centers
 - Specialized Workforce Centers, and
 - Access Points
 - Explain how the one-stop centers provide all required or relatable services of customers based on their respective need(s) and a customer centered design.
 - Provide information regarding the one-stop operator and describe the methods for coordinated service delivery between the operators and partners.
 - Name of the procured one-stop operator
 - Describe the functions and scope of work of the one-stop operators
 - Describe how the one-stop operator was procured
 - Describe the local one-stop operator's role and responsibility for coordinating referrals among required partners.
- B.** Provide information regarding the use of technology in the one-stop delivery system, including a description of:

- How the workforce centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.¹⁹
 - How the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.²⁰
- C.** Describe how the Local Board will support the strategy identified in the TN Combined State Plan and work with entities carrying out core programs, including a description of:²¹
- Expanding access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including individuals with disabilities;²²
 - Facilitating the development of career pathways and co-enrollment, as appropriate, in core programs;²³ and
 - Improving access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).²⁴
- D.** Provide information regarding the local coordination strategies with state (including the Combined Plan), regional and local partners to enhance services and avoid duplication of activities, including a description of:
- Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I.²⁵
 - Adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under Title II consistent with WIOA Sec. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232.²⁶
 - Wagner-Peyser Act (29 U.S.C. 49 et seq.) services under WIOA Title III.²⁷
 - Vocational rehabilitation service activities under WIOA Title IV.²⁸

¹⁹ 20 CFR 679.560(b)(20)

²⁰ 20 CFR 679.560(b)(5)(ii)

²¹ 20 CFR 679.560(b)(1)(ii)

²² 20 CFR 679.560(b)(2)(i)

²³ 20 CFR 679.560(b)(2)(ii)

²⁴ 20 CFR 679.560(b)(2)(iii)

²⁵ 20 CFR 679.560(b)(6)

²⁶ 20 CFR 679.560(b)(12)

²⁷ 20 CFR 679.560(b)(11)

²⁸ 20 CFR 679.560(b)(13)

- Relevant secondary and post-secondary education programs and activities with education and workforce investment activities.²⁹
 - How the Local Board will support the strategy identified in the State Plan under § 676.105 and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the **Strengthening Career and Technical Education for the 21st Century (Perkins V) Act (20 U.S.C. 2301 et seq.)** to support service alignment.³⁰
 - Services to veterans and eligible spouses, to include priority of service and the use of available Jobs for Veterans State Grants (JVS) staff.
 - Other services provided in the one-stop delivery system including but not limited to the programs outlined in WIOA Sec. 121.
- Provide a copy of the local supportive service policy and describe how the Local Board will coordinate the provision of transportation and other appropriate supportive services in the local area;³¹ and
 - Describe the local referral process.
 - Identify the entities between who the referrals occur.
 - Explain the method(s) that will be used to refer participants between programs (external and internal).
 - Define the roles related to referrals.
 - Identify the method of tracking referrals
 - Describe specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available services.
- E.** Provide a description of how the local area will provide adult and dislocated worker employment and training activities including:
- A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.³²
 - A description of how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.³³

F. Provide a description of how the local area will provide youth activities including:

²⁹ 20 CFR 679.560(b)(9)

³⁰ 20 CFR 679.560(b)(1)(ii)

³¹ 20 CFR 679.560(b)(10)

³² 20 CFR 679.560(b)(6)

³³ 20 CFR 679.560(b)(7)

- A description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities.³⁴
 - A description of how local areas will meet the requirement that a minimum of 50 percent with waiver, or 75 percent without waiver, of the youth expenditures be for out-of-school youth.
 - A description of how LWDA will meet the requirements of the in-school youth waiver including the expenditure requirement for in-school youth and individual training account (ITA) opportunities for at-risk in-school youth.
- G.** Provide a description of how the LWDA will provide services to priority populations as outlined in Tennessee's State Combined Plan:
- Provide information on how priority will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient consistent with WIOA Sec. 134(c)(3)(E).
 - Describe how the LWDB will determine priority populations and how to best serve them, along with any other state requirements.
 - Describe how the LWDB will focus efforts on priority populations to help meet the negotiated State and Local Performance Measures (Key Performance Indicators).
- H.** Provide a description of training policies and activities in the local area, including:
- How local areas will encourage the use of work-based learning strategies, including the local area goals for specific work-based learning activities and proposed outcomes related to these activities.
 - Provide a copy of the local Individual Training Account Policy and describe how training services outlined in WIOA Sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.³⁵
 - Provide a copy of the local training provider approval policy and procedures. Describe how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers and jobseekers.

³⁴ 20 CFR 679.560(b)(8)

³⁵ 20 CFR 679.560(b)(18)

- Explain how the LWDB has reviewed their eligible training providers to determine if there are enough providers to meet the demand of industry.
- I. Provide a description of how the LWDB will implement initiatives such as apprenticeships, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of employers in the corresponding region in support of the business service strategy.
- J. Describe how the Business Services Team is structured and the process of disseminating the service strategy for employers from the LWDB to the team members responsible for implementation.
- K. Provide a description on the initiatives the LWDB is implementing or will implement to insure accessibility to programmatic services to rural areas (to include Distressed and At-Risk Counties).
 - Provide details on how the LWDB has or will implement new programs to best serve the Rural area (to include Distressed and At-Risk Counties).
- L. Provide a description on the initiative the LWDB is implementing or will implement to serve individuals who will be re-entering the workforce who were previously incarcerated or justice involved.
 - Provide details on how the LWDB has or will implement new programs to best serve those who were previously incarcerated or justice involved.

Performance Goals and Evaluation

The plan must include information on the actions the LWDB will take toward becoming or remaining a high performing board, consistent with the factors developed by the State Workforce Development Board (SWDB).

- A. Provide information regarding the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA Sec. 116(c), to be used to measure the performance of the LWDA and to be used by the LWDB for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B and the one-stop delivery system in the LWDA.
 - a. WIOA primary indicators of performance:
 - i. Entered Employment Rate 2nd quarter after exit



Attachment E- Local Plan Scoring Matrix

Follow these guidelines when grading each element:				
Pass = Answer directly provides specific detail associated with the element				
Fail = Answer does not directly provide specific detail associated with the element				
Operating Systems and Strategies		Pass	Fail	Comments:
1.	The plan provides a description of the one-stop delivery system in the local area, including the roles and resource contributions of the one-stop partners.			
2.	The plan identifies the career services and other program services to be provided, include the location (address) at which services will be accessible including, Comprehensive One-Stop Centers, Affiliate One-Stop Centers, Specialized Workforce Centers, and Access Points.			
3.	The plan explains how the one-stop centers provide all required or relatable services of customers based on the customers respective need(s) and a customer centered design.			
4.	The plan provides information regarding the one-stop operator and describes the methods for coordinated service delivery between operator and partners.			
5.	The plan identifies the name of the procured one-stop operator, and the procurement process.			
6.	The plan describes the functions and scope of work of the one-stop operators.			
7.	The plan describes how the one-stop operator was procured.			



Attachment E- Local Plan Scoring Matrix

8.	The plan describes the one-stop operator's role and responsibility for coordinating referrals among required partners.			
9.	The plan describes how the workforce centers are implementing and transition to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.			
10.	The plan describes how the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.			
11.	The plan describes how the Local Board will support the strategy identified in the TN Combined State Plan and work with entities carrying out core programs.			
12.	The plan provides a description of how the local board will Expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.			
13.	The plan provides a description of how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.			
14.	The plan provides a description of how the local board will improve access to activities leading to a recognized post-secondary credential.			
15.	The plan provides information regarding the local coordination strategies with state, regional and local partners to enhance services and avoid duplication activities.			



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16.	The plan provides coordination strategies to include Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I.			
17.	The plan provides coordination strategies to include Adult education and literacy activities under WIOA Title II.			
18.	The plan provides a description of how the Local Board will carry out the review of local applications submitted under Title II.			
19.	The plan provides coordination strategies to include Wagner-Peyser Act (29 U.S.C. 49 et seq.) services under WIOA Title III.			
20.	The plan provides coordination strategies to include Vocational rehabilitation service activities under WIOA Title IV.			
21.	The plan provides coordination strategies to include relevant secondary and post-secondary education programs and activities with education and workforce investment activities			
22.	The plan describes how the Local Board will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the Strengthening Career and Technical Education for the 21st Century (Perkins V) Act (20 U.S.C. 2301 et seq.) to support service alignment.			
23.	The plan provides coordination strategies to include services to veterans and eligible spouses, to include priority of service and the use of available Jobs for Veterans State Grants (JMSG) staff.			



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24.	The plan provides coordination strategies to include other services provided in the one-stop delivery system including but not limited to the programs outlined in WIOA Sec. 121.			
25.	The plan provides a copy of the local supportive service policy.			
26.	The plan describes how the local board will coordinate the provision of transportation and other appropriate supportive services in the local area.			
27.	The plan describes the local referral process.			
28.	The plan identifies the entities between who referrals occur.			
29.	The plan explains the method(s) that will be used to refer participants between programs (external and internal).			
30.	The plan defines the roles related to referrals.			
31.	The plan identifies the method of tracking referrals.			
32.	The plan describes specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available			



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	services.			
33.	The plan describes how the local area will provide adult and dislocated worker employment and training activities.			
34.	The plan provides a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.			
35.	The plan describes how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.			
36.	The plan describes the process in which the local area will provide youth activities.			
37.	The plan includes a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which includes an identification of successful models of such activities.			
38.	This plan includes a description of how local areas will meet the requirement that a minimum of 50 percent with waiver, or 75 percent without waiver, of the youth expenditures be for out-of-school youth.			
39.	The plan includes a description of how local areas will meet the requirements of the in-school youth waiver including the expenditure requirement for in-school youth and individual training account (ITA) opportunities for at-risk in-school youth.			



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40.	The plan provides a description of how the local area will provide services to priority populations as outlined in Tennessee's State Combined Plan.			
41.	The plan describes how priority will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient consistent with WIOA Sec. 134(c)(3)(E). (§ 679.560(b)(21)).			
42.	The plan describes how the Local Board will determine priority populations and how to best serve them, along with any other state requirements.			
43.	The plan describes how the LWDB will focus efforts on priority populations to help meet the negotiated State and Local Performance Measures (Key Performance Indicators).			
44.	The plan provides a description of training policies and activities in the local area.			
45.	The plan includes a copy of the local Individual Training Account Policy.			
46.	The plan defines how training services outlined in WIOA Sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter.			
47.	The plan describes how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.			



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48.	The plan includes a copy of the local training provider approval policy and procedures.			
49.	The plan describes how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers and jobseekers.			
50.	The plan explains how the LWDB has reviewed their eligible training providers to determine if there are enough providers to meet the demand of industry.			
51.	The plan provides a description of how the area will implement initiatives such as apprenticeships, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of employers in the corresponding region in support of the business service strategy.			
52.	The plan describes how the Business Services Team is structured and the process of disseminating the service strategy for employers from the LWDB to the team members responsible for implementation.			
53.	The plan describes the initiatives the LWDB is implementing or will implement to insure accessibility to programmatic services to rural areas (to include Distressed and At-Risk Counties).			
54.	The plan provides details on how the LWDB has or will implement new programs to best serve the Rural area (to include Distressed and At-Risk Counties).			



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55.	The plan provides a description on the initiative the LWDB is implementing or will implement to serve individuals who will be re-entering the workforce who were previously incarcerated or justice involved.			
56.	The plan provides details on how the LWDB has or will implement new programs to best serve those who were previously incarcerated or justice involved.			
Performance		Pass	Fail	Comments:
57.	The plan includes information on the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors developed by the State Board.			
58.	The plan provides information regarding the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA Sec. 116(c), to be used to measure the performance of the local area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B and the one-stop delivery system in the local area.			
59.	The plan provides the LWDBs primary indicators of performance.			
60.	A description of how State and Local Performance Measures will be monitored and tracked towards meeting negotiated measures and reported to the Local Workforce Development Board.			
Technical Requirements and Assurances		Pass	Fail	Comments:
61.	The plan describes how the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the			



Attachment E- Local Plan Scoring Matrix

	use of technology and other means.			
62.	The plan indicates how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA Sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).			
63.	The plan includes specific information on arrangements that have been implement to ensure physical and programmatic access to all.			
64.	The plan identifies the entity responsible for the disbursement of grant funds described in WIOA as determined by the chief elected official or the Governor under WIOA.			
65.	The plan includes a copy of the local procurement policies and procedures and describes the competitive procurement process that will be used to award the subgrants and contracts for WIOA Title I activities.			
66.	The plan details how the local area will meet the required 40 percent minimum participant cost rate (MPCR).			
67.	The plan includes a detailed budget that lists the sources and uses of Tennessee Department of Labor and Workforce Development (TDLWD) pass-through funds and all non-Federal matching funds.			
68.	The plan includes a budget narrative that includes a detailed explanation of expenditures by the line items listed on Standard Form 424A.			
69.	If applicable, the plan includes purpose of travel and supply/equipment lists, and describe expenses in the 'other' line item.			
70.	If applicable, the budget includes personnel or contractual expenses (cash or in-kind resources),			



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	estimate the number of hours/days and hourly rate (or portion of FTE and salary) for the time that is expected to be spent on the proposed project by key personnel, contractors, or consultants.			
71.	If applicable, budget includes land or buildings, provide an MAI appraisal or comparable appraisal.			
72.	The plan identifies Identify each non-TDLWD funding source as federal, state, local, or private.			
73.	The plan includes a letter of commitment from each funding source that specifies the amount of funds committed and the kind of funds committed (grant, loan, cash, in-kind, etc.).			
74.	The plan provides a description of leveraged funds to include any fee based and/or revenue generated.			
75.	The plan provides a description of in-kind resources, including the methods used to determine their value.			
76.	If applicable, this plan includes pertinent supporting materials.			
77.	The plan describes the planned or existing approach regarding which local strategies will be financed by the transfer of Title I workforce funds, including the maximum dollar amount and/or percentage that is authorized to be transferred on an annual basis.			
78.	The plan describes the planned or existing method of funds transfer between the adult and dislocated worker funding streams.			
79.	The plan details the use of incumbent worker training as outlined in WIOA Sec. 134(d)(4)(A)(i).			
80.	The plan defines the use of funds for transitional jobs as outlined in WIOA Sec. 134(d)(5).			
81.	The plan includes copies of the executed cooperative agreements (as applicable) which define how all local			



Attachment E- Local Plan Scoring Matrix

	service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop system, with respect to efforts that will enhance the provision of services to individuals with disabilities.			
82.	The plan indicates that all service providers, One-Stop Operators and Board have been provided copies of Title VI trainings.			
Scoring Criteria		# of Pass		# of Fail
Operating Systems and Strategies				
Performance				
Technical Requirements and Assurances				
Overall Score:				
Recommend for State Workforce Development Board Approval (100% Pass)				
Recommend for Corrections (Less than 100% Pass)				



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
Nashville, TN 37243-1002
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Workforce Services Policy: Regional and Local Plans PY 20-22

Effective: April 3, 2020

Duration: April 3, 2022

Purpose:

To provide guidance and establish procedures regarding the preparation of both Regional and Local Plans required by the Workforce Innovation and Opportunity Act (WIOA).

Scope:

Office of the Governor, 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); 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); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (OSO); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners)

I. State of Tennessee Workforce Vision:

To increase the competitive position of Tennessee business through the development of a high skilled workforce.

A. Strategic Goals:

- Clear Connection to Current Industry/Employers
- Clear Pipeline Development Infrastructure
- Clear Integration with Economic Development
- Outcome Visibility- Clear Data/Reporting and Predictive Analysis

B. Key Objectives

- In order to achieve the State's vision, the following five (5) key objectives have been developed by the State Workforce Development Board:
 - Create an Integrated Intake System to Efficiently Deliver Services
 - Create a Shared Vision for Supporting Tennesseans with the Greatest Number of Barriers to Enter the Workforce
 - Create a Trained Workforce to Meet Current Industry Needs
 - Create New Dashboards to Measure the Effectiveness of the Integrated Workforce Strategy
 - Create a Simple and Effective Engagement Experience for All Candidates

C. Regional Planning Council:

The Regional Planning Council (RPC) is comprised of its core WIOA partners:

- Title I- Workforce Development Activities
- Title II- Adult Education and Literacy
- Title III- Amendments to the Wagner-Peyser Act
- Title IV- Amendments to the Rehabilitation Act of 1973

The RPC should also include other WIOA partners, such as:

- Career and Technical Education
- Post-secondary Representatives
- Department of Human Services
 - Temporary Assistance for Needy Families (TANF)
 - Supplemental Nutrition Assistance Program (SNAP)
- Economic and Community Development
- Department of Corrections
- Other partners required to meet the State Vision, Goals, and Objectives

Responsibilities:

- Meet quarterly to advise and recommend action plans for the Local Workforce Development Areas (LWDAs);
- Meet monthly during strategic plan development
- Ensure the WIOA regional plan action steps intended to streamline regional workforce systems using the four (4) strategic goals and five (5) key workforce objectives;
- Foster a culture of achievement within the region;
- Set WIOA implementation schedules and meetings with stakeholders; and
- Leverage region and Local Workforce Development Boards (LWDBs) without duplication;

LWDBs are subject to the open meeting requirements of the TCA 8-44-101. The intent of the law is to ensure that meetings are properly noticed, agendas are made available and that the public has an opportunity to provide comment on local policy and operations.

The State Workforce Development Board (SWDB) is providing additional community engagement requirements to ensure that the interests of client populations are placed at the center of all planning and is in compliance with TCA 8-44-101 and WIOA Section 107(e).

D. Requirements for the Planning Process:

Follow applicable open meeting guidelines.

- Notification must be shared with all relevant regional/local stakeholders, and the general public to ensure opportunities to participate in and to provide feedback on local/regional plan
- Stakeholders invited to participate in planning processes must include all members of the Regional Planning Council and other community based partners, such as: organizations providing services to the re-entry population and English learners, as well as adult education partners, SNAP/TANF representatives, disability organizations associated with the Department of Vocational Rehabilitation and located within other systems.
- The RPC must hold one (1) listening session or planning meeting outside of regular business hours (regular business hours are presumed to be 8am-5pm Monday through Friday). This meeting should be public and made available to participants in the geographic area where the board has jurisdiction.
- LWDBs must post the meeting notice in a prominent, clear location on the LWDB website, in the lobby of office(s), and at America's Job Centers (AJCs).
- The LWDBs, representing each LWDA in a RPC, must provide an opportunity for public comment on local and regional plan modifications developed through both the local¹ and regional² planning process before submitting the plan modifications to the Governor. To provide adequate opportunity for public comment, the LWDBs must additionally do all of the following once planning modifications have been drafted:
 - Make copies of the proposed regional and local plan modifications available to the public through electronic and other means, such as public hearings and local news media.
 - Include an opportunity for comment by members of the public, including representatives of business, labor organizations, education, and other relevant stakeholders.
 - Provide a minimum of fifteen (15) and no more than a thirty (30) day period for comment on the plan before its submission to the SWDB, beginning on the date on which the proposed plan is made available.
- The LWDBs must submit any comments that express disagreement with the plan modifications as an attachment to the plan modifications submitted to SWDB³.
- The LWDB must make information about the development of plan modifications available to the public on a regular basis through electronic means and open meetings⁴. Public meetings and publicly disbursed information pertaining to regional and local plan content must be made accessible to individuals with disabilities to ensure an opportunity for full and equal participation in the regional and local planning process⁵.

II. Plan Submission:

Deadlines for submission and approval of the regional and local plans are located in **Attachment A**.

¹ 20 CFR 679.510(b)

² 20 CFR 679.550(b)

³ 20 CFR 679.510(b)(4)

⁴ WIOA Section 107(e)

⁵ WIOA Section 188

Regional and local plans must follow the format as laid out in Local/ Regional Planning Guide **(Attachment B)**. A checklist of required items will be provided for guidance to ensure all elements have been provided **(Attachment C)**. The required items and contents will be reviewed and scored for quality and completeness to meet compliance requirements. The review will be conducted utilizing the scoring matrix in **Attachment D & E**.

Each RPC and LWDB within the planning region must submit one (1) package that includes the following:

- Electronic version of the regional plan or local plan in pdf format with required attachments labeled and signatures.
- A Chief Local Elected Official (CLEO) signature is required for local plans, but not regional plans. However, CLEOs are still required to approve final regional plans and include documentation of the approval (meeting minutes, resolutions etc.) with their submission.

III. Decision⁶:

The Tennessee State Workforce Development Board (SWDB) will send a notification of approval within 90 days of submission. If no approval notice has been sent after 90 days by the SWDB, the plans will be considered approved. If the plan is not approved, the Tennessee Department of Labor and Workforce Development will follow up with any regional and/or local areas.

The Tennessee Department of Labor and Workforce Development may choose not to approve a draft plan submission for any of the following reasons:

- Deficiencies exist in activities carried out in WIOA Sections 211 and 212, and WIOA sections 221, 222, 223, 224 and 225⁷;
- The plan does not comply with the applicable provisions of WIOA, such as provisions outlined in the WIOA Section 188;⁸
- The plan does not align with Tennessee's Combined State Plan⁹; or
- The plan does not align with the respective regional or local plan(s).

References:

20 CFR part 679; WIOA Section 107(e); WIOA Section 188; 2 CFR Parts 220, 225, 230; 20 CFR Parts 601, 651, 652 et al.; 20 CFR 678.305(d), 678.800; Notice of Proposed Rule Making (NPRM); WIOA Section 121(g); TEGL 10-19

Attachments:

Attachment A- Deadlines for Regional and Local Plans

Attachment B- Regional and Local Plan Guide

Attachment C- Regional and Local Plan Checklist

Attachment D- Regional Plan Scoring Matrix

Attachment E- Local Plan Scoring Matrix

⁶ 20 CFR 679.570

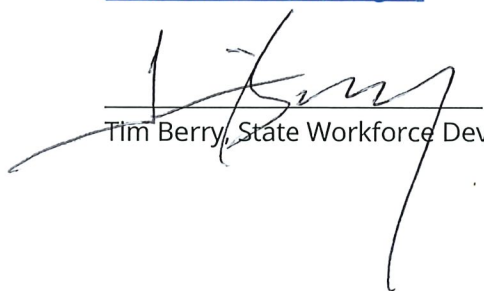
⁷ 20 CFR 679.570(a)(1)

⁸ 20 CFR 679.570(a)(2)

⁹ 20 CFR 679.570(a)(3)

Contact:

For any questions related to this policy, please contact the Program Integrity Unit at Workforce.Board@tn.gov.

A handwritten signature in black ink, appearing to read 'Tim Berry', is written over a horizontal line.

Tim Berry, State Workforce Development Board Chair

Attachment A- Deadlines for Regional and Local Plans

REGIONAL/LOCAL PLAN TIMELINE	
<i>ACTIVITY</i>	<i>DEADLINE DATE</i>
Regional/Local Plan Policy Approved	April 3, 2020
Regional/Local Areas Plans submitted to SWA with CLEO Signature	June 30, 2020
Approval recommendations issued to SWDB	July 17, 2020
SWDB Presentations	August 28, 2020
All plans to receive full approval	September 30, 2020

Plan Components

Executive Summary with Abstract & Coversheet
I. Regional Plan Components
Economic and Workforce Analysis
Strategies for Service Integration
Vision, Goals and Implementation Strategies
II. Local Plan Components
Operating Systems and Strategies
Performance Goals and Evaluation
Technical Requirements and Assurances
III. Required Attachments

Regional and local plans should not exceed 35 pages. Information in attachments does not count toward these page limits. As stated above, required and elective local and regional plans must be included as informational attachments to the main narrative descriptions of the local and regional plans. These include but are not limited to items pertaining to community engagement, outreach, and the public comment process, background information, and information pertaining to the assessment of need and population size. All other required local and regional plans are expected to be addressed within the 35-page narrative limit of the associated local and regional plans.

Regional Planning Regulations:

The Workforce Innovation and Opportunity Act and final regulations (§ 679.510(a)) require Local Workforce Development Boards (LWDBs) and Local Elected Officials (LEO) within an identified planning region to participate in a regional planning process that results in the preparation of a regional plan that includes:

- The establishment of regional service strategies, including the use of cooperative service delivery agreements;
- The development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region;
- The collection and analysis of regional labor market data (in conjunction with the state), which must include the local planning requirements at § 679.560(a)(1)(i) and (ii);
- The coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate;
- The coordination of transportation and other supportive services as appropriate;
- The coordination of services with regional economic development services and providers; and
- The establishment of an agreement concerning how the planning region will collectively negotiate and reach an agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA Sec. 116(c) for Local Workforce Development Areas (LWDAs) or the Regional Planning Councils (RPCs).

Economic and Workforce Analysis

This chapter must demonstrate how the region has collected and analyzed regional labor market information which must include the local planning requirements. RPCs are encouraged to use the labor market information provided by the State. This will provide consistency in the data used for regional analysis throughout the state.

A. Plans must include an analysis of:

- Economic conditions including existing and emerging in-demand industry sectors and occupations;¹
- Employment needs of employers in existing and emerging in-demand industry sectors and occupation;²
- Knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations;³ and

¹20 CFR 679.560(a)(1)(i))

² 20 CFR 679.560(a)(1)(ii)

- An analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment, including individuals with disabilities.⁴

RPCs must answer all questions when responding to this requirement:

1. How were all partners involved in providing, analyzing and agreeing on supply and demand data and the targeted sectors/industries/occupations/skills?
2. How is the region changing in terms of demographics, labor supply, and occupational demand?
3. What are the policy and service implications of the current and projected Labor Market Information?
4. What special populations exist in the region, what is their magnitude, and what are the policy and service implications to meet the needs of these individuals?
5. What sectors/industries/occupations/skills are in demand and targets of opportunity?
 - a. What sectors/industries/occupations have favorable location quotients?
 - b. What sectors/industries/occupations have favorable demand projections based on growth?
 - c. What sectors/industries/occupations have favorable demand projections based on replacements?
 - d. What sectors/industries/occupations are considered mature but still important to the economy?
 - e. What sectors/industries/occupations are considered emerging in the regional economy?

- B.** Describe the development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region.⁵

RPC must answer all of the following questions when responding to this requirement:

1. What sectors/industries/occupations/skills are the regional priorities, in order of priority, and how was this determined? Explain how the status of growing, maturing and emerging was factored into the ranking.
2. Which employers were engaged and what data was used to determine the development of sector strategy?

³ 20 CFR 679.560(a)(2)

⁴ 20 CFR 679.510(a)(1)(iv)

⁵ 20 CFR 679.510(a)(1)(iii)

3. What other public-private partnerships exist in the region that could support sector strategies and what is their role in planning? This includes community and non-profit partnerships.
4. How well do the existing skills of job seekers match the demands of local businesses?
5. Describe the plans for future strategy development for future sectors. If applicable, discuss the next sectors to be targeted.
6. Describe how the areas will work together to ensure regional businesses are served across LWDAs.

Strategies for Service Integration

This regional component of the plan must describe the regional service strategies, including the use of cooperative service delivery strategies.

- A.** Provide an analysis of workforce development activities, including education and training, in the region. This analysis must include the strengths and weaknesses of workforce development activities and the capacity to provide workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, including individuals with disabilities, and the employment needs of employers.⁶

RPC must address all of the following questions when responding to this requirement:

1. How well do existing training programs in the region and LWDAs prepare job seekers to enter and retain employment with regional businesses?
2. What existing service delivery strategies will be expanded based on a promising return on investment (ROI)?
3. What new service strategies will be used to address regional educational and training needs based on promising ROI?
 - a. What existing service delivery strategies will be curtailed or eliminated based on minimal ROI?
 - b. What steps will be taken to support the state strategies and goals to align and integrate education, workforce and economic development?
 - c. What formal and informal cooperative procedures will the core partners and other required partners establish to align services and coordinate delivery?

- B.** Describe how transportation and other supportive services are coordinated within the region.⁷

⁶ 20 CFR 679.560(a)(4)

⁷ 20 CFR 679.510(a)(1)(vi)

RPCs must answer the following questions when responding to this requirement:

1. What regional organizations currently provide or could provide supportive services?
 2. What policies and procedures will be established to promote coordination of supportive services delivery?
- C.** Describe the coordination of services with regional economic development services and providers.⁸

RPCs must answer all of the following questions when responding to this requirement:

1. What economic development organizations or businesses are actively engaged in regional planning?
 2. What economic development organizations or businesses were invited to participate but declined?
 3. What input was provided by regional economic development organizations and businesses?
 4. What input provided by economic development and businesses was incorporated into the regional plan?
- D.** Describe the coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate.⁹

Vision, Goals and Implementation Strategies

This section will outline how the LWDB(s) will coordinate the regional workforce, education and economic development activities with regional activities that are carried out in the local areas. The responses must illustrate that business, education and workforce development stakeholders have provided input and are in agreement with the plan.

- A.** Describe the strategic vision to support state, and regional economic growth.¹⁰
- B.** Describe the goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment, including individuals with disabilities).¹¹

⁸ 20 CFR 679.510(a)(1)(vii)

⁹ 20 CFR 679.510(a)(1)(v)

¹⁰ 20 CFR 679.560(a)(5)

¹¹ 20 CFR 677.155(a)(1)

- C. Describe the strategies relating to the performance accountability measures based on performance indicators to include State and Local Measures (Key Performance Indicators).¹²
- How the RPC will work with each LWDA to achieve the negotiated measures to include established procedures.
 - How the measures will be monitored and progress tracked towards meeting those regional measures.
 - How the RPC will focus efforts on serving priority populations to help meet the negotiated measures.
- D. Provide a description of the regional and local strategies that will achieve the vision and goals. This must include a description of the strategies and services that will be used in the regional planning areas:
- To facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations;¹³
 - To support a local workforce development system that meets the needs of businesses in the LWDA;¹⁴
 - To better coordinate workforce development programs and economic development;¹⁵
 - To strengthen linkages between the one-stop delivery system and unemployment insurance programs;¹⁶
 - To promote entrepreneurial skills training and microenterprise services;¹⁷ and
 - To implement initiatives such as apprenticeships, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers.¹⁸ Include information obtained through the comprehensive needs assessment adopted in the **Strengthening Career and Technical Education for the 21st Century (Perkins V) Act** proposal.

¹² 20 CFR 677.155(a)(1)

¹³ 20 CFR 679.560(b)(3)(i)

¹⁴ 20 CFR 679.560(b)(3)(ii)

¹⁵ 20 CFR 679.560(b)(3)(iii)

¹⁶ 20 CFR 679.560(b)(3)(iv)

¹⁷ 20 CFR 679.560(b)(4)

¹⁸ 20 CFR 679.560(b)(3)(v)

- E.** Describe the steps that will be taken to support the state key objectives to align and integrate education, workforce and economic development including:
- Create an integrated intake system to efficiently deliver services
 - Create a shared vision for supporting Tennesseans with the greatest number of barriers, including individuals with disabilities, to enter the workforce
 - Create a trained workforce to meet current industry needs
 - Create new dashboards to measure the effectiveness of the integrated workforce strategy
 - Create a simple and effective engagement experience for all candidates

Local Plan Regulations:

The Workforce Innovation and Opportunity Act and final regulations (§ 679.550(a)) require Local Workforce Development Boards (LWDBs) and Local Elected Officials (LEO) within the Local Workforce Development Area (LWDA) to develop and submit a 4-year plan. This plan must identify and describe the policies, procedures, and local activities that are carried out in the LWDA.

Operating Systems and Strategies

This chapter must provide an overview of all the operating systems with attachments of policies adopted by the LWDB. This section will also include how the LWDBs will coordinate the local workforce, education and economic development activities with local activities that are carried out by the LWDB. The responses must illustrate that business, education and workforce development stakeholders have provided input and are in agreement with the plan.

- A.** Provide a description of the one-stop delivery system in the LWDA including the roles and resource contributions of the one-stop partners.
 - Identify the career services and other program services to be provided, include the location (address) at which services will be accessible including the:
 - Comprehensive One-Stop Centers
 - Affiliated Workforce Centers
 - Specialized Workforce Centers, and
 - Access Points
 - Explain how the one-stop centers provide all required or relatable services of customers based on their respective need(s) and a customer centered design.
 - Provide information regarding the one-stop operator and describe the methods for coordinated service delivery between the operators and partners.
 - Name of the procured one-stop operator
 - Describe the functions and scope of work of the one-stop operators
 - Describe how the one-stop operator was procured
 - Describe the local one-stop operator's role and responsibility for coordinating referrals among required partners.
- B.** Provide information regarding the use of technology in the one-stop delivery system, including a description of:

- How the workforce centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.¹⁹
 - How the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.²⁰
- C.** Describe how the Local Board will support the strategy identified in the TN Combined State Plan and work with entities carrying out core programs, including a description of:²¹
- Expanding access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including individuals with disabilities;²²
 - Facilitating the development of career pathways and co-enrollment, as appropriate, in core programs;²³ and
 - Improving access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).²⁴
- D.** Provide information regarding the local coordination strategies with state (including the Combined Plan), regional and local partners to enhance services and avoid duplication of activities, including a description of:
- Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I.²⁵
 - Adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under Title II consistent with WIOA Sec. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232.²⁶
 - Wagner-Peyser Act (29 U.S.C. 49 et seq.) services under WIOA Title III.²⁷
 - Vocational rehabilitation service activities under WIOA Title IV.²⁸

¹⁹ 20 CFR 679.560(b)(20)

²⁰ 20 CFR 679.560(b)(5)(ii)

²¹ 20 CFR 679.560(b)(1)(ii)

²² 20 CFR 679.560(b)(2)(i)

²³ 20 CFR 679.560(b)(2)(ii)

²⁴ 20 CFR 679.560(b)(2)(iii)

²⁵ 20 CFR 679.560(b)(6)

²⁶ 20 CFR 679.560(b)(12)

²⁷ 20 CFR 679.560(b)(11)

²⁸ 20 CFR 679.560(b)(13)

- Relevant secondary and post-secondary education programs and activities with education and workforce investment activities.²⁹
 - How the Local Board will support the strategy identified in the State Plan under § 676.105 and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the **Strengthening Career and Technical Education for the 21st Century (Perkins V) Act (20 U.S.C. 2301 et seq.)** to support service alignment.³⁰
 - Services to veterans and eligible spouses, to include priority of service and the use of available Jobs for Veterans State Grants (JVSG) staff.
 - Other services provided in the one-stop delivery system including but not limited to the programs outlined in WIOA Sec. 121.
- Provide a copy of the local supportive service policy and describe how the Local Board will coordinate the provision of transportation and other appropriate supportive services in the local area;³¹ and
 - Describe the local referral process.
 - Identify the entities between who the referrals occur.
 - Explain the method(s) that will be used to refer participants between programs (external and internal).
 - Define the roles related to referrals.
 - Identify the method of tracking referrals
 - Describe specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available services.
- E.** Provide a description of how the local area will provide adult and dislocated worker employment and training activities including:
- A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.³²
 - A description of how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.³³

F. Provide a description of how the local area will provide youth activities including:

²⁹ 20 CFR 679.560(b)(9)

³⁰ 20 CFR 679.560(b)(1)(ii)

³¹ 20 CFR 679.560(b)(10)

³² 20 CFR 679.560(b)(6)

³³ 20 CFR 679.560(b)(7)

- A description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities.³⁴
 - A description of how local areas will meet the requirement that a minimum of 50 percent with waiver, or 75 percent without waiver, of the youth expenditures be for out-of-school youth.
 - A description of how LWDA will meet the requirements of the in-school youth waiver including the expenditure requirement for in-school youth and individual training account (ITA) opportunities for at-risk in-school youth.
- G.** Provide a description of how the LWDA will provide services to priority populations as outlined in Tennessee's State Combined Plan:
- Provide information on how priority will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient consistent with WIOA Sec. 134(c)(3)(E).
 - Describe how the LWDB will determine priority populations and how to best serve them, along with any other state requirements.
 - Describe how the LWDB will focus efforts on priority populations to help meet the negotiated State and Local Performance Measures (Key Performance Indicators).
- H.** Provide a description of training policies and activities in the local area, including:
- How local areas will encourage the use of work-based learning strategies, including the local area goals for specific work-based learning activities and proposed outcomes related to these activities.
 - Provide a copy of the local Individual Training Account Policy and describe how training services outlined in WIOA Sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.³⁵
 - Provide a copy of the local training provider approval policy and procedures. Describe how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers and jobseekers.

³⁴ 20 CFR 679.560(b)(8)

³⁵ 20 CFR 679.560(b)(18)

- Explain how the LWDB has reviewed their eligible training providers to determine if there are enough providers to meet the demand of industry.
- I. Provide a description of how the LWDB will implement initiatives such as apprenticeships, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of employers in the corresponding region in support of the business service strategy.
- J. Describe how the Business Services Team is structured and the process of disseminating the service strategy for employers from the LWDB to the team members responsible for implementation.
- K. Provide a description on the initiatives the LWDB is implementing or will implement to insure accessibility to programmatic services to rural areas (to include Distressed and At-Risk Counties).
 - Provide details on how the LWDB has or will implement new programs to best serve the Rural area (to include Distressed and At-Risk Counties).
- L. Provide a description on the initiative the LWDB is implementing or will implement to serve individuals who will be re-entering the workforce who were previously incarcerated or justice involved.
 - Provide details on how the LWDB has or will implement new programs to best serve those who were previously incarcerated or justice involved.

Performance Goals and Evaluation

The plan must include information on the actions the LWDB will take toward becoming or remaining a high performing board, consistent with the factors developed by the State Workforce Development Board (SWDB).

- A. Provide information regarding the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA Sec. 116(c), to be used to measure the performance of the LWDA and to be used by the LWDB for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B and the one-stop delivery system in the LWDA.
 - a. WIOA primary indicators of performance:
 - i. Entered Employment Rate 2nd quarter after exit

- ii. Entered Employment Rate 4th quarter after exit
- iii. Median Earnings quarter after
- iv. Measureable Skills Gain
- v. Credential Rate
- vi. Effectiveness Serving Employers

- B.** Based on the assigned level of responsibility, determined by the RPC, for the LWDB to meet State and Local Performance Measures (Key Performance Indicators):
- a. Explain how the measures will be monitored and progress will be tracked towards meeting the negotiated measures and how that information will be reported to the LWDB.

Technical Requirements , Assurances, and Evaluation

This chapter includes the technical requirements and assurances that are required by the Workforce Innovation and Opportunity Act.

A. Physical and Programmatic Accessibility

- Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA Sec. 188 and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. Include specific arrangements that have been implemented to ensure services are accessible to all.

B. Fiscal Management

- Identify the entity responsible for the disbursement of grant funds described in WIOA as determined by the chief elected official or the Governor under WIOA.
- Provide a copy of the local procurement policies and procedures and describe the competitive procurement process that will be used to award the sub-grants and contracts for WIOA Title I activities.
- Describe how the LWDA will meet the required 40 percent minimum participant cost rate (MPCR)

C. Budget Information and Supporting Materials

- Provide a **detailed budget** that lists the sources and uses of Tennessee Department of Labor and Workforce Development (TDLWD) pass-through funds and all non-Federal matching funds.

- Provide a budget narrative that includes a detailed explanation of expenditures by the line items listed on Standard Form 424A. Include purpose of travel and supply/equipment lists, and describe expenses in the 'other' line item, if applicable.
 - If the budget includes personnel or contractual expenses (cash or in-kind resources), estimate the number of hours/days and hourly rate (or portion of FTE and salary) for the time that is expected to be spent on the proposed project by key personnel, contractors, or consultants.
 - If budget includes land or buildings, provide an **MAI appraisal** or comparable appraisal.
 - Identify each non-TDLWD funding source as federal, state, local, or private. Include a **letter of commitment** from each funding source that specifies the amount of funds committed and the kind of funds committed (grant, loan, cash, in-kind, etc.).
 - Provide a description of leveraged funds to include any fee based and/or revenue generated.
 - Provide descriptions of in-kind resources, including the methods used to determine their value.
 - Enclose pertinent supporting materials, as applicable. This response should not include form letters.
- D.** Describe a planned or existing approach regarding which local strategies will be financed by the transfer of Title I workforce funds, including the maximum dollar amount and/or percentage that is authorized to be transferred on an annual basis:
- To transfer funds between the adult and dislocated worker funding streams.
 - To use funds for incumbent worker training as outlined in WIOA Sec. 134(d)(4)(A)(i).
 - To use funds for transitional jobs as outlined in WIOA Sec. 134(d)(5).
- E.** Provide copies of executed cooperative agreements (as applicable) which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop system, with respect to efforts that will enhance the provision of services to individuals with disabilities.
- This may include cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts at cooperation, collaboration and coordination.
- F.** Provide copies of Title VI trainings to all service providers, One-Stop Operators, and LWDB.



Attachment C- Regional and Local Planning Checklist

- ☐ Executive Summary and Coversheet
- ☐ Regional Plan Components
 - Economic and Workforce Analysis
 - Strategies for Service Integration
 - Vision, Goals and Implementation Strategies
- ☐ Regional Plan Attachments
 - Must provide, overall narrative description of the manner in which the stakeholder involvement requirements were met for the regional plan
 - Documentation of outreach efforts to all required planning partners, and must provide documentation that the State Workforce Development Board was provided the relevant information on all planning meetings, listening sessions, or other public meetings related to the planning process
- ☐ Local Plan Components
 - Operating Systems and Strategies
 - Performance Goals and Evaluation
 - Technical Requirements and Assurances
- ☐ Local Plan Attachments
 - Must provide, overall narrative description of the manner in which the stakeholder involvement requirements were met for the local plan
 - Copy of the local training provider approval policy and procedures.
 - Copy of the local Individual Training Account Policy
 - Copy of the local supportive service policy
 - Copies of executed cooperative agreements
 - Copy of the local procurement policies and procedures
 - Copies of Title VI trainings to all service providers, One-Stop Operators, and Board.
 - Organizational Chart with staff and titles



Attachment D-Regional Plan Scoring Matrix

Follow these guidelines when grading each question:				
Pass = Answer directly provides specific detail associated with the element				
Fail = Answer does not directly provide specific detail associated with the element				
Economic and Workforce Analysis		Pass	Fail	Comments:
1.	The plan includes an analysis of the economic conditions including existing and emerging in-demand industry sectors and occupations.			
2.	The plan analyzes the employment needs of employers in existing and emerging in-demand industry sectors and occupation.			
3.	The plan provides an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.			
4.	The plan includes an analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment.			
5.	The plan describes the involvement of all partners in providing, analyzing and agreeing on supply and demand data and the targeted sectors/industries/occupations/skills.			
6.	The plan addresses how the region is changing in terms of demographics, labor supply and occupational demand.			
7.	The plan indicates the policy and service implications of the current and projected Labor Market Information.			



Attachment D-Regional Plan Scoring Matrix

8.	The plan identifies special populations that exist in the region, including their magnitude, and the policy and service implications to meet the needs of these individuals.			
9.	The plan identifies sectors, industries, occupations, and skills that are in demand.			
10.	The plan identifies sectors, industries, and occupations that have favorable location quotients.			
11.	The plan identifies sectors, industries, and occupations that have favorable demand projections based on growth.			
12.	The plan identifies sectors, industries, and occupations that have favorable demand projections based on replacements.			
13.	The plan identifies sectors, industries, and occupations that are considered mature, yet important to the economy.			
14.	The plan identifies sectors, industries, and occupations that are considered emerging in the regional economy.			
15.	The plan defines what sectors, industries, occupations, and skills that are regional priorities, in order of priority, including how this determination was made and how growing, maturing, and emerging factor in.			
16.	The plan identifies which employers are engaged and data used in the development of sector strategies.			



Attachment D-Regional Plan Scoring Matrix

17.	The plan identifies other public-private partnerships exist in the region that could support sector strategies and what is their role in planning. The response includes community and non-profit partners.			
18.	The plan describes how well the existing skills of job seekers match the demands of local businesses.			
19.	The plan details the plans for future strategy development for future sectors.			
20.	The plan describes how the areas will work together to ensure regional businesses are served across LWDAs			
Strategies for Service Integration		Pass	Fail	Comments:
21.	The plan describes the regional service strategies, including use of cooperative service delivery strategies.			
22.	The plan provides an analysis of workforce development activities, including education and training in the region.			
23.	The plan indicates the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.			
24.	The plan describes how well existing training programs in the region and local areas prepare job seekers to enter and retain employment with regional businesses.			
25.	The plan identifies what existing service delivery strategies will be expanded based on promising return on investment (ROI).			



Attachment D-Regional Plan Scoring Matrix

26.	The plan defines what new service strategies will be used to address regional educational and training needs based on promising ROI.			
27.	The plan identifies what existing service delivery strategies will be curtailed or eliminated based on minimal ROI.			
28.	The plan identifies what formal and informal cooperative procedures the core partners and other required partners will establish to align services and coordinate delivery.			
29.	The plan explains what steps will be taken to support the state strategies and goals to align and integrate education, workforce and economic development.			
30.	The plan describes how transportation and other supportive services are coordinated within the region.			
31.	The plan identifies the regional organizations that currently provide or could provide supportive services.			
32.	The plan describes the policies and procedures that will be established to promote coordination of supportive services delivery.			
33.	The plan identifies the economic development organizations or businesses that are actively engaged in regional planning.			
34.	The plan identifies the economic development organizations or businesses that declined to be engaged in regional planning.			
35.	The plan details the input provided by regional economic development organizations and businesses.			
36.	The plan describes the input provided by economic development and businesses that was incorporated into the regional plan.			
37.	The plan describes coordination of administrative cost			



Attachment D-Regional Plan Scoring Matrix

	arrangements, including pooling of funds, as appropriate.			
Vision, Goals, and Implementation Strategies		Pass	Fail	Comments:
38.	The plan describes the strategic vision to support state, regional and local economic growth.			
39.	The plan describes the goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment).			
40.	The plan describes the strategies relating to the performance accountability measures based on State and Local Performance Measures (Key Performance Indicators).			
41.	A plan was provided on how the region will work with each LWDA to achieve negotiated targets based with established procedures.			
42.	A description of how State and Local Performance Measures will be monitored and tracked towards meeting regional measures.			
43.	A description how the Regional Planning Council will focus efforts on serving priority populations to meet negotiated measures.			
44.	The plan provides a description of the regional strategies that will achieve the vision and goals, including a description of the strategies and services that will be used in the regional planning areas.			
45.	The plan describes the facilitation of engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.			
46.	The plan indicates how the local workforce development system meets the needs of the businesses in the local			



Attachment D-Regional Plan Scoring Matrix

	area.			
47.	The plan describes the strategies to better coordinate workforce development and economic development.			
48.	The plan describes the strategies to strengthen linkages between the one-stop delivery system and unemployment insurance programs.			
49.	The plan identifies the strategies to promote entrepreneurial skills training and microenterprise services.			
50.	The plan identifies the implementation of initiatives such as apprenticeships, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers.			
51.	The plan describes the steps that will be taken to support the state key objectives to align and integrate education, workforce and economic development.			
52.	The plan identifies how the region will support the efforts in creating an integrated intake system to efficiently deliver services.			
53.	The plan identifies how the region will support the shared vision for supporting Tennesseans with the greatest number of barrier to enter the workforce.			
54.	The plan identifies how the region will help create a trained workforce to meet current industry needs.			
55.	The plan identifies how the region will support the creation of dashboards that measure the effectiveness of the integrated workforce strategy.			



Attachment D-Regional Plan Scoring Matrix

56.	The plan identifies how the region will ensure all candidates have a simple and effective engagement experience.				
Scoring Criteria				# of Pass	# of Fail
Economic and Workforce Analysis					
Strategies for Service Integration					
Vision, Goals, and Implementation Strategy					
Overall Score:					
Approved (100% Pass)					
Conditionally Approved (less than 100% Pass)					



Attachment E- Local Plan Scoring Matrix

Follow these guidelines when grading each element:				
Pass = Answer directly provides specific detail associated with the element				
Fail = Answer does not directly provide specific detail associated with the element				
Operating Systems and Strategies		Pass	Fail	Comments:
1.	The plan provides a description of the one-stop delivery system in the local area, including the roles and resource contributions of the one-stop partners.			
2.	The plan identifies the career services and other program services to be provided, include the location (address) at which services will be accessible including, Comprehensive One-Stop Centers, Affiliate One-Stop Centers, Specialized Workforce Centers, and Access Points.			
3.	The plan explains how the one-stop centers provide all required or relatable services of customers based on the customers respective need(s) and a customer centered design.			
4.	The plan provides information regarding the one-stop operator and describes the methods for coordinated service delivery between operator and partners.			
5.	The plan identifies the name of the procured one-stop operator, and the procurement process.			
6.	The plan describes the functions and scope of work of the one-stop operators.			
7.	The plan describes how the one-stop operator was procured.			



Attachment E- Local Plan Scoring Matrix

8.	The plan describes the one-stop operator's role and responsibility for coordinating referrals among required partners.			
9.	The plan describes how the workforce centers are implementing and transition to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.			
10.	The plan describes how the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.			
11.	The plan describes how the Local Board will support the strategy identified in the TN Combined State Plan and work with entities carrying out core programs.			
12.	The plan provides a description of how the local board will Expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.			
13.	The plan provides a description of how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.			
14.	The plan provides a description of how the local board will improve access to activities leading to a recognized post-secondary credential.			
15.	The plan provides information regarding the local coordination strategies with state, regional and local partners to enhance services and avoid duplication activities.			



Attachment E- Local Plan Scoring Matrix

16.	The plan provides coordination strategies to include Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I.			
17.	The plan provides coordination strategies to include Adult education and literacy activities under WIOA Title II.			
18.	The plan provides a description of how the Local Board will carry out the review of local applications submitted under Title II.			
19.	The plan provides coordination strategies to include Wagner-Peyser Act (29 U.S.C. 49 et seq.) services under WIOA Title III.			
20.	The plan provides coordination strategies to include Vocational rehabilitation service activities under WIOA Title IV.			
21.	The plan provides coordination strategies to include relevant secondary and post-secondary education programs and activities with education and workforce investment activities			
22.	The plan describes how the Local Board will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the Strengthening Career and Technical Education for the 21st Century (Perkins V) Act (20 U.S.C. 2301 et seq.) to support service alignment.			
23.	The plan provides coordination strategies to include services to veterans and eligible spouses, to include priority of service and the use of available Jobs for Veterans State Grants (JMSG) staff.			



Attachment E- Local Plan Scoring Matrix

24.	The plan provides coordination strategies to include other services provided in the one-stop delivery system including but not limited to the programs outlined in WIOA Sec. 121.			
25.	The plan provides a copy of the local supportive service policy.			
26.	The plan describes how the local board will coordinate the provision of transportation and other appropriate supportive services in the local area.			
27.	The plan describes the local referral process.			
28.	The plan identifies the entities between who referrals occur.			
29.	The plan explains the method(s) that will be used to refer participants between programs (external and internal).			
30.	The plan defines the roles related to referrals.			
31.	The plan identifies the method of tracking referrals.			
32.	The plan describes specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available			



Attachment E- Local Plan Scoring Matrix

	services.			
33.	The plan describes how the local area will provide adult and dislocated worker employment and training activities.			
34.	The plan provides a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.			
35.	The plan describes how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.			
36.	The plan describes the process in which the local area will provide youth activities.			
37.	The plan includes a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which includes an identification of successful models of such activities.			
38.	This plan includes a description of how local areas will meet the requirement that a minimum of 50 percent with waiver, or 75 percent without waiver, of the youth expenditures be for out-of-school youth.			
39.	The plan includes a description of how local areas will meet the requirements of the in-school youth waiver including the expenditure requirement for in-school youth and individual training account (ITA) opportunities for at-risk in-school youth.			



Attachment E- Local Plan Scoring Matrix

40.	The plan provides a description of how the local area will provide services to priority populations as outlined in Tennessee's State Combined Plan.			
41.	The plan describes how priority will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient consistent with WIOA Sec. 134(c)(3)(E). (§ 679.560(b)(21)).			
42.	The plan describes how the Local Board will determine priority populations and how to best serve them, along with any other state requirements.			
43.	The plan describes how the LWDB will focus efforts on priority populations to help meet the negotiated State and Local Performance Measures (Key Performance Indicators).			
44.	The plan provides a description of training policies and activities in the local area.			
45.	The plan includes a copy of the local Individual Training Account Policy.			
46.	The plan defines how training services outlined in WIOA Sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter.			
47.	The plan describes how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.			



Attachment E- Local Plan Scoring Matrix

48.	The plan includes a copy of the local training provider approval policy and procedures.			
49.	The plan describes how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers and jobseekers.			
50.	The plan explains how the LWDB has reviewed their eligible training providers to determine if there are enough providers to meet the demand of industry.			
51.	The plan provides a description of how the area will implement initiatives such as apprenticeships, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of employers in the corresponding region in support of the business service strategy.			
52.	The plan describes how the Business Services Team is structured and the process of disseminating the service strategy for employers from the LWDB to the team members responsible for implementation.			
53.	The plan describes the initiatives the LWDB is implementing or will implement to insure accessibility to programmatic services to rural areas (to include Distressed and At-Risk Counties).			
54.	The plan provides details on how the LWDB has or will implement new programs to best serve the Rural area (to include Distressed and At-Risk Counties).			



Attachment E- Local Plan Scoring Matrix

55.	The plan provides a description on the initiative the LWDB is implementing or will implement to serve individuals who will be re-entering the workforce who were previously incarcerated or justice involved.			
56.	The plan provides details on how the LWDB has or will implement new programs to best serve those who were previously incarcerated or justice involved.			
Performance		Pass	Fail	Comments:
57.	The plan includes information on the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors developed by the State Board.			
58.	The plan provides information regarding the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA Sec. 116(c), to be used to measure the performance of the local area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B and the one-stop delivery system in the local area.			
59.	The plan provides the LWDBs primary indicators of performance.			
60.	A description of how State and Local Performance Measures will be monitored and tracked towards meeting negotiated measures and reported to the Local Workforce Development Board.			
Technical Requirements and Assurances		Pass	Fail	Comments:
61.	The plan describes how the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the			



Attachment E- Local Plan Scoring Matrix

	use of technology and other means.			
62.	The plan indicates how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA Sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).			
63.	The plan includes specific information on arrangements that have been implement to ensure physical and programmatic access to all.			
64.	The plan identifies the entity responsible for the disbursement of grant funds described in WIOA as determined by the chief elected official or the Governor under WIOA.			
65.	The plan includes a copy of the local procurement policies and procedures and describes the competitive procurement process that will be used to award the subgrants and contracts for WIOA Title I activities.			
66.	The plan details how the local area will meet the required 40 percent minimum participant cost rate (MPCR).			
67.	The plan includes a detailed budget that lists the sources and uses of Tennessee Department of Labor and Workforce Development (TDLWD) pass-through funds and all non-Federal matching funds.			
68.	The plan includes a budget narrative that includes a detailed explanation of expenditures by the line items listed on Standard Form 424A.			
69.	If applicable, the plan includes purpose of travel and supply/equipment lists, and describe expenses in the 'other' line item.			
70.	If applicable, the budget includes personnel or contractual expenses (cash or in-kind resources),			



Attachment E- Local Plan Scoring Matrix

	estimate the number of hours/days and hourly rate (or portion of FTE and salary) for the time that is expected to be spent on the proposed project by key personnel, contractors, or consultants.			
71.	If applicable, budget includes land or buildings, provide an MAI appraisal or comparable appraisal.			
72.	The plan identifies Identify each non-TDLWD funding source as federal, state, local, or private.			
73.	The plan includes a letter of commitment from each funding source that specifies the amount of funds committed and the kind of funds committed (grant, loan, cash, in-kind, etc.).			
74.	The plan provides a description of leveraged funds to include any fee based and/or revenue generated.			
75.	The plan provides a description of in-kind resources, including the methods used to determine their value.			
76.	If applicable, this plan includes pertinent supporting materials.			
77.	The plan describes the planned or existing approach regarding which local strategies will be financed by the transfer of Title I workforce funds, including the maximum dollar amount and/or percentage that is authorized to be transferred on an annual basis.			
78.	The plan describes the planned or existing method of funds transfer between the adult and dislocated worker funding streams.			
79.	The plan details the use of incumbent worker training as outlined in WIOA Sec. 134(d)(4)(A)(i).			
80.	The plan defines the use of funds for transitional jobs as outlined in WIOA Sec. 134(d)(5).			
81.	The plan includes copies of the executed cooperative agreements (as applicable) which define how all local			



Attachment E- Local Plan Scoring Matrix

	service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop system, with respect to efforts that will enhance the provision of services to individuals with disabilities.			
82.	The plan indicates that all service providers, One-Stop Operators and Board have been provided copies of Title VI trainings.			
Scoring Criteria		# of Pass		# of Fail
Operating Systems and Strategies				
Performance				
Technical Requirements and Assurances				
Overall Score:				
Recommend for State Workforce Development Board Approval (100% Pass)				
Recommend for Corrections (Less than 100% Pass)				