

**Northwest TN Workforce Board
American Job Center (AJC) Committee**

Monday, July 26, 2021 – 10:00 a.m.

DSCC Gibson County Center, Room 112, 2071 Hwy 45 Bypass, Trenton, TN 38382 or Zoom

Minutes

Committee Members Attending: Ted Piazza, Rita Alexander, Sherry Fowler

Committee Members Attending via Zoom: Kristie Bennett, Melinda Goode, Mark Chandler, Willie Huffman, Jordan Spraggins,

Staff and Contractors Attending: Jennifer Bane, LeAnn Lundberg, Ginger Powell, Laura Speer

Staff and Contractors Attending via Zoom: Lana Burchfiel, Gina Johnson, Jennifer Eppley (OSO), and Connie Stewart (CSP)

Guest Attending via Zoom: Natalie McLimore

Review and Approval of Minutes of April 26, 2021 Meeting: Rita Alexander called the meeting to order and asked the group for comments regarding the prior meeting's minutes.

MOTION: Ted Piazza moved to approve the April 26, 2021 minutes as presented and Melinda Goode seconded the motion. All were in favor and the motion carried.

AJC Partner Update—Families First (FF)/TANF: Natalie McLimore provided an overview of their service area in West TN and the Families First Program Fact Sheet. She called attention to the 30% increase in financial assistance and income cut-offs granted to FF participants, effective on July 1, allowing more people to participate according to income. Participants must comply with the 30 hours of required participation. She also presented the Child Care Payment Assistance Fact Sheet, as well as mentioned the new pilot programs for the excess TANF funds.

One-Stop Operator Report: Jennifer Eppley reviewed the following included reports for OSO Erica Nance:

- AJC Partner Dashboard:
 - Survey Results: There were 100 surveys completed for the quarter with 99 % (99 out of 100) completely satisfied.
 - KPI Results: Title I had 538 Total Enrollments including 70 Re-Entry Enrollments. Title II had 377 YTD enrollments. Title III New Enrollments included YTD enrollments of WP (1,347), SNAP (79), Veterans (8), Re-Entry Participants (3). Co-Enrollments with Title I included RESEA (4) and Trade Adjustment Assistance (0 of 1). Title IV Vocational Rehabilitation was in the process of changing data systems, so no data was available this quarter. Title V had 5 SCSEP participant Exits YTD.
- VOS Greeter Report: There were 5,105 visits through June and 7,873 services provided. Job Search Resource Room was the number one visit reason for the quarter followed by Unemployment.
- Enrollment Summary Report: The attached reports detail the number of new enrollments and carry over participants for several programs by county – 639 carry over and 2,379 new enrollments across programs, the breakdown of the active Title I cases by program and county, and a comparison of Title I numbers served by each area in the state. Our area receives about 5.4% of the state's allocation and has served about 5.2% of the state's total. Our area accounted for 7% of new enrollments in the state during the program year.
- Co-Enrollment Summary Report: The attached report details the numbers of participants co-enrolled between Title I, Wagner Peyser, and TAA. As of June 30th we have 16 of 56 TAA participants co-enrolled. All new TAA enrollments after 9/1/20 are required to be co-enrolled with Title I.
- Target Populations Report: There were 605 total enrollments and 73 new enrollments including 45 who are youth-aged individuals, and 55 individuals with barriers to employment including 7 individuals with disabilities, 20 underemployed, 15 offenders, 12 in a high poverty area, as well as 35 low income individuals. The full breakdown can be viewed in the attached report.
- Employer Services and Survey Reports: There were 4,446 services provided to 1,499 employers through June. The breakdown by service can be viewed on the attached report.

Career Services Report: Connie Stewart presented the attached report. The youth program has surpassed the past couple of years. Since July, 521 individuals have been enrolled, about 107% of the goal for the program year. There were 195 in occupational skills training and 136 in work experience. This is the first time all the youth goals were met and

100% of funding spent. Connie is tracking all referrals and co-enrollments. It has been challenging to co-enroll RESEA participants since it's all done over the phone, and we will have to get them to come sign in person, or electronically, which is a challenge.

Business Services Report: Ginger Powell discussed the following from the attached Business Services Report:

- **On-the-Job Training (OJT):** 228 individuals have been enrolled with 25 employers, 161 have completed, and 20 are still in training.
- **Incumbent Worker Training (IWT):** There have been 31 contracts awarded with 697 employees trained as of June 30th of the 717 proposed.
- **Job Fair/Hiring Events/Pending Events:** We have hosted more job fairs in the last quarter than the last 3 quarters combined. We did a few county job fairs, and have a regional job fair coming up August 5th in several locations simultaneously. Upcoming events include the Workforce Strategy Discussion on July 28th at Crown Winery.
- **Apprenticeships:** Two new apprenticeships signed up this quarter-- Alliance Staffing in Gibson County and United Ammunition Container. We have served 73 of our goal of 89 apprentices under the state's Apprenticeship Expansion Grant. We requested and received an extension of the grant end date to October 31st. Alliance's apprenticeship program was submitted in December but not approved until this quarter which delayed our apprentice enrollments.
- **Rapid Response:** Finney's Flooring in Weakley County closed with less than five affected and Tecumseh, LLC in Henry County closed affecting 62 workers. Many of the employees had more than 25 years with the company, and some with 40 years. A job fair for the affected workers was held on-site on July 15th with several employees receiving job offers and interviews during the event.
- **Other Events:** We have done two of the four virtually speaking webinars, and they are on the NWTNjobs.org website. The next one on Building a Youth Talent Pipeline is Sept. 2. The last one is Utilizing Labor Market information in December. As far as Manufacturing Days, no decisions have been made as far as virtual/in-person visits. The reach with virtual is better, but the impact is better in-person. We are also working on another healthcare career exploration video as part of Dyersburg State's GIVE grant. The target will be Lauderdale, Tipton, and Obion counties and will be a similar format as the event for Dyer and Lake counties.

Policy Changes: Jennifer Bane reviewed the proposed changes to the policy as outlined in red in the attachments.

- **Adult and Dislocated Worker Eligibility Policy:** Changes include allowing funding for individuals from other areas for non-Occupational Skills training and removing the outdated low-income definition and references to it.
 - Under the income computation section, it was noted that "must" was marked out, but shouldn't have been. It will be added back into the policy.
- **Work-Based Training Policy:** Changes include removing mentions of "service provider" since the Board manages business services, adding clarification that OJT cannot be used for a position in a labor dispute or layoff, adding that for IWT, per the TEGL, employee cohorts must have an average employment history of 6-months with the company, removing the 80% wage requirement for transitional jobs and non-youth work experience, and removing the Supportive services section and instead referencing the manual.
- **Supportive Services – Transportation Policy:** Changes included removing references to Out-of-School Youth since work experience is also available for In-School Youth, and removing the full-time criteria to match the Individual Training Account Policy.

MOTION: Ted Piazza moved to approve the policy changes as presented. Kristie Bennett seconded the motion. All were in favor and the motion carried.

Other: Jennifer Bane presented the following information:

- **Board Officer Elections (Chair, Vice-Chair, & Secretary):** Nominations due to Jennifer by August 15th, and vote at annual board meeting. The Chair and Vice-Chair must be private-sector representatives.
- **Committee Officer Elections (Chair & Vice-Chair):** Both have to be private sector representatives and will be voted on at the committee meetings in October. They will both serve on the Executive Committee. Nominations due to Jennifer by the end of September.

Future Meeting Dates & Upcoming Events: Jennifer Bane reviewed the upcoming meeting dates and events as listed on the attached agenda.

Respectfully submitted, Lana Burchfiel, Public Information Specialist.

Northwest TN Workforce Board
American Job Center Committee
Monday, July 26, 2021 – 10:00 a.m.

DSCC Gibson County Center, Room 112
2071 Hwy 45 Bypass
Trenton, TN 38382

[Join Zoom Meeting](#)
Meeting ID: 896 3297 3035
Passcode: 654534

Chair - Rita Alexander
Vice Chair – Neely Ashby

Agenda

1. Welcome and Call to Order Rita Alexander
2. Review and Approval of Minutes – April 26, 2021 meeting
(Vote Required) Rita Alexander
3. AJC Partner Update – Families First / TANF Natalie McLimore
4. One-Stop Operator Report Erica Nance
 - a. AJC Partner Dashboard
 - i. Survey Results
 - ii. KPI Results
 - b. VOS Greeter Reports
 - c. Enrollment Summary Reports
 - d. Co-Enrollment Report
 - e. Target Populations Report
 - f. Employer Services Report
5. Career Services Report Connie Stewart
6. Business Services Report Ginger Powell
7. Policy Changes **(Vote Required)** Jennifer Bane
 - a. Adult and Dislocated Worker Eligibility Policy
 - b. Work-Based Training Policy
 - c. Supportive Services Policy – Transportation Assistance Section
8. Other Jennifer Bane
 - a. Board Officer Elections (Chair, Vice-Chair, & Secretary)
 - b. Committee Officer Elections (Chair & Vice-Chair)

Future Meeting Dates & Upcoming Events

- TDLWD Commissioner Visit: Wednesday, July 28th, 2:00 – 3:30 pm
Crown Winery (3638 E Mitchell St, Humboldt, TN)
- Refocus TN Workforce System Convening Invitation: August 18-20 (Opryland Hotel)
- Next Board Meeting: Tuesday, August 24th at 11:30 am,
NW Development District / HRA (Martin)
- State Board Meeting: August 27th (Nashville / YouTube)
- Remaining 2021 Committee Meeting Dates: Monday, October 25th at 10:00 am

**Northwest TN Workforce Board
American Job Center (AJC) Committee
Monday, April 26, 2021 – 10:00 a.m.
Zoom Meeting**

Minutes

Committee Members Attending: Rita Alexander, Neely Ashby, Kristie Bennett, Mark Chandler, Melinda Goode, Sherry Fowler, Lana Hammons, Janna Hellums, Angela Hollingsworth, Brendan Powell, Jimmy Williamson

Staff and Contractors Attending: Jennifer Bane, Lana Burchfiel, Gina Johnson, LeAnn Lundberg, Ginger Powell, Laura Speer, Erica Nance and Jennifer Eppley (OSO), and Connie Stewart (CSP)

Guests Attending: David Parrish, Gina Abbott

Review and Approval of Minutes of January 25, 2021 Meeting: Rita Alexander called the meeting to order and asked the group for comments regarding the prior meeting's minutes. Two typo corrections were sent to the committee for review prior to the meeting.

- **MOTION:** Jimmy Williamson moved to approve the January 25, 2021 minutes with corrections and Melinda Goode seconded the motion. All were in favor and the motion carried.

AJC Partner Update—Vocational Rehabilitation: David Parrish spoke briefly of the transformation of moving toward whole-person and career-focused services. They are currently working on revamping the four TRCs and placing individuals in work experience to match their interests while looking at long-term goals and job retention. They're also considering possible trainings such as OSHA, customer care, forklift training, and CNA training and looking at independent living skills as well. They would also like to partner with Title I for summer placements and high school students for work-based learning and possible pre-apprenticeships for at-risk and / or justice-involved individuals.

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

- **AJC Survey Results:** On March 29th we reopened to the public with social distancing practices. There were 62 surveys completed for the quarter with 97% (60 out of 62) completely satisfied.
- **VOS Greeter Report:** There were 2,728 visits through March and 3,841 services provided. Unemployment was the number one visit reason for the quarter followed by Job Search Resource Room and then Adult Education.
- **Enrollment Summary Report:** The attached reports detail the number of new enrollments and carry over participants for several programs by county—657 carry over and 1,802 across programs, the breakdown of the 632 active Title I cases by program and county, and a comparison of Title I numbers served by each area in the state. Our area receives about 5.4% of the state's allocation and has served about 4.9% of the state's total.
Note: the original handout incorrectly showed the NW allocation percentage as 8.1%. A corrected copy is included in the attachments below.
- **Co-Enrollment Summary Report:** The attached report details the numbers of participants co-enrolled between Title I, Wagner Peyser, and TAA. As of March 31st we have 28.1% of TAA participants co-enrolled.
- **Target Populations Report:** There were 539 total enrollments and 24 new enrollments including 13 who are youth-aged individuals, and 17 individuals with barriers to employment including 4 individuals with disabilities, and 4 underemployed, as well as 13 low income individuals. The full breakdown can be viewed in the attached report.
- **Employer Services and Survey Reports:** There were 3,053 services provided to 903 employers through March. The breakdown by service can be viewed on the attached report.

Career Services Report: Connie Stewart presented the attached report. The youth program has surpassed the past couple of years. Since July, 378 individuals have been enrolled, about 78% of the goal for the program year. There were 147 in occupational skills training and 72 in work experience. She just hired someone in temporary position (ISY Career Advisor) for youth and also hired a Youth Marketing staff person and plans to expand his position to mentor the youth. She has posted an OSY Career Advisor position and will soon have an OJT position to be filled due to a staff person leaving. She has asked staff to focus more on talking about justice-system involvement to make sure it's marked correctly on the application and captured toward KPI goals. They have also been working on the disaster grant goals and putting people in clean-up positions in different worksites. We have also been funding several people to go to school, with many of them going into truck driving which is in high demand.

Business Services Report: Ginger Powell discussed the following from the attached Business Services Report:

- **On-the-Job Training (OJT):** 206 individuals have been enrolled with 24 employers, 124 have completed, and 50 are still in training.
- **Incumbent Worker Training (IWT):** There have been 29 contracts awarded with 548 employees trained as of March 31st of the 706 proposed. All training must be completed by the end of April.
- **Job Fair/Hiring Events/Pending Events:** Several employers utilizing in-person job fairs and Premier Virtual for virtual job fairs. Under the pending events, we are delaying the Regional Hybrid Event to August 31. Our REAP Shock and Awe! Day with Amteck is this Saturday. The Apprenticeship Virtually Speaking webinar is June 3 with Tyra Copas from the Apprenticeship TN office and a local employer representative participating as panelists.
- **Apprenticeships:** United Ammunition Container is pending submission for a Maintenance apprenticeship. The Alliance Staffing apprenticeship in Gibson County is still also pending approval.
- **Rapid Response:** Save-a-Lot in Paris closed in March affecting 12 employees. We received notification of Finney's Flooring closing in Weakley County by the end of June with less than 5 employees affected.
- **Other Events:** We continue to present on all of our services whenever possible. Upcoming for the fall is a Healthcare Career Exploration Event for Obion and Lauderdale/Tipton as part of the GIVE grant for Dyersburg State Community College.

Priority of Priority Policy Changes: Jennifer Bane reviewed the proposed changes to the policy as outlined in red in the attachments. Primarily the policy sets the requirement that 75% of individuals served through the Adult program meet categories 1 or 2 of the priority populations as dictated by state policy. The U.S. Department of Labor guidance requires only 50.1% between these two categories with 75% required for all four categories. As of mid-April, 72.6% or 337 individuals of 464 being served are included in priority categories 1 and 2. Due to having to look at past 6 months of income for all family in the household to determine low-income status and decreased RAMP classes due to COVID issues, we anticipate this percentage will go down, not up for the rest of the program year. Based on estimated carryover, we anticipate that just 45 of the projected 252 new enrollments for next year can be individuals not included in priority categories 1 and 2. We are greatly concerned that this will negatively impact our enrollments as many of the individuals seeking services are above low income but below self-sufficiency. Low-income individuals also typically have less unmet need due to qualifying for more assistance and don't need as much assistance through our programs.

- **MOTION:** Jimmy Williamson moved to approve the policy changes as presented. Kristie Bennett seconded the motion. All were in favor and the motion carried.

Other: Jennifer Bane reported that there are two policies currently posted for public comment for the June State Workforce Development Board meeting. The KPI policy changes the goals to program year goals instead of calendar year goals and makes them hard targets with possible sanctions for failure to meet goals and possible incentive money for meeting goals. We are concerned that local boards will be penalized for state programs and partner programs, that are not under contract with the board, failing to meet their goals. The State Board will also review a revised version of the Board Hiring Procedures policy that was posted for public comment before the March meeting. Mark Chandler also provided an update on the new OSO and CSP contractors for SW for the new Program Year.

Future Meeting Dates & Upcoming Events: The below upcoming meeting dates were reviewed:

- Next Board Meeting: Tuesday, May 18th at 11:30 am (Zoom)
- State Board Meeting: June 18th (YouTube)
- Remaining 2021 Committee Meeting Dates: Monday, 10:00 am –
 - July 26th
 - October 25th

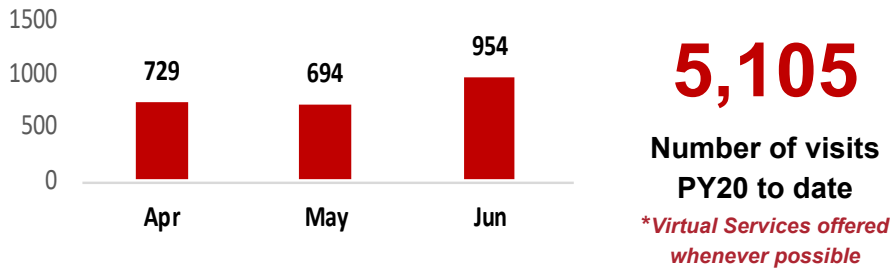
Respectfully submitted,

Lana Burchfiel, Public Information Specialist

NORTHWEST TN

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

NW TN American Job Center (AJC) Visits



AJC Surveys Results

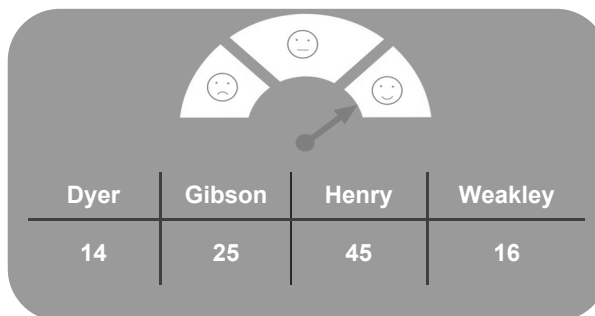
Overall, how satisfied were you with our services?

99%

99 out of 100
answered
"Completely
Satisfied"

*From April-June 2021

Number of Completed AJC Surveys by County for PY20Q4



PY20Q4 Top 10 Reasons for Visits

1. Job Search Resource Room
2. Unemployment
3. Networking Event/Granges Training
4. Job Search Assistance
5. Career Coaching Title I
6. Job Fair-Carroll County Employers
7. Adult Education
8. Employer Check In
9. Career Coaching WFE
10. Resume Assistance

Business Services

27

Total On-the-Job
Training Contracts as of
6/30/21

228

Enrolled in Training*

161 (70.6%)

Completed

47 (20.6%)

Did not complete*

20 (8.8%)

Still in Training*

31

Total
Incumbent
Worker
Training
Contracts as of
6/30/21

717

Proposed to train

697

Trained (97%)

309

Job seekers attended
Job Fairs

18

Total Job Fairs hosted

6

Registered Apprenticeship
Occupations

73

Apprentices Trained

*From July 2020-June 2021

Things to Note

- **NWTNWB Committee Meetings:**
 - American Job Center Committee meeting: July 26th, 10:00 am
 - Outreach & Opportunities Committee Meeting: July 26th, 1:00 pm
 - Executive Committee Meeting: July 28th, 10:00 am
- Workforce Strategy Discussion with Commissioner Jeff McCord: July 28th, 2-3:30 pm
- **Next Board Meeting:** August 24th, 11:30 am
- Visit us online to view upcoming job fairs, workshops, and other events:



@NWTNjobs



@nwtnjobs



www.nwtnjobs.org

JOBS4TN.GOV

Current Unemployment Rate by County (May 2021)

Benton 5.0% | Carroll 4.7% | Crockett 3.9% | Dyer 5.0% | Gibson 4.5% | Henry 4.5% | Lake 6.3% | Obion 5.2% | Weakley 4.0%

Title I Career & Training Services

	Adult	Youth	Dislocated Worker	Total Title I	Re-Entry Enrollments
YTD (Jul-Jun) New Enrollments	333	142	63	538	70
Apr-Jun 2021 New Enrollments	87	43	25	155	24

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

Title III & Other Employment Services

New Enrollments	April-June	YTD (July-June)
Wagner Peyser	257	1,347
SNAP E&T	17	79
Jobs for Veterans	3	8
Re-Entry Participants	3	3

Co-Enrollments with Title I	April-June	YTD (July-June)
RESEA	4	4
Trade Adjustment Assistance	0 / 1	0 / 1

Title V

Participant Exits	April-June	YTD (July-June)
Senior Employment (SCSEP)	2	5

Special Projects



TN Department of Labor & Workforce Development Commissioner Jeff McCord will lead an interactive session to highlight Tennessee's back to work efforts, long term workforce strategies, and provide a forum for individuals to ask questions and get answers regarding workforce issues. The meeting, scheduled for July 28th from 2-3:30 pm at Crown Winery in Humboldt, is part of a statewide tour to promote the recently launched "TN Work Ready" campaign. Check out tnworkready.com for all the resources available to assist jobseekers get back to work!

JOBS4TN
AMERICAN JOB CENTER
APPRENTICESHIP TN
COURSERA
ADULT EDUCATION

Title II Adult Education Enrollments

	April-June 2021	YTD July-June
Jackson State	57	215
Weakley County Schools	70	162

Temporary Assistance for Needy Families

TANF had 241 active cases in Northwest TN, including 79 employed. Sixteen were closed in successful employment.

Title IV Vocational Rehabilitation

Vocational Rehabilitation was in the process of changing data systems, so no data was available for this quarter.

TRAFFIC COUNTS LIST BY MUTIPLE REASONS - 2020-2021

2020-2021	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
Jul-20	27	0	68	57	0	14	56	222	31	5	36	258
Aug-20	15	4	114	78	4	39	32	286	33	0	33	319
Sep-20	9	5	141	77	8	41	18	299	62	33	95	394
Oct-20	29	6	145	52	12	46	57	347	118	82	200	547
Nov-20	28	11	130	95	10	15	26	315	167	303	470	785
Dec-20	14	9	120	64	11	21	31	270	175	132	307	577
Jan-21	15	0	20	0	0	0	3	38	7	96	103	141
Feb-21	29	5	51	31	0	11	19	146	53	140	193	339
Mar-21	61	7	97	59	0	9	25	258	95	128	223	481
Apr-21	44	14	175	81	8	84	39	445	145	639	784	1,229
May-21	40	3	256	89	10	48	37	483	157	485	642	1,125
Jun-21	54	6	354	131	16	16	77	654	284	740	1,024	1,678
Subtotal	365	70	1,671	814	79	344	420	3,763	1,327	2,783	4,110	7,873
Mo. Avg	30	6	139	68	7	29	35	418	111	232	457	875
% Avg.	3.5%	0.7%	15.9%	7.8%	0.8%	3.3%	4.0%	47.8%	12.6%	26.5%	52.2%	100.0%

Source: Affiliates - VOS Greeter

TRAFFIC COUNTS LIST BY INDIVIDUAL VISIT 2020-2021

2020-2021	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
Jul-20	27	0	34	50	0	10	56	177	27	5	32	209
Aug-20	15	4	63	77	4	39	32	234	31	0	31	265
Sep-20	8	5	82	73	8	40	18	234	54	21	75	309
Oct-20	27	6	74	52	12	45	57	273	100	41	141	414
Nov-20	27	10	65	89	10	15	26	242	119	153	272	514
Dec-20	13	9	62	58	7	21	31	201	130	61	191	392
Jan-21	14	0	10	0	0	0	3	27	7	50	57	84
Feb-21	29	4	27	26	0	11	19	116	39	70	109	225
Mar-21	38	7	52	53	0	9	25	184	67	65	132	316
Apr-21	27	10	99	74	4	79	39	332	92	305	397	729
May-21	25	3	138	80	10	45	37	338	122	234	356	694
Jun-21	30	4	177	121	16	15	76	439	177	338	515	954
Subtotal	280	62	883	753	71	329	419	2,797	965	1,343	2,308	5,105
Mo. Avg	23	5	74	63	6	27	35	311	80	112	256	567
% Avg.	4.1%	0.9%	13.0%	11.1%	1.0%	4.8%	6.2%	54.8%	14.2%	19.7%	45.2%	100.0%

Individual Visit Monthly Average Goal

PY 20 Actual	23	5	74	63	6	27	35	311	80	112	256	567
Revised Goal	24	15	94	85	7	83	70	378	187	128	315	693
% of Goal Met	97%	34%	78%	74%	85%	33%	50%	82%	43%	87%	81%	82%

April-June 2021	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Dyersburg	Huntington	Totals
Job Search Resource Room	63	8	408	79	7	3	23	221	842	1,654
Unemployment	64	11	294	102	13	55	86	139	232	996
Networking Event/Granges Training									263	263
Job Search Assist	3	4	24	8	2	3		25	187	256
Cr. Coachg/ WIOA Title 1	8		17	70		5	26	44	70	240
Job Fair/Carroll County Employers									112	112
Adult Education			28					33	3	64
Job Fair-Harbor Freight						60				60
Third Party Interviews-Ollies								51		51
Cr.Coachg/Youth			7	11	1			28		47
Networking Event								4	39	43
Employer Ck-in			1	1		13			21	36
Cr.Coach WF Ess.							17	12		29
Resume Assistance			3	12				3	6	24
HiSET								4	15	19
Hiring Event/Traf-Mark									14	14
RESEA			2	8		1		1	2	14
Workshop				4	2	4		4		14
TAA/TRA								9	1	10
Served in Military?								6	2	8
Job Fair-Worklife Lake Co					8					8
Networking Event Community Advisory Board									8	8
Workshop/CCTC									8	8
Voc Rehab									7	7
Re-Entry									6	6
SCSEP - Senior Emploment				5		1				6
Job Fair/Parker Hannifer						3	1			4
Job Fair					1				1	2
Hiring Event/Manpower									2	2
SNAP E&T (Appt)								2		2
Veterans Servs				1					1	2
Job Fair-ElmCroft			1							1
TOTALS	138	23	785	301	34	148	153	586	1,842	4,010
List - INDIVIDUAL	82	17	414	275	30	139	152	391	877	2,377

Enrollment Summary By LWDA

- LWIA/Region: Northwest Tennessee
- Date Range: 7/1/2020 - 6/30/2021

LWDA/Office	WP		WIOA		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	229	1,382	239	538	61	4	37	79	73	376	639	2,379	21.2%	78.8%
American Job Center - Alamo-Specialized CTR*New*	1	36	1	6	0	0	3	7	0	0	5	49	0.2%	1.6%
American Job Center - Humboldt * NEW *	32	97	38	94	0	0	7	9	5	84	82	284	2.7%	9.4%
American Job Center - Paris Specialized CTR*New*	16	87	25	67	0	0	3	10	13	66	57	230	1.9%	7.6%
American Job Center - Camden- Specialized CTR*NEW*	4	41	27	23	0	0	1	6	6	31	38	101	1.3%	3.3%
American Job Center - Huntingdon * NEW *	34	755	30	48	9	1	3	13	14	21	90	838	3.0%	27.8%
American Job Center - Tiptonville -Specialized CTR*New*	3	14	3	32	0	0	1	2	3	3	10	51	0.3%	1.7%
American Job Center - Dyersburg * NEW *	106	185	41	154	50	2	12	19	10	90	219	450	7.3%	14.9%
American Job Center - Dresden Specialized CTR *New*	7	84	23	36	0	0	1	8	10	49	41	177	1.4%	5.9%
American Job Center - Union City * NEW *	23	80	51	78	2	1	6	5	12	32	94	196	3.1%	6.5%
LWDA 12 000 Administrative Office * NEW *	3	3	0	0	0	0	0	0	0	0	3	3	0.1%	0.1%
LWDA/Office	WP	WIOA	TAA	SNAP	Adult Education	ALL PROGRAMS	% OF NWTN							
Total:	1,611	777	65	116	449	3,018	100%							

WIOA Participants Served By American Job Center July 1, 2020 to June 30, 2021

County	Adults	Dislocated Worker	Youth	ISY	OSY	TOTAL Served	Percentage Served	Percentage of Allocation	Difference
Benton	30	13	7	0	7	50	6.4%	4.5%	2.0%
Carroll	53	10	15	2	13	78	10.0%	10.4%	-0.4%
Crockett	6	1	0	0	0	7	0.9%	3.6%	-2.7%
Dyer	105	34	56	13	44	195	25.1%	17.6%	7.5%
Gibson	80	15	37	24	10	132	17.0%	19.0%	-2.0%
Henry	62	20	10	2	9	92	11.8%	12.2%	-0.4%
Lake	13	1	21	7	14	35	4.5%	3.0%	1.5%
Obion	87	28	14	2	13	129	16.6%	14.6%	2.0%
Weakley	48	4	7	3	4	59	7.6%	15.1%	-7.5%
TOTALS	484	126	167	53	114	777	100%	100%	0.0%

Enrollment Summary by LWDA Date Range 07/01/2020 - 06/30/2021

Local Area	Carry Forward	New Enrollment	% of New Enrollments	Total Served	% Served	% of Allocation	Difference
Northwest Tennessee	239	538	7.0%	777	5.2%	5.4%	-0.2%
Northeast Tennessee	447	344	4.5%	791	5.3%	8.1%	-2.8%
Upper Cumberland	424	513	6.7%	937	6.2%	4.9%	1.3%
Southwest Tennssee	537	435	5.7%	972	6.5%	4.9%	1.6%
Southern Middle Tennessee	508	496	6.5%	1,004	6.7%	5.4%	1.3%
Southeast Tennessee	637	925	12.1%	1,562	10.4%	10.4%	0.0%
Greater Memphis	942	1,047	13.6%	1,989	13.2%	24.8%	-11.6%
East Tennessee	1,395	1,384	18.0%	2,779	18.4%	16.5%	1.9%
Northern Middle Tennessee	2,264	1,989	25.9%	4,253	28.2%	19.5%	8.7%
Total	7,393	7,671	100%	15,064	100.0%	100%	0%

Co-Enrollment Summary

- LWIA/Region: Northwest Tennessee
- WP Services: Staff Assisted Only
- Date Range: 6/1/2021 - 6/30/2021

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
American Job Center - Alamo-Specialized CTR*New*	6	<u>6</u>	0	<u>5</u>	0	0	0	0
American Job Center - Humboldt *NEW *	29	<u>27</u>	<u>2</u>	<u>100</u>	<u>1</u>	0	0	0
American Job Center - Paris Specialized CTR*New*	21	<u>21</u>	0	<u>72</u>	0	0	0	0
American Job Center - Camden-Specialized CTR*NEW*	7	<u>6</u>	<u>1</u>	<u>44</u>	<u>1</u>	0	0	0
American Job Center - Huntingdon * NEW *	163	<u>150</u>	<u>13</u>	<u>61</u>	<u>5</u>	<u>7</u>	<u>2</u>	<u>5</u>
American Job Center - Tiptonville - Specialized CTR*New*	4	<u>4</u>	0	<u>28</u>	0	0	0	0
American Job Center - Dyersburg *NEW *	79	<u>63</u>	<u>16</u>	<u>151</u>	<u>9</u>	<u>46</u>	<u>13</u>	<u>33</u>
American Job Center - Dresden Specialized CTR *New*	14	<u>14</u>	0	<u>42</u>	0	0	0	0
American Job Center - Union City *NEW *	26	<u>21</u>	<u>5</u>	<u>101</u>	<u>4</u>	<u>3</u>	<u>1</u>	<u>2</u>
LWDA 12 000 Administrative Office * NEW *	1	<u>1</u>	0	0	0	0	0	0
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	350	313	37	604	20	56	16	40

- State Region: West TN
- LWIA/Region: Northwest Tennessee
- Filter By Date: Active Date
- Date Range: 6/1/2021 - 6/30/2021

Target Group	Total Enrolled	New Enrolled	Received Career Services	Received Training/ Educ Svcs	Total Exitd	With Credent
Total	605	73	605	412	2	47
Gender						
Female	298 49.26%	31 42.47%	298 49.26%	204 49.51%	1 50.00%	23 48.94%
Male	304 50.25%	42 57.53%	304 50.25%	206 50.00%	1 50.00%	24 51.06%
NA	3 0.50%	0	3 0.50%	2 0.49%	0	0
Age						
18 and Under	107 17.69%	22 30.14%	107 17.69%	36 8.74%	0	7 14.89%
19 to 24	224 37.02%	23 31.51%	224 37.02%	155 37.62%	1 50.00%	23 48.94%
25 to 54	243 40.17%	24 32.88%	243 40.17%	206 50.00%	1 50.00%	15 31.91%
55 and Older	31 5.12%	4 5.48%	31 5.12%	15 3.64%	0	2 4.26%
Race/Ethnicity						
White	478 79.01%	57 78.08%	478 79.01%	337 81.80%	2 100.00%	39 82.98%
African American/Black	123 20.33%	19 26.03%	123 20.33%	70 16.99%	0	8 17.02%
American Indian/Alaskan Native	2 0.33%	1 1.37%	2 0.33%	1 0.24%	0	0
Hawaiian/Other Pacific Islander	1 0.17%	0	1 0.17%	0	0	0
Hispanic	19 3.14%	2 2.74%	19 3.14%	13 3.16%	0	4 8.51%
Educational Status						
In-school; Secondary School or less	39 6.45%	7 9.59%	39 6.45%	2 0.49%	0	1 2.13%
In-school; post Secondary School	137 22.64%	6 8.22%	137 22.64%	108 26.21%	0	18 38.30%
Not attending school or Secondary School Dropout	17 2.81%	8 10.96%	17 2.81%	10 2.43%	0	1 2.13%
Not attending school; Secondary School Graduate or has a recognized equivalent	412 68.10%	52 71.23%	412 68.10%	292 70.87%	2 100.00%	27 57.45%
UC Status						

Neither claimant or exhaustee	<u>2</u> 0.33%	0	<u>2</u> 0.33%	<u>2</u> 0.49%	0	<u>2</u> 4.26%
Veteran						
All Veterans	<u>9</u> 1.49%	<u>1</u> 1.37%	<u>9</u> 1.49%	<u>6</u> 1.46%	0	0
Eligible Veteran Status	<u>9</u> 1.49%	<u>1</u> 1.37%	<u>9</u> 1.49%	<u>6</u> 1.46%	0	0
Other Eligible Person/Veteran Spouse	0	0	0	0	0	0
Campaign Veteran	0	0	0	0	0	0
Disabled Veteran	<u>1</u> 0.17%	0	<u>1</u> 0.17%	<u>1</u> 0.24%	0	0
Transitioning Service Member	0	0	0	0	0	0
Recently Separated Veteran	<u>3</u> 0.50%	0	<u>3</u> 0.50%	<u>2</u> 0.49%	0	0
Active Duty Military Spouse	0	0	0	0	0	0
Barriers						
Total With Significant Barriers to Employment	<u>497</u> 82.15%	<u>55</u> 75.34%	<u>497</u> 82.15%	<u>326</u> 79.13%	<u>2</u> 100.00%	<u>45</u> 95.74%
Individuals with Disability	<u>44</u> 7.27%	<u>7</u> 9.59%	<u>44</u> 7.27%	<u>15</u> 3.64%	0	<u>5</u> 10.64%
Displaced Homemaker	0	0	0	0	0	0
Underemployed	<u>191</u> 31.57%	<u>20</u> 27.40%	<u>191</u> 31.57%	<u>154</u> 37.38%	0	<u>18</u> 38.30%
Dislocation Event	<u>10</u> 1.65%	0	<u>10</u> 1.65%	<u>1</u> 0.24%	0	0
Within 2 Years of Exhausting TANF	0	0	0	0	0	0
Hawaiian Native	0	0	0	0	0	0
Single Parent	<u>54</u> 8.93%	<u>3</u> 4.11%	<u>54</u> 8.93%	<u>40</u> 9.71%	<u>1</u> 50.00%	<u>2</u> 4.26%
Facing Substantial Cultural Barriers	0	0	0	0	0	0
Eligible Migrant and Seasonal Farmworker	0	0	0	0	0	0
Meets Governors Special Barrier	0	0	0	0	0	0
English Language Learner	<u>2</u> 0.33%	0	<u>2</u> 0.33%	<u>1</u> 0.24%	0	0

Basic Skills Deficient	<u>14</u> 2.31%	<u>7</u> 9.59%	<u>14</u> 2.31%	0	0	0
Offender	<u>72</u> 11.90%	<u>15</u> 20.55%	<u>72</u> 11.90%	<u>52</u> 12.62%	<u>1</u> 50.00%	<u>5</u> 10.64%
Homeless	<u>3</u> 0.50%	0	<u>3</u> 0.50%	<u>1</u> 0.24%	0	0
Runaway Youth	0	0	0	0	0	0
Foster Care (All)	<u>5</u> 0.83%	0	<u>5</u> 0.83%	<u>1</u> 0.24%	0	0
In Foster Care	<u>4</u> 0.66%	0	<u>4</u> 0.66%	<u>1</u> 0.24%	0	0
Aged Out of Foster Care	<u>1</u> 0.17%	0	<u>1</u> 0.17%	0	0	0
Pregnant or Parenting Youth	<u>50</u> 8.26%	<u>4</u> 5.48%	<u>50</u> 8.26%	<u>24</u> 5.83%	<u>1</u> 50.00%	<u>5</u> 10.64%
Out of Home Placement	0	0	0	0	0	0
Eligible Under Section 477	0	0	0	0	0	0
Youth Requires Additional Assistance	<u>41</u> 6.78%	<u>11</u> 15.07%	<u>41</u> 6.78%	<u>12</u> 2.91%	0	<u>4</u> 8.51%
Long-Term Unemployed	<u>165</u> 27.27%	<u>25</u> 34.25%	<u>165</u> 27.27%	<u>90</u> 21.84%	<u>1</u> 50.00%	<u>5</u> 10.64%
Public Assistance						
TANF	<u>1</u> 0.17%	0	<u>1</u> 0.17%	<u>1</u> 0.24%	0	0
SNAP	<u>77</u> 12.73%	<u>15</u> 20.55%	<u>77</u> 12.73%	<u>48</u> 11.65%	<u>1</u> 50.00%	<u>8</u> 17.02%
Social Security Disability Insurance (SSDI)	<u>4</u> 0.66%	0	<u>4</u> 0.66%	<u>4</u> 0.97%	0	<u>1</u> 2.13%
Supplemental Security Income (SSI)	<u>9</u> 1.49%	<u>1</u> 1.37%	<u>9</u> 1.49%	<u>3</u> 0.73%	0	0
General Assistance	<u>1</u> 0.17%	<u>1</u> 1.37%	<u>1</u> 0.17%	0	0	0
Living in the High Poverty Area	<u>26</u> 4.30%	<u>12</u> 16.44%	<u>26</u> 4.30%	<u>2</u> 0.49%	0	0
Free or Reduced Lunch	<u>9</u> 1.49%	<u>1</u> 1.37%	<u>9</u> 1.49%	0	0	0
Low Income	<u>411</u> 67.93%	<u>35</u> 47.95%	<u>411</u> 67.93%	<u>287</u> 69.66%	<u>2</u> 100.00%	<u>44</u> 93.62%
Green Training						
Received Green Training	0	0	0	0	0	0

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>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTAL</u>	<u>%</u>
E-17 Apprenticeship Employer Outreach	1	11	6	16	8	5	8	6	7	1	16	15	100	7%
E10-Employer Services Training	2	12	11	34	17	18	25	35	37	2	48	61	302	20%
E11-Employer Services Training-IWT	5	1	4	16	12	11	3	12	10	1	3	6	84	6%
E01-On-Site Visit Planning Layoff Response					1				1				2	0%
E92-Notification to employer of potential applicant												1	1	0%
E07-Promotional Call	1	13	15	22	11	4	7	4	10		35	43	165	11%
E06-Provided Canadidate Pre-Screening													0	0%
E05-Provided Detail Labor Market Study		7	2	24	1	3	3	4	3	1	8	7	63	4%
E02-Provided Job Fair Services	1	5	4	7	3	2	5	4	4	1	8	18	62	4%
E03-Provided Job Order Follow-Up/Assistance	1	5	6	4	3	1	9	13	21	12	23	65	163	11%
E04-Provided Recruitment Services		1	2	14		2	3	7	5		21	13	68	5%
E12-Rapid Response Services/Business Downsizing				1	1	1	1	1	2		1		8	1%
E90-Referred Qualified Applicants-Staff Assisted			2	8									10	1%
E08-Reviewed Resumes and Referred Eligible Individuals	22	14	22	13	11	12	16	16	21	30	26	29	232	15%
E09-Services to Untapped Targeted Demographic Groups		3	8	20	3	2	28		3		19	19	105	7%
E13-Tax Credits or Incentives for Employers (WOTC)				1				1					2	0%
E15-Strategic Planning/ECD with Employers			2	2		1	2	1			1	2	11	1%
E14-Workforce Information for Employers		1	1	25	14		6	4	10	1	28	31	121	8%
Total Employers Served	33	73	85	207	85	62	116	108	134	49	237	310	1,499	100%

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>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTAL</u>	<u>%</u>
E-17 Apprenticeship Employer Outreach	1	12	8	18	15	7	13	8	9	1	26	18	136	3%
E10-Employer Services Training	3	12	12	62	60	24	63	47	58	3	77	113	534	12%
E11-Employer Services Training-IWT	5	1	4	32	30	24	5	15	20	1	3	6	146	3%
E01-On-Site Visit Planning Layoff Response					1				1				2	0%
E92-Notification to employer of potential applicant												1	1	0%
E07-Promotional Call	1	13	16	22	11	4	9	4	10		43	52	185	4%
E06-Provided Canadidate Pre-Screening													0	0%
E05-Provided Detail Labor Market Study		7	2	25	1	3	3	4	3	1	9	8	66	1%
E02-Provided Job Fair Services	1	6	5	7	3	2	8	4	8	1	11	21	77	2%
E03-Provided Job Order Follow-Up/Assistance	1	6	6	5	3	1	13	17	32	19	48	111	262	6%
E04-Provided Recruitment Services		1	2	14		2	3	7	6		23	21	79	2%
E12-Rapid Response Services/Business Downsizing				4	1	3	1	1	3		1		14	0%
E90-Referred Qualified Applicants-Staff Assisted			2	15									17	0%
E08-Reviewed Resumes and Referred Eligible Individuals	298	71	164	378	161	124	242	130	439	300	181	164	2,652	60%
E09-Services to Untapped Targeted Demographic Groups		3	11	20	3	2	28		4		26	29	126	3%
E13-Tax Credits or Incentives for Employers (WOTC)				1				1					2	0%
E15-Strategic Planning/ECD with Employers			2	2	15	1	2	1			1	2	26	1%
E14-Workforce Information for Employers		1	1	27			6	4	10	1	28	43	121	3%
Total Services Provided	310	133	235	632	304	197	396	243	603	327	477	589	4,446	100%

Career Services Provider Quarterly Report Jun-21

Staff Hiring

Emily Conrad chosen for ISY CA

Alyssa Roberts chosen for OSY CA

Career Advisor- will continue to look for more applicants

Enrollments by Program (July 1, 2020 - June 30, 2021)

	Adult	DW	OSY	ISY	Total	Percentage
Occupational Skills Training	152	17	14	12	195	37%
Work Experience	25	13	60	38	136	26%
Transitional Jobs	6	1			7	1%
On-the-Job Training	143	11	14	0	168	32%
Apprenticeship	0	0	0	0	0	0%
TAA Co-Enrollment		15			15	3%
Total	326	57	88	50	521	100%
Contract Goal	380			107	487	100%
YTD Total	383			138	521	107%
Remaining	-3			-31	-34	-7%

Enrollments by County

	Adult	DW	OSY	ISY	Total	Percentage
Benton	12	6	4	0	22	4%
Carroll	29	6	7	4	46	9%
Crockett	6	0	0	0	6	1%
Dyer	84	15	39	12	150	29%
Gibson	49	6	6	25	86	17%
Henry	50	8	8	0	66	13%
Lake	8	1	7	3	19	4%
Obion	61	12	13	4	90	17%
Weakley	27	3	4	2	36	7%
Total	326	57	88	50	521	100%
Percentage	63%	11%	17%	10%	100%	

Training Enrollments by Sector / Institution

Training Provider	Healthcare	Manufacturing	Other	Transportation	Grand Total
Bethel	3				3
Dental Staff School	10				10
Drive Train				3	3
DSCC	14	19	1		34
JSCC	8				8
MTSU			1		1
NALTC			9		9
Road Runner				33	33
TCAT Covington	1				1
TCAT Crump			1		1
TCAT Jackson	2	10		1	13
TCAT McKenzie		6	4	2	12
TCAT Newbern	9	17	1	6	33
TCAT Paris	15	2	3	2	22
University of Memphis			3		3
UTM	2		5		7
Union University			1		1
Grand Total	64	54	29	47	194

Training Provider	Sum of Amount Paid *
Amteck	\$ 47,784.56
Bethel University	\$ 7,000.00

Dental Staff School	\$	68,000.00
Drive Train	\$	12,000.00
DSCC	\$	56,722.55
JSCC	\$	12,591.56
Murray State University	\$	3,242.00
North American Lineman Training Center	\$	36,000.00
Road Runner	\$	113,844.00
TCAT Crump	\$	450.18
TCAT Jackson	\$	1,050.14
TCAT McKenzie	\$	10,187.58
TCAT Newbern	\$	37,875.64
TCAT Paris	\$	8,098.74
Union University	\$	2,000.00
University of Memphis	\$	18,000.00
UTM	\$	64,266.74
Middle TN State Univ.	\$	1,031.85
Missouri State-VESTA	\$	3,440.00
Follett / TCAT Dickson	\$	250.73
DSCC- Continuing Ed	\$	3,595.00
Town of Alamo	\$	1,361.20
Auston Mealer	\$	8,964.20
TCAT Covington	\$	153.48
Grand Total	\$	517,910.15

Registered Electrical Apprenticeship Preparation Program (REAP)

	2019	2020	Total	Percentage
Enrolled	11	10	21	100%
Completed Classroom Training	8	5	13	62%
Exited	11	5	16	76%
Active	0	5	5	24%
Employed	10	9	19	90%
Employed with Amteck	4	4	8	38%
Unemployed	1	1	2	10%

Events / Marketing, April - June 2021

Work Experience: Lake County High School juniors and seniors, UTM Mister program, Henry County High School, Crockett County High School, Adult Education, Vocational Rehabilitation, Workforce Essentials, Lake County Recruiting Events (2), Weakley County Recruiting Event

National DWG: Department of Health, TCAT Newbern

Postsecondary Training: Dyersburg State EMT incoming students, TCAT Newbern new student orientation

BUSINESS SERVICE REPORT

REVISED 7/10/2021

On-the-Job Training - July 2020 - June 30, 2021

Total Paid to Date: \$ 352,035.07

Company	Year-to-date Active 7-1-20	Completed Training	Did Not Complete	Percent Complete	Currently in Training
ABB	6	4	0	100%	2
Allegion	1	0	0	n/a	1
Allergy Lab Solutions	3	1	0	100%	2
Alliance Staffing	20	15	5	75%	0
Allied Memory Foam LLC (HJL Foam)	2	1	1	50%	0
Amteck, LLC	4	4	0	100%	0
Auston Mealer	6	6	0	100%	0
Birdsong Resort	1	1	0	100%	0
CableSouth Construction	7	6	1	86%	0
City of Dyersburg	7	4	2	67%	1
Cox Oil	1	1	0	100%	0
Crown Winery	2	2	0	100%	0
Dana Sealing Products, LLC	25	19	6	76%	0
Develey Mustard and Condiment Corporation	24	17	5	77%	2
Ellis Mechanical	1	1	0	100%	0
Excel Boats	34	20	14	59%	0
Granges Americas, Inc.	7	3	0	100%	4
Greenfield Products	4	4	0	100%	0
Henry County Medical Center	8	7	1	88%	0
Kaiyuh Services, LLC	12	5	0	100%	7
Maverick, Inc	2	2	0	100%	0
NSK Steering Systems	3	2	1	67%	0
PML	8	6	2	75%	0
Twin Oaks Technology	2	2	0	100%	0
West Tennessee Healthcare Dyersburg Hospital	38	28	9	76%	1
Total	228	161	47	77%	20

cost per participant

Paid: \$ 322,600.03

Incumbent Worker Training - July 1, 2020 - June 30, 2021

Contracts: \$ 338,080.20

Company	Proposed # To Train	Current # Trained	Percent Trained	Contract Paid	Contract Amount
Funding Cycle 1, Sept 2020-Dec 2020					
AADG/Ceco Door	16	17	106%	\$ 25,000.00	\$ 25,000.00
Alliance Staffing	1	1	100%	\$ 600.00	\$ 600.00
Choctaw Transportation	19	13	68%	\$ 1,814.00	\$ 3,886.00
Colonial DPP	5	5	100%	\$ 18,500.00	\$ 18,500.00
Coltek Services, LLC	3	3	100%	\$ 22,080.00	\$ 22,080.00
Cox Oil	34	26	76%	\$ 1,337.09	\$ 1,610.95
Dana Sealing Products	3	3	100%	\$ 5,808.00	\$ 5,808.00
Develey Mustard	100	96	96%	\$ 9,377.42	\$ 9,377.42
Firestone Industrial	36	50	139%	\$ 17,798.65	\$ 21,813.57
First Citizen's Bank	55	61	111%	\$ 20,118.03	\$ 21,862.98
Ford Construction	73	68	93%	\$ 8,528.00	\$ 8,918.00
Henry County Medical Center	105	105	100%	\$ 14,934.56	\$ 15,077.73
Kohler	16	16	100%	\$ 25,000.00	\$ 25,000.00
MacLean Power Systems	2	2	100%	\$ 3,766.00	\$ 3,766.00
Maverick	6	6	100%	\$ 443.35	\$ 443.35
MTD	5	5	100%	\$ 9,350.00	\$ 9,350.00
Southern Chiropractic	5	5	100%	\$ 15,066.43	\$ 15,066.43
Tyson Union City	30	19	63%	\$ 20,047.93	\$ 24,455.20
Tyson-Humboldt	4	4	100%	\$ 7,744.00	\$ 7,744.00
Vaughn Electric	45	43	96%	\$ 6,000.00	\$ 6,000.00
TOTAL	563	548	97%	\$ 233,313.46	\$ 246,359.63
Funding Cycle 2, Mar 2021-Apr 2021					
Firestone Industrial	15	13	87%	\$ 5,477.00	\$ 7,011.00
Southern Chiropractic	5	5	100%	\$ 7,191.57	\$ 7,191.57
MTD	8	8	100%	\$ 14,488.00	\$ 14,488.00
Alliance Staffing	1	1	100%	\$ 600.00	\$ 600.00
Coltek Services, LLC	3	3	100%	\$ 2,920.00	\$ 2,920.00
Covia	10	10	100%	\$ 2,895.00	\$ 2,895.00
Arnold's Fabricating	10	10	100%	\$ 17,000.00	\$ 17,000.00
Jones Family of Companies	40	42	105%	\$ 25,000.00	\$ 25,000.00
Carroll Bank & Trust	6	6	100%	\$ 5,695.00	\$ 5,695.00

Pepsi MidAmerica	10	10	100%	\$ 640.00	\$ 640.00
Vaughn Electric	46	41	89%	\$ 7,380.00	\$ 8,280.00
TOTAL	154	149	97%	\$ 89,286.57	\$ 91,720.57

Funding provided through the CARES Act CBG September 2020 - April 2021

Recruitment Events/Job Fairs/Hiring Events - July 1, 2020 - June 30, 2021

Company	When	Where	Comments
Allegion / Republic Door	7/2/2020	Carroll Co.	Hybrid Job Fair (in-person / online)
American Woodmark	7/2, 7/17, 7/24	Gibson Co.	12 employer job fair for affected employees
MacLean Power Systems	9/3/2020	Gibson Co.	Drive Thru Job Fair onsite
Dana Sealing Products	9/12/2020	Henry Co.	Job Fair held onsite
MacLean Power Systems	9/9/2019	Gibson Co.	Drive Thru Job Fair onsite
Frazier Industrial	9/30/2020	Dyer Co.	Drive Thru Job Fair onsite
Nortek Global	10/6/2020	Dyer Co.	Drive Thru Job Fair onsite
Dura Automotive	10/13/2020	Gibson Co.	7 employer job fair for affected employees
Dura Automotive	11/4/2020	Gibson Co.	4 employer job fair for affected employees
Perkins Restaurant	12/11/2020	Gibson Co.	Job Fair held onsite
MacLean Power Systems	2/11/2021	Gibson Co.	Premier Virtual Job Fair
Senior Solutions Home Care	2/16/2021	Crockett Co.	Premier Virtual Job Fair
MacLean Power Systems	3/12, 3/17	Gibson Co.	Job Fair onsite
MacLean Power Systems	3/24/2021	Obion Co.	Job Fair @ Union City AJC
Ceco Door	4/6/2021	Gibson Co.	Premier Virtual Job Fair
MacLean Power Systems	4/7/2021	Dyer Co.	Job Fair @ Dyersburg AJC and Premier Virtual
NSK Power Systems	4/9/2021	Dyer Co.	Premier Virtual Job Fair
Ceco Door	4/10/2021	Gibson Co.	Premier Virtual Job Fair
Harbor Freight	4/14/2021	Obion Co.	Job Fair @ Union City AJC
MacLean Power Systems	4/21/2021	Weakley Co.	Job Fair @ Greenfield Community Room & PV
MacLean Power Systems	4/24/2021	Gibson Co.	Job Fair onsite
MacLean Power Systems	4/28/2021	Gibson Co.	Premier Virtual Job Fair
Develey	4/30/2021	Dyer Co.	Premier Virtual Job Fair
Parker Hannifin	5/6/2021	Obion Co.	Job Fair @ Union City AJC and Premier Virtual
Parker Hannifin	5/11/2021	Weakley Co.	Job Fair @ Dresden AJC and Premier Virtual
Parker Hannifin	5/12/2021	Carroll Co.	Job Fair @ Huntingdon AJC and Premier Virtual
Nortek Global HVAC	6/10/2021	Dyer Co.	Job Fair onsite - Drive Thru
Carroll Co. Multi-Employer (23)	6/22/2021	Carroll Co.	Job Fair @ Huntingdon AJC
Weakley Co. Multi-Employer (14)	6/23/2021	Weakley Co.	Job Fair @ Dresden Farmers Market
Gibson Co Multi-Employer (16)	6/29/2021	Gibson Co.	Job Fair @ Humboldt Medical Center
Paris-Henry Co Multi-Employer (22)	6/30/2021	Henry Co.	Job Fair @ Convention Center

Pending Events Scheduled - July 1, 2021 - September 30, 2021

REAP 2-week Pre-apprenticeship	7/12 - 7/23	Dyer Co.	6 pre-apprentices in Work Experience
Workforce Strategy Discussion	7/28/2021	Regional	TNDOL Commissioner visits NW TN
Regional Hybrid Hiring Event	8/5/2021	Regional	Dyersburg, Humboldt, Huntingdon & Union City AJCs & PV
How Employers Benefit through a Partnership to Build a Young Talent Workforce in NW TN	9/2/2021	Regional	Virtually Speaking 2021 Webinar Series Part 3

Pre-Apprenticeship/Apprenticeships July 1, 2020 - June 30, 2020

Company	When	Where
Amteck REAP 2020 (Dyer Co)	7/13 - 7/24/2020	Dyersburg Amteck - students participate in pre-apprenticeship class
West TN Residential Services (Benton Co)	8/4/2020	Informational meeting - interested in apprenticeship for Certified
Amteck - 1st year Apprentices (Dyer Co)	8/27/2020	Dyersburg Amteck - 4 students from the pre-apprenticeship class are
Twin Oaks Technology (Obion Co)	8/14/2020	Informational meeting - interested in apprenticeship for IT Technician / Lineman
CableSouth Construction (Gibson Co)	9/2/2020	Information meeting - interested in apprenticeship for Fiber Aerial Lineman
Eurotranciatra USA (Henry Co)	9/9/2020	Information meeting - interested in apprenticeship for skilled trades
White Squirrel Vineyard (Obion Co)	9/21/2020	Production Technician Apprenticeship registered in RAPIDS
Auston Mealer's Restaurant Equipment Repair (Dyer Co)	9/24/2020	Preparing VOS Provider Account for Apprentice On-boarding in Dec
Nortek (Dyer Co)	9/28/2020	Informational meeting - interested in apprenticeship for Commercial
Crown Winery (Gibson Co)	9/29/2020	Apprentice Signing Day - celebration of the first apprenticeship /
BAM2 (Weakley)	10/8/2020	Informational meeting - interested in Water / Wastewater Treatment Specialist apprenticeship
Alliance Staffing (Gibson Co.)	10/29/2020	Stakeholders (Gibson Co. Sheriff, Alliance Staffing, Orchard House, TN Office of Apprenticeship, Workforce Board) met to develop a Production Technician Apprenticeship application for justice involved individuals; application pending with USDOL
Ellis Mechanical (Henry Co.)	11/2/2020	Informational meeting - interested in Plumbing Apprenticeship
Amteck (Dyer Co.)	12/7/2020	Amteck Electrical Apprenticeship Spring 2021 High School Showcase, Shock and Awe Day, pre-apprenticeship class - planning session

Auston Mealer's Restaurant Equipment Repair (Dyer Co)	12/9/2020 12/15/2020	Created an Apprenticeship Program in jobs4tn and enrolled 13 new apprentices in RAPIDS
Nortek (Dyer Co)	1/7/2021	Apprenticeship exploration meeting
Amteck REAP 2021 (Dyer Co)	1/7/2021	Developed a Virtual Showcase to provide to high schools due to Covid
Alamo Water and Sewer (Crockett Co)	1/22/2021	Adopted TN Association of Utility Districts Water Treatment Operator Apprenticeship. Enrolled two apprentices.
Trenton Light and Water (Gibson Co)	1/27/2021	Apprenticeship exploration Mtg; Water and Wastewater Operator and Electrical Lineman
United Ammunition Container (Gibson Co)	1/27/2021	Preparing Maintenance Technician Apprenticeship application
Bongards (Gibson Co)	1/28/2021	Apprenticeship exploration meeting
Amteck (Dyer Co)	2/15/2021	Submission to TNDOL for certification of pre-apprenticeship program
Amteck REAP 2021 (Dyer Co)	3/3/2021	Hosted REAP Program Educators Preview with live demo of Premier Virtual booth
Develey (Dyer Co)	3/8/2021	Apprenticeship exploration meeting
South Fulton High School (Obion Co)	3/22 - 3/23	Amteck University REAP Showcase
Crockett County High School (Crockett Co)	4/5/2021	Amteck University REAP Showcase
West Carroll High School (Carroll Co)	4/8/2021	Amteck University REAP Showcase
Milan High School (Gibson Co)	4/9/2021	Amteck University REAP Showcase
Dyer Co Jail (Dyer Co)	4/12/2021	Apprenticeship Exploration - Production Technician for Work Release
Dyer County High School (Dyer Co)	4/13/2021	Amteck University REAP Showcase
Tyson Newbern (Dyer Co)	4/19/2021	Apprenticeship Exploration - entry level production and youth apprenticeship
Lake County High School	4/20/2021	Amteck University REAP Showcase
Mike's Pools and Spa (Lake Co)	4/22/2021	Apprenticeship Exploration - Pool Technician
Amteck REAP 2021 (Dyer Co)	5/1/2021	Shock and Awe! Day Event
Davis Automotive (Weakley Co)	5/10/2021	Apprenticeship re-engagement meeting
Alliance Staffing (Gibson Co.)	5/17/2021	Production Technician Apprenticeship registered by USDOL
First Citizens National Bank (Dyer Co)	5/27/2021	Apprenticeship Exploration Meeting - Financial Experience Specialist
United Ammunition Container (Gibson Co)	5/28/2021	Industrial Machine System Technician registered by USDOL
Baptist Hospital (Carroll Co)	6/10/2021	Apprenticeship Exploration - Phlebotomy & Central Sterile Supply
Baptist Hospital (Obion Co)	6/22/2021	Apprenticeship Exploration - Phlebotomy & Central Sterile Supply
Hornsby Garage (Obion Co)	6/22/2021	Apprenticeship Exploration
West Tennessee Moving and Storage	6/23/2021	Apprenticeship Exploration - Relocation Specialist
Alliance Staffing (Gibson Co.)	6/26/2021	Thirteen (13) new apprentices enrolled in apprenticeship program

Rapid Response

Company	Comments
American Woodmark (Gibson Co)	All Communications Meeting onsite 76 employees affected (3 sessions) - 7/1/2020
Dura Automotive (Gibson Co)	Management Informational Meeting onsite 43 employees affected
Dura Automotive (Gibson Co)	All Communications Meeting onsite 31 of 43 affected attended - 10/6/2020
Save-A-Lot (Henry Co)	Rapid Response Informational Packets delivered, 12 affected - 3/12/2021
Finney's Flooring (Weakley Co)	Closure estimated for June 2021, <5 affected, packets delivered
Tecumseh LLC (Henry Co)	All Communications Meeting onsite - 62 affected - 7/15/2021; onsite job fair 7/15/2021

Economic Development/Labor Market Information July 1, 2020 - June 30, 2021

EMSI reports produced for:	
	Benton County Government (2)
	Develey (2)
	Frazier Industrial (2)
	Gibson County Economic Development (8)
	Gibson County Special School District (1)
	Greenfield Products (3)
	Lanco (1)
	MIA Seating (1)
	Milan Chamber of Commerce (1)
	MVP Group (1)
	Obion County Joint Economic Development Board (5)
	PictSweet (1)
	SRG Global (1)

Presentations and Speaking Engagements - July 1, 2020 - June 30, 2021

Milan, TN	7/15/2020	GibCo Human Resources Meeting - Apprenticeship
Regional	7/23/2020	MSHN Health Services - Virtual Job Fair Training
		Discover ApprenticeshipTN Conference - Jon Daugherty of
Statewide	11/10/2020	Amteck presented and represented NW TN
Milan, TN	1/13/2021	GibCo Human Resource Meeting - Apprenticeship
Regional (Dyer and Lake Co)	3/1/2021	Nursing Career Exploration Video - two-part series including employers and educators (GIVE Grant)

Milan, TN	2/25/2021	GibCo Human Resource Meeting - Hosting a Virtual Job Fair with Premier Virtual live demo
Regional	3/4/2021	Virtually Speaking - 2021 Workforce Development Webinar Series; Topic: Hosting a Virtual Job Fair
Regional	5/12/2021	American Business Women's Association Annual Diner - Keynote Speaker on NWTNWB menu of services
Regional	6/3/2021	Virtually Speaking - 2021 Workforce Development Webinar Series; Topic: Apprenticeship

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 - MFG Day October 2, 2020

Employer Roundtables held via Zoom 9/1/2020, 9/2/2020	ABB, Ceco Door, MacLean, Reinhausen, Ermco, Dot Foods, Excel Boats, MTD, Carhartt, Euro
Educator Roundtables held via Zoom 9/15/2020, 9/16/2020	Crockett Co High School, Gibson Co High School, South Gibson Co High School, Milan High School, Trenton Peabody High School, Humboldt High School, Bradford High School, Dyersburg High School, Dyer Co High School, Lake Co High School, Obion Co Central High School, Union City High School, Martin Westveiw High School, Greenfield School, Gleason High School, Benton Co Career and Technical Center, Big Sandy, Carroll Co Technical Center, Bruceton-Hollow Rock High School, Henry County High School
MFG Day Social Media Campaign	38 Manufacturing Corporately Produced Videos from local manufacturers shared on the American Job Centers of Northwest TN Facebook page in the weeks leading up to MFGDay20 to generate buzz and excitement around Manufacturing in NW TN
MFG Employer Panel Videos with Celebrity Host	Regional (3) MFG Day Panel Discussion Videos produced locally with NW TN Manufacturers participating - shared with all area High Schools and posted to social media - 3,383 students reached directly onsite or through virtual learning platforms.

Work Ready Communities Status - January 2021

County	Certified	Maintained	Progress - New Goal
Benton	March 2015	June 2020	60%
Carroll	October 2016	May 2021	40%
Crockett	June 2016	August 2020	80%
Dyer	January 2015	June 2017	60%
Gibson	August 2016	80% of maintaining	need 1 improved certificate
Henry	June 2016	August 2020	40%
Lake	April 2015	June 2017	60%
Obion	September 2015	80% of maintaining	need 35 emerging NCRCs
Weakley	June 2017	80% of maintaining	need 28 emerging NCRCs

Adult and Dislocated Worker Eligibility

Effective Date: ~~June 10, 2020~~ August 24, 2021

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 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.

NORTHWEST TENNESSEE WORKFORCE BOARD PARTICIPANT PROGRAM POLICY

SELF-SUFFICIENCY CHART				Effective as of 04/30/2020	
				(received 8/19/2020)	
	Non-Metro				
Family	Higher of Poverty				
Size	or LLSIL	Percent	Annualized Income	Weekly Earnings	Hourly Wage
1	\$ 12,760.00	200%	\$ 25,520.00	\$ 490.77	\$ 12.27
2	\$ 17,240.00	175%	\$ 30,170.00	\$ 580.19	\$ 14.50
3	\$ 21,720.00	175%	\$ 38,010.00	\$ 730.96	\$ 18.27
4	\$ 26,425.00	175%	\$ 46,243.75	\$ 889.30	\$ 22.23
5	\$ 31,184.00	175%	\$ 54,572.00	\$ 1,049.46	\$ 26.24
6	\$ 36,469.00	175%	\$ 63,820.75	\$ 1,227.32	\$ 30.68
7	\$ 41,753.00	175%	\$ 73,067.75	\$ 1,405.15	\$ 35.13
8	\$ 47,038.00	175%	\$ 82,316.50	\$ 1,583.01	\$ 39.58
9	\$ 52,323.00	175%	\$ 91,565.25	\$ 1,760.87	\$ 44.02
10	\$ 57,608.00	175%	\$ 100,814.00	\$ 1,938.73	\$ 48.47
11	\$ 62,892.00	175%	\$ 110,061.00	\$ 2,116.56	\$ 52.91
12	\$ 68,177.00	175%	\$ 119,309.75	\$ 2,294.42	\$ 57.36
	Metro - Crockett County Only				
Size	or LLSIL	Percent	Annualized Income	Weekly Earnings	Hourly Wage
1	\$ 12,760.00	200%	\$ 25,520.00	\$ 490.77	\$ 12.27
2	\$ 17,240.00	175%	\$ 30,170.00	\$ 580.19	\$ 14.50
3	\$ 22,060.00	175%	\$ 38,605.00	\$ 742.40	\$ 18.56
4	\$ 27,234.00	175%	\$ 47,659.50	\$ 916.53	\$ 22.91
5	\$ 32,143.00	175%	\$ 56,250.25	\$ 1,081.74	\$ 27.04
6	\$ 37,593.00	175%	\$ 65,787.75	\$ 1,265.15	\$ 31.63
7	\$ 43,043.00	175%	\$ 75,325.25	\$ 1,448.56	\$ 36.21
8	\$ 48,493.00	175%	\$ 84,862.75	\$ 1,631.98	\$ 40.80
9	\$ 53,943.00	175%	\$ 94,400.25	\$ 1,815.39	\$ 45.38
10	\$ 59,392.00	175%	\$ 103,936.00	\$ 1,998.77	\$ 49.97
11	\$ 64,842.00	175%	\$ 113,473.50	\$ 2,182.18	\$ 54.55
12	\$ 70,292.00	175%	\$ 123,011.00	\$ 2,365.60	\$ 59.14

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: ~~June 10, 2020~~ August 24, 2021

Work-Based Training

Effective Date: ~~May 21, 2019~~ August 24, 2021

Duration: Indefinite

Purpose: To establish policy and guidance for the offering of work-based learning activities with WIOA funding.

Policy: The Northwest TN Workforce Board offers various opportunities for Work-Based Learning, including On-the-Job Training, Work Experience, Transitional Jobs, Apprenticeships and Incumbent Worker Training. Appropriate support services, as described in the Supportive Services policy, may be used in combination with work-based training as prescribed below and in accordance with the needs of participants. The NWTNWB strives to utilize approximately 10% of funding allocated to local area through formula program funds and / or specialized funding such as Consolidated Business Grants (CBGs) to provide work-based learning opportunities. Work-based training expenditures are tracked accordingly in the accounting system of record and reported monthly on internal documents as well required State reports. Expenditures and obligations are monitored monthly to ensure compliance with appropriate expenditure and obligation requirements, such as 80% of CBG funds being allocated within the first 180 days of the grant.

At an estimated cost of \$2,500 per individual, approximately 100 participants would be expected to be served through work-based learning opportunities, contingent upon funding availability and employer hiring needs, with a focus on serving individuals with barriers to employment. In order to maximize services to populations with barriers, agencies serving these populations are targeted for outreach efforts such as distribution of marketing materials, participation in events, and invitations to participate in AJC events and strategy meetings. The AJC displays marketing materials for core and community partners, and provides materials to be displayed at the partners' sites. Social media accounts are also used to connect with customers and other agencies and inform them of the services available through the AJC. The Business Services Team conducts rapid response meetings in order to serve workers dislocated through closures or layoffs. Outreach to unemployment claimants regarding AJC services is also conducted when contact information is available. Specialized programs such as RESEA, serving unemployment claimants, and SNAP Employment & Training, serving SNAP (i.e. food stamp recipients) are also incorporated into services at the AJC. The Outreach and Opportunities committee of the local workforce board provides guidance for reaching and serving such populations.

The Regional Planning Council, which includes members of the core partners as well as other partners, identifies regional and local in-demand and emerging sectors using available labor market data, strategy meetings, and other data gathering methods. Workforce efforts, including Work-Based Learning, are then focused on identified sectors through services available in the AJC. For instance, manufacturing and healthcare are two of the most prominent sectors in the area, therefore On-the-Job Training (OJT) and Incumbent Worker Training (IWT) grants are heavily concentrated in these areas. The NWTNWB strives to continually increase employer penetrations rates and will serve as many employers as possible based on employer hiring needs and availability of funding.

Contracts and Agreements

Work-based opportunities will include an agreement (contract) with the employer and a training plan for the employee. The contract must include the requirements of WIOA rules and regulations, the type of occupation and skills, the competencies to be learned, and the length of training that will be provided. All contracts/agreements for work-based learning will be in an approved format in accordance with Northwest TN Workforce Board guidance and include the following:

- Basic Program description
- Cost Per Participant (varies by activity; subject to Northwest TN Workforce Board policy)
- Appropriate goals for the participant and/or employer.

- The contract awarded will be cost reimbursement. No expenses are reimbursable until a contract has been fully executed (signed by all parties) and, all participant data has been submitted and deemed eligible.

Additionally, work-based learning activities will comply with the following:

- All necessary information about a work-based participant and employer must be properly recorded in the Jobs4TN (VOS) system. Work-based training expenses must be reported by Service Providers on a timely basis to ensure the Northwest TN Workforce Board can properly report the expenditures in the Grants4TN system.
- Contracts for Work-based training must be monitored at least once by ~~the Service Provider as~~ the contracting authority. Monitoring will be based on the contract agreement and may be performed by the contract manager or another position. If the Work-based training is for reimbursement of wages, the employer must submit the following for review:
 - Invoice form;
 - Payroll records showing the gross wages paid to the trainee;
 - Time records showing actual hours worked;

Onsite monitoring visits should be conducted ~~by the Service Provider~~ shortly after the trainee begins work, and include additional visits at appropriate intervals (determined by the length of the training plan). Effective monitoring also includes desk review of correspondence from the employer, including payment invoices and required documentation to support those invoices. The Service Provider must regularly review each trainee's progress in meeting program and service strategy objectives. Such strategies should include the trainee's acquisition of basic/occupational skills and the adequacy of supportive services provided as related to work-based training. Any deviation from the work-based training contract should be dealt with and documented promptly.

Monitoring at the Northwest TN Workforce Board, State, and Federal level will include a review of the Service Provider's monitoring and oversight of participant training and corresponding employer payroll records, as well, as a review of how work-based activities align with and are facilitating the progress of career pathway strategies outlined in the local plan.

Business Eligibility Criteria

Businesses classified as a Tennessee (TEGL 25-15) for-profit business or, not-for-profit business with a presence in accordance with Federal, State and Local law, and in business for at least 120 days. Further, the employer must meet the following requirements:

- Be registered with Internal Revenue Service (IRS), have an account with Unemployment Insurance, and carry workers' compensation insurance (Federal Register Vol. 81, No. 161, Page 56117) and be current on all local, state and federal tax obligations.
- Be financially solvent and have an adequate payroll recordkeeping system that tracks hours worked, gross pay, deductions, and net pay.
- Must not appear on any federal suspension or debarment list.
- Agreements will not displace any currently employed worker (WIOA Section 181[b][2][A]).
- Agreements will not be made with an employer who has terminated any regular employee, or otherwise reduced the workforce, in order to hire an OJT employee.
- No contract may be written with a company that has relocated (for the first 120 days after beginning operations) if the move has resulted in any employee job losses at the original location (WIOA Section 181[d][2]).
- To verify that the relocation has not resulted in a loss of employment, WIOA program staff and the OJT employer must complete a Standardized Pre-Award Review.
- The employer must not currently be involved in a labor dispute (20 CFR 680.840) or have workers currently in a layoff status ~~for the OJT position~~.

- Employees may not work on construction, maintenance, or operation of any facility that is used for sectarian activities (WIOA Section 188[a][3]).
- The prospective employers must not meet the existing “pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits” (20 CFR 680.700[b]).
- The Employer must not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliation, or age.
- Training for employees must be in an in-demand industry as determined by the Northwest Tennessee Workforce Board and/or its’ Service Provider.
- Training will benefit employees by increasing opportunity for learning new skills, gaining experience, retention, advancement, credentials or wages.
- Training will benefit the employer by providing assistance with training employees, which may result in saving jobs or preventing layoffs, enhance process improvement, or improve the overall competitiveness of the employer.

General Participant Eligibility

Work-based training opportunities must be identified as an appropriate activity for program participants on the Individual Employment Plan (IEP) or Individual Service Strategy (ISS). IEPs or ISSs, and/or case notes, will specify goals of the work-based training activity by identifying the purpose of the activity and expected outcomes. The Local Workforce Development Area ~~12~~ Priority of Service Policy will be adhered to in determining participants eligible to participate in work-based training. In addition, the participant must be:

- A U.S. citizen or individual legally entitled to work in the U.S.
- Age 18 or older* (exception may be made for Eligible WIOA Youth)
- Registered for the Selective Service unless an exception is justified (Selective Service requires registration of all males who are 18 or older and born on or after January 1, 1960)

Incumbent Worker Training

According to the WIOA, “the local board may reserve and use not more than 20 percent of the funds allocated to the local area involved under section 133(b) to pay for the Federal share of the cost of providing training through a training program for incumbent workers.” The term “incumbent worker training” (IWT) means training that is — 1. Designed to meet the specific requirements of an employer (including a group of employers); and 2. Conducted with a commitment by the employer to continue to employ an individual upon successful completion of training. IWT may be used to help avert potential layoffs, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers. Under WIOA Section 134(d)(4)(A)(i) of WIOA, LWDBs can use up to twenty percent (20%) of their adult and dislocated worker formula funds to provide for the Federal share of the cost of providing incumbent worker training. To be eligible a participant must be employed the employer receiving the grant **for at least six months, or, in the event that incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for six months or more as long as a majority of those employees being trained meet the employment history requirement per TEGL 19-16.** The Employer is required to match requested training costs. Percentage of match is based on the size of the company, in accordance with Tennessee Department of Labor and Workforce Development policy.

On-the-Job Training

On-the-job Training (OJT) is a form of work-based training provided to an eligible WIOA participant upon entry into employment and while engaged in paid work. OJTs address specific gaps in the trainee’s knowledge or skills that are inhibiting their ability to perform assigned duties fully and adequately and provides reimbursement to the employer of up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the

training and additional supervision related to the training. In order to participate in OJT, a participant must be a new hire in the employer position.

The Employer will be reimbursed up to 50% of participant wages upon completion of a designated training period not to exceed the Specific Vocational Preparation (SVP) level, taking in to account the prior education, training, work experience and the service strategy of the participant, as appropriate. Further, the Employer must not have exhibited a “pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits.”

In order to promote and strategize the availability of OJTs, understanding and meeting the needs of employers is given the utmost importance and is achieved through a collaboration of partners serving on the Business Services Team, such as Labor Exchange, Veterans Programs, Trade Act, Re-Employment Services, Unemployment Insurance, Economic Development, Temporary Assistance for Needy Families, Vocational Rehabilitation, and staff to the LWDB. The Business Services Team is responsible for connecting with companies in the targeted industry sectors and occupations, and other employers that have hiring needs, in order to understand and meet their needs through a variety of employer-driven initiatives and services, such as OJT.

In order to understand and meet the needs of employers, Business Services Team members connect with area employers by participating in regional economic development groups comprised of training providers, Chambers of Commerce, plant managers, and economic developers to determine high-growth jobs and industries that are adding substantial jobs to the local economy. Local employers also serve on the local board and a standing committee of the board. Labor market information (LMI) is also utilized to identify and meet employers' needs. LMI is available through Jobs4TN and Economic Modeling Systems, Inc. (EMSI) and can be used to help employers identify average wages for jobs in an area, which occupations are predicted to have the most future job openings, as well as unemployment rates in an area.

The Executive Director of the Northwest TN Workforce Board and/or his/her designee, also supports and promotes workbased learning with existing and prospective industry, when appropriate. Interested employers are referred to a Business Services Team member for specific details and services.

Registered Apprenticeships

A Registered Apprenticeship (RA) is an "earn and learn" training model that combines structured learning with on-the-job training from an assigned mentor. 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. This credential is also portable (see WIOA Section 122[a][2][A]). Local areas may also include support services, in coordination with career and or training services, to participants in an RA program in accordance with supportive services consistent with WIOA Section 134(d)(2), TEGL 19-16, and local policies. To be eligible, a participant must be selected by the employer to participate in a Registered Apprenticeship program (included on the WIOA Eligible Training Provider List), which may include participation in a pre-apprenticeship program.

- o A Pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter, and succeed in, registered apprenticeship programs. These programs have a documented partnership with at least one registered apprenticeship program sponsor. Pre-apprenticeship programs expand the participant's career pathway opportunities by combining industry-based training and classroom instruction. Adult, Dislocated Workers, or Youth participating in pre-apprenticeship may receive funding through paid work experience positions, and associated support services, in accordance with the guidelines listed in the Work Experience section of this policy.

Transitional Jobs

The local area may use up to 10% of their combined total of Adult and Dislocated Worker allotments for transitional jobs as described in WIOA Sec. 134(d)(5). A transitional job is one that provides a time-limited work

experience, that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Transitional jobs must be combined with comprehensive career and support services and are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to entry into and retention in unsubsidized employment. Unlike an On-the-Job Training (OJT) contract, there is no expectation that the individual will continue his or her hire with the employer after the work experience is complete; however, employers are encouraged to consider establishing an OJT contract and ultimately employment for individuals participating in transitional jobs as part of a *Ready, Set, Hire* approach to hiring job seekers to fulfill their human resource needs.

The *Ready, Set, Hire* approach allows a job seeker and employer to mutually benefit from the combined offerings of:

- **Ready - Transitional Job** Up to 320 hours of subsidized employment through a transitional job based on the job seeker's needs as documented on the Individual Service Strategy (ISS). The job seeker's employment is subsidized through the WIOA Adult or Dislocated Worker program at no cost to the employer. The job seeker will be paid through the program at the higher of 8100% of the starting rate of the position being performed or a minimum of \$8.00 per hour. ~~For instance, a participant working in a Production position which pays \$10 per hour would be paid \$8.00 per hour for the duration of the transitional job (\$10.00 X 0.8 = \$8.00 per hour). (Examples: Starting wage = \$9; \$9 x 0.8 = \$7.20; pay = \$8.00; or starting wage = \$11; \$11 x 0.8 = \$8.80; pay = \$8.80).~~

Note: The Director may approve work experience through a transitional job beyond 320 hours on a case-by-case basis as needed based on the job seeker's need as documented on the ISS.

- **Set - OJT Position** Up to 320 hours of employment through an OJT grant, based on the job seeker's needs as documented on the ISS and the training needs of the position as demonstrated by the Specific Vocational Preparation (SVP) level of the position. Employers may be reimbursed up to 50% of an eligible OJT participant's wages for the completion of the specified training period in accordance with the guidelines set forth in the Business Services Manual, OJT Assurances, and OJT Needs Assessment.
- **Hire!** Employers are encouraged to consider hiring participants who successfully complete a Transitional Job, with or without an OJT contract. Participants on an OJT contract are employees of the business and are expected to be retained upon the successful completion of the training period. Employers may qualify for a Work Opportunity Tax Credit ranging from \$1,200 to \$9,600 for hiring individuals with barriers who are considered a member of a qualified targeted group.

Eligibility Criteria - In order to be eligible for a transitional job, applicants must:

- Be determined eligible as an Adult or Dislocated Worker in accordance with the guidelines set forth in the **Adult and Dislocated Worker Eligibility section of this Manual**.
- Have a barrier(s) to employment as documented by being a member of 1 or more of the following populations in accordance with the guidelines set forth in ~~this the Eligibility~~ Manual:
 - Displaced homemakers.
 - Low-income individuals.
 - Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
 - Individuals with disabilities, including youth who are individuals with disabilities.
 - Older individuals.
 - Ex-offenders.
 - 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 H. R. 803-10 defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
 - Youth who are in or have aged out of the foster care system.

- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- Eligible migrant and seasonal farmworkers, as defined in section 167(i).
- 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.).
- Single parents (including single pregnant women).
- Long-term unemployed individuals (i.e. individuals who have been unemployed 27 weeks or longer).
- Such other groups as the Governor involved determines to have barriers to employment.
- Be chronically unemployed or have an inconsistent work history, as defined by the LWDB in accordance with § 680.190, and documented in the work history section of the Application **and Eligibility Form**. Taking into consideration an individual's labor market history, unemployment status, durations of unemployment, and long-term unemployment status, the Northwest TN Workforce Board has determined individuals to be chronically unemployed or to have an inconsistent work history if they meet one or more of the following items:
 - Currently unemployed and have been unemployed for 27 weeks or longer (long-term unemployed).
 - Currently unemployed for less than 27 weeks but have had at least one period of unemployment for 27 weeks or longer within the last 5 years.
 - Two or more significant (103 weeks or longer) gaps in employment within the last five years.
 - **Five-Three** or more position changes within the last three years.
 - Three or more gaps in employment within the last three years.
 - Have been incarcerated within the last 10 years.
- Receive appropriate Basic and / or Individualized Career Services to prepare for a successful entry into and retention in a transitional job and ultimately unsubsidized employment as documented on the ISS.
- Receive support services, **as described in the Supportive Services section of this Manual**, in order to be able to participate in a transitional job and ultimately unsubsidized employment. ~~Support services for transitional jobs include:~~
 - ~~○ A one-time only payment, up to \$300.00, for work-related items such as appropriate work attire, uniforms, tools, medical physicals, back ground checks, drug screens, industry certifications if not covered by an ITA, driver's license, etc. The items will be purchased by a program staff person on behalf of the participant in accordance with applicable purchasing policies.~~
 - ~~○ Transportation assistance to the worksite for the first 30 days of employment. The transportation assistance will be paid as a one-time only payment based on the participant's work schedule and mileage from home to the worksite, just as a Youth in Work Experience in accordance with the guidelines set forth in the Supportive Services section of this Youth Services Contracting Manual.~~

Work Experience

WIOA and 20 CFR § 681.590(a) require that a minimum of 20 percent of local area funds for the Title I Youth program be spent on work experience. As explained in 20 CFR § 681.590(b), local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement. Work experience is defined as paid (subsidized) or unpaid work experience that is a planned, structured learning experience in a workplace for a limited period of time. This experience provides participants with opportunities for career exploration and skill development. Work experience must include academic and occupational education (20 CFR 681.600[a-b]). Paid Work Experiences will be paid through the program at the higher of 100% of the starting rate of the position being performed or a minimum of \$8.00 per hour wage.

WIOA identifies four categories of work experience: (1) summer employment opportunities and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) on-the-job training (OJT) opportunities as defined in WIOA Section 3(44) and in 20 CFR § 680.700. Eligible WIOA youth program participants may participate in more than one work experience program (i.e. summer employment, job shadowing, pre-apprenticeship) over the duration of their program participation (20 CFR 681.600[c]). Job shadowing is a work experience option where youth learn about a job by “walking through the work day as a shadow” to become competent workers. The job shadowing work experience is temporary, unpaid exposure to the workplace in an occupational area of interest to the youth.

Per TEGL 21-16, Operating Guidance for the Workforce Innovation and Opportunity Act, the academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations. For example, if a youth is in a work experience in a hospital, the occupational education could be learning about the duties of different types of hospital occupations such as a phlebotomist, radiology tech, or physical therapist. Whereas, the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament. The educational component may occur concurrently or sequentially with the work experience. The academic and occupational education component may occur inside or outside the work site. The work experience employer can provide the academic and occupational component or such components may be provided separately in the classroom or through other means. The Career Service Provider must document the academic and occupational education components of the work experience on a training plan to maintained in the participant’s electronic file in Jobs4TN / VOS.

Per WIOA sec. 134(c)(2)(A)(xii)(VII), Adults and Dislocated Workers may receive Individualized Career Services, if determined to be appropriate in order for an individual to obtain or retain employment, that may consist of internships and work experience that are linked to careers. According to 20 CFR § 680.180, for the purposes of WIOA sec. 134(c)(2)(A)(xii)(VII), an internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. Transitional jobs are a type of work experience, as described in §§ 680.190 and 680.195. In the event that an individual between the ages of 18 and 24 does not qualify as a Youth to be able to participate in a Youth Work Experience position, the individual may be enrolled in the Work Experience position as an Adult or Dislocated Worker as described above. Adults and Dislocated Workers participating in paid work experiences ~~related to a pre-apprenticeship or Registered Apprenticeship program~~ will be paid at the higher of 100% of the starting rate of the position being performed or a minimum of \$8.00 per hour wage. ~~Adults and Dislocated Workers participating in non-apprenticeship work experience will be paid through the program at the higher of 80% of the starting rate of the position being performed or a minimum of \$8.00 per hour wage. For instance, a participant working in a Production position which pays \$10 per hour would be paid \$8.00 per hour for the duration of the work experience (\$10.00 X 0.8 = \$8.00 per hour). (Ex.: Starting wage = \$9; \$9 x 0.8 = \$7.20; pay = \$8.00; or starting wage = \$11; \$11 x 0.8 = \$8.80; pay = \$8.80).~~

Work experience expenditures are recorded in the NWTNWB accounting system of record and tracked monthly, both on internal documents and required State reports.

Reference: 20 CFR 680.700(b); 20 CFR 680.840; Federal Register Vol. 81, No. 161, Page 56117; TEGLs 03-15 (specifically “Training Contracts” on pages 9-10) and 19-16; WIOA Section 181(b)(2)(A); WIOA Section (d)(2); WIOA Section 188(a)(3); WIOA sec. 134(c)(2)(A)(xii)(VII); 20 CFR § 680.180.

Related TDLWD Policy: Incumbent Worker Training Grants Policy; Work-Based Training Guidance (pages 3 & 10)

Vetted and Approved by the Northwest Tennessee Workforce Board: ~~May 21, 2019~~ August 24, 2021

Jimmy Williamson, Chair
Northwest Tennessee Workforce Board

Transportation Assistance

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

The payment will be based on exact costs calculated at a rate of \$.15 per mile one-way unit per day, converted to roundtrip (not subject to the \$1,500 maximum). Participants receiving transportation assistance from another organization (i.e. Workforce Essentials) are not eligible to receive a full transportation stipend from WIOA. As last dollar funds, all other programs must pay first before WIOA funds can be authorized.

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

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

Participants may receive a travel stipend for the first 30 days of a transitional job or work experience activity to offset their gas expenses until they have received one month of pay, at which time, they should have been able to budget money out of their paychecks to pay for their own gas expenses. In the event a transitional job or work experience position requires the participant to travel, the travel stipend may be extended through the duration of the work experience or transitional job.

Additionally, required auto repair, insurance, and / or driver license fee payments may be made, subject to the combined \$1,500 maximum, in response to an immediate need, in order to allow a participant to continue to participate in employment and training activities. Normal vehicle maintenance costs are not allowed. If a participant is personally repairing his / her personal vehicle, funds may be used to purchase the parts. Auto repair may not exceed the value of the vehicle. Staff should take into consideration if public transportation would be a more feasible option for the participant.