



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Thursday, December 12, 2019
8:00 a.m. – 10:00 a.m.

Human Services Agency (HSA)
Peppertree Room, 2nd Floor
855 Partridge Drive
Ventura, CA 93003

AGENDA

- | | | |
|-----------|---|---------------|
| 8:00 a.m. | Check-in and Networking Opportunity | |
| 8:15 a.m. | 1.0 Call to Order and Agenda Review | Tracy Perez |
| 8:18 a.m. | 2.0 Public Comments | Tracy Perez |
| | <i>Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.</i> | |
| 8:25 a.m. | 3.0 WDB Chair Comments | Tracy Perez |
| 8:30 a.m. | 4.0 Financial Report | Rebecca Evans |
| | 4.1 Financial Status Report Update | |
| 8:40 a.m. | 5.0 Consent Items | Tracy Perez |
| | 5.1 APPROVE WORKFORCE DEVELOPMENT BOARD MINUTES: OCTOBER 24, 2019 | |
| | 5.2 APPROVE THE ADDITION OR DELETION OF PROVIDERS AND/OR PROGRAMS (COURSES) FOR THE ELIGIBLE TRAINING PROVIDER LIST (ETPL) | |
| 8:45 a.m. | 6.0 Action Items | Tracy Perez |
| | 6.1 RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) RATIFY THE APPLICATION FOR FUNDING THROUGH THE RPI/SLINGSHOT 3.0 GRANT APPROVED BY THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY EXECUTIVE COMMITTEE ON NOVEMBER 14, 2019. | |

6.2 RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE ATTACHED WDB POLICIES FOR WIOA ADULT, DISLOCATED WORKER, AND YOUTH PROGRAMS:

- Policy #2019-02 **Debt Collection**
- Policy #2019-04 **Definition of Basic Skills Deficient**
- Policy #2019-07 **Priority of Service** (*This policy supersedes Local Policy Bulletin #2018-01 Veteran and Adult Priority of Service, dated August 23, 2018*)
- Policy #2019-10 **WIOA Youth Program Requirements** (*This policy supersedes LOCAL POLICY BULLETIN #2016-01: Policy on Youth Work Experience and Expenditure Requirements dated July 1, 2015 and LOCAL POLICY BULLETIN #2018-09 Incentives for WIOA Youth Programs dated August 23, 2018*)

6.3 RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE APPLICATION FOR FUNDING THROUGH THE WORKFORCE ACCELERATOR FUND 8.0 GRANT.

6.4 RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE APPLICATION FOR FUNDING THROUGH THE SB1 HIGH ROAD CONSTRUCTION GRANT.

9:00 a.m.	7.0 WDB STRATEGIC PLANNING	Rebecca Evans
9:30 a.m.	8.0 WDB COMMITTEE UPDATES <ul style="list-style-type: none">• Membership Committee Update• Programs Committee Update• Manufacturing Committee	Committee Members and WDB Staff
9:40 a.m.	9.0 WDB ADMINISTRATION <ul style="list-style-type: none">9.1 Grants Update9.2 EO Monitoring9.3 P2E Grant9.4 National Dislocated Worker Grant (NDWG)	Rebecca Evans
9:50 a.m.	10.0 WDB Member Comments	Committee Members
10:00 a.m.	11.0 Adjournment	Tracy Perez

Next WDB Meeting (Note Location)

February 27, 2020 (8:00 a.m. - 10:00 a.m.)

Ventura County Office of Education (VCOE) Salon C

5100 Adolfo Road,

Camarillo, CA 93036

Youth Conference –

WDB Administration Manager Andrea Sanchez to attend.

January 14 – 16, 2020

San Jose, CA

NAWB - Forum 2020

March 21 – 24, 2020

Washington, D.C.



SHARED VISION

The Ventura County region has a high quality, appropriately skilled workforce that is ready and able to support the evolving business needs of employers in a dynamic, competitive, global economic environment.

MISSION

The WDBVC builds and nurtures strong local partnerships and collaborates to design a workforce system that creates upward mobility opportunities for individuals in order to meet and anticipate the needs of employers while advancing the local economy.

CORE VALUES

- Collaboration
- Accountability
- Innovation
- Responsiveness to the needs of individuals and businesses
- Diversity and Inclusion

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Development Board of Ventura County staff at (805) 477-5306 at least five days prior to the meeting. TTY line: 1-800-735-2922.

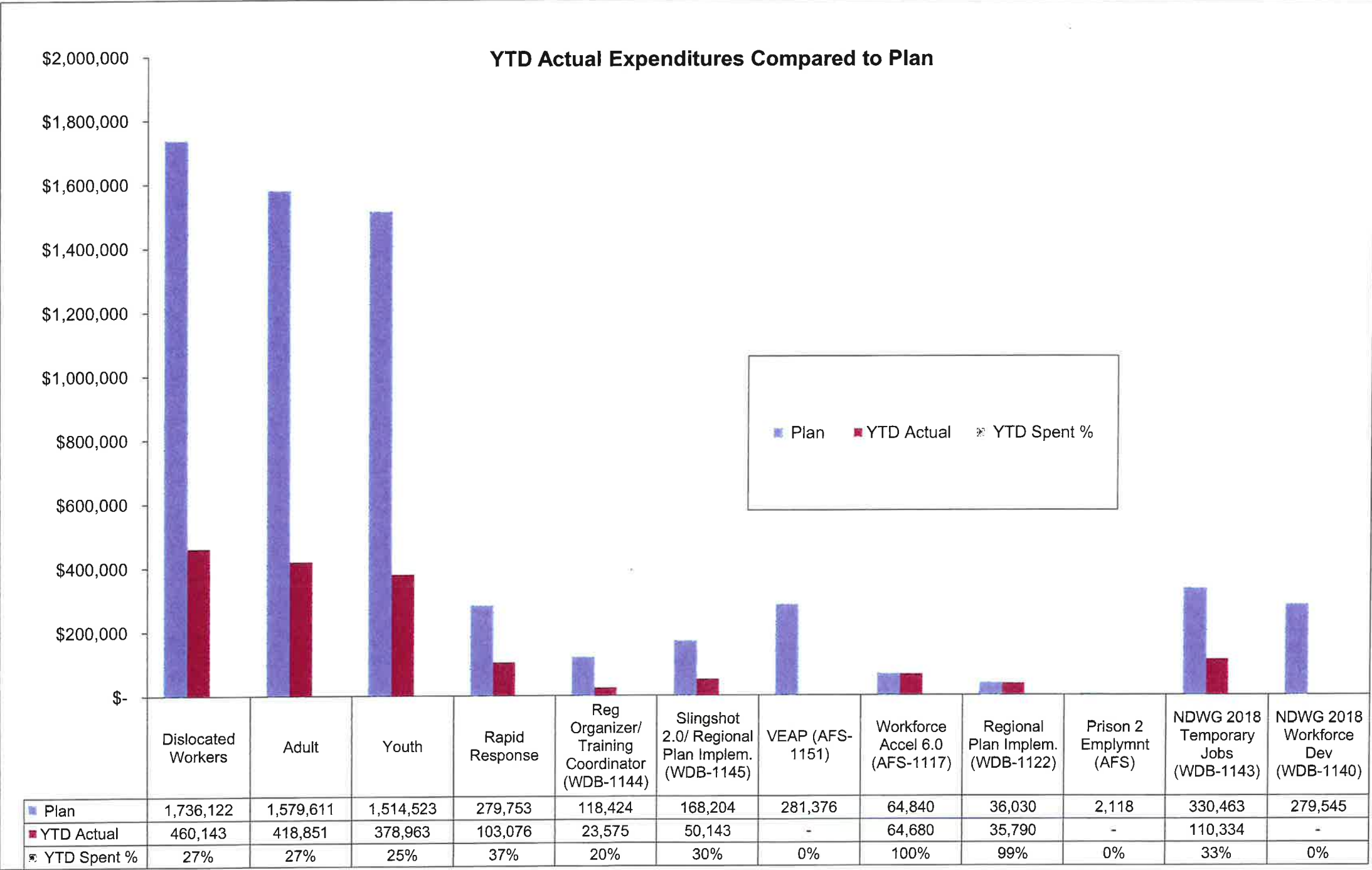
For information about the Workforce Development Board of Ventura County, go to www.workforceventuracounty.org



FINANCIAL STATUS REPORT for FISCAL YEAR 2019-2020

Year to Date Expenditures from 7/1/19 to 9/30/19 (25% into the Fiscal Year)

Submitted on: November 14, 2019



Name of Grants	Total		YTD Spent %
	Plan	YTD Actual	
Dislocated Workers	1,736,122	460,143	27%
Adult	1,579,611	418,851	27%
Youth	1,514,523	378,963	25%
Rapid Response	279,753	103,076	37%
Reg Organizer/ Training Coordinator (WDB-1144)	118,424	23,575	20%
Slingshot 2.0/ Regional Plan Implem. (WDB-1145)	168,204	50,143	30%
VEAP (AFS-1151)	281,376	-	0%
Workforce Accel 6.0 (AFS-1117)	64,840	64,680	100%
Regional Plan Implem. (WDB-1122)	36,030	35,790	99%
Prison 2 Emplmnt (AFS)	2,118	-	0%
NDWG 2018 Temporary Jobs (WDB-1143)	330,463	110,334	33%
NDWG 2018 Workforce Dev (WDB-1140)	279,545	-	0%
Prison 2 Employment Imp (AFS) 7/1/19-6/30/22	257,359	-	0%
Total	\$ 6,648,369	\$ 1,645,555	24.75%

FINANCIAL STATUS REPORT for FISCAL YEAR 2019-2020												
Year to Date Expenditures from 7/1/19 to 9/30/19 (25% into the Fiscal Year)												
Name of Grants	Salaries and Benefits			Direct Program/WIOA Special Projects			Other Operating Expenses			Total		
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	Plan Balance
Core Grants:												
Dislocated Worker	1,093,277	330,365	30%	427,250	63,824	15%	215,595	65,955	31%	1,736,122	460,143	1,275,978
Adult	994,135	291,425	29%	384,750	75,916	20%	200,726	51,510	26%	1,579,611	418,851	1,160,760
Youth	219,730	43,711	20%	1,101,500	294,238	27%	193,292	41,014	21%	1,514,523	378,963	1,135,560
Rapid Response	125,456	37,409	30%	103,000	55,024	53%	51,297	10,643	21%	279,753	103,076	176,677
Other Grants:												
Reg Organizer/ Training Coordinator (WDB-1144) (4/1/19-9/30/20)	80,254	21,690	27%	15,867	-	0%	22,303	1,886	8%	118,424	23,575	94,849
Slingshot 2.0/ Regional Plan Implem. (WDB-1145) (4/1/19-9/30/20)	41,268	4,924	12%	112,068	44,245	39%	14,869	973	7%	168,204	50,143	118,062
VEAP (AFS-1151) (6/1/19-12/31/20)	116,507	-	0%	150,000	-	0%	14,869	-	0%	281,376	-	281,376
Workforce Accel 6.0 (AFS-1117) (2/1/18-9/30/19)	27,208	27,208	100%	31,685	31,694	100%	5,947	5,778	97%	64,840	64,680	161
Regional Plan Implem. (WDB-1122) (1/1/18-9/30/19)	-	-	0%	33,800	33,854	100%	2,230	1,937	87%	36,030	35,790	240
Prison 2 Employment (AFS) (10/1/18-3/31/20)	-	-	0%	2,118	-	0%	-	-	0%	2,118	-	2,118
NDWG 2018 Temporary Jobs (WDB-1143) (12/6/18-12/31/20)	20,139	780	4%	302,890	98,014	32%	7,434	11,540	155%	330,463	110,334	220,129
NDWG 2018 Workforce Dev (WDB-1140) (12/6/18-12/31/20)	36,646	-	0%	235,465	-	0%	7,434	-	0%	279,545	-	279,545
Prison 2 Employment Imp (AFS) 7/1/19-6/30/22	106,924	-	0%	143,000	-	0%	7,434	-	0%	257,359	-	257,359
Total WIOA Grants	\$ 2,861,544	\$ 757,513	26%	\$ 3,043,393	\$ 696,808	23%	\$ 743,431	\$ 191,234	26%	\$ 6,648,369	\$ 1,645,555	25% \$ 5,002,814

FINANCIAL STATUS REPORT for FISCAL YEAR 2019-2020												
Year to Date Expenditures from 7/1/19 to 9/30/19 (25% into the Fiscal Year)												
	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
CORE GRANTS:												
Dislocated Worker	298,047	32,318	330,365	6,305	57,519	63,824	11,241	54,714	65,955	315,593	144,551	460,143
Adult	262,916	28,509	291,425	(24,858)	100,775	75,916	8,714	42,796	51,510	246,771	172,080	418,851
Youth	39,435	4,276	43,711	148,224	146,014	294,238	7,278	33,736	41,014	194,937	184,026	378,963
Rapid Response	33,750	3,660	37,409	15,186	39,838	55,024	1,846	8,797	10,643	50,782	52,295	103,076
OTHERS:												
Reg Organizer/ Training Coordinator (WDB-1144)	20,757	933	21,690	-	-	-	338	1,547	1,885	21,095	2,480	23,575
Slingshot 2.0/ Regional Plan Implem. (WDB-1145)	4,443	482	4,924	-	44,245	44,245	174	799	973	4,617	45,525	50,143
VEAP (AFS-1151)	-	-	-	-	-	-	-	-	-	-	-	-
Workforce Accel 6.0 (AFS-1117)	27,208	-	27,208	6,731	24,963	31,694	1,036	4,742	5,778	34,975	29,705	64,680
Regional Plan Implem. (WDB-1122)	-	-	-	8,841	25,013	33,854	347	1,589	1,937	9,188	26,602	35,790
Prison 2 Employment (AFS)	-	-	-	-	-	-	-	-	-	-	-	-
NDWG 2018 Temporary Jobs (WDB-1143)	704	76	780	51,983	46,031	98,014	2,069	9,472	11,540	54,755	55,579	110,334
NDWG 2018 Workforce Dev (WDB-1140)	-	-	-	-	-	-	-	-	-	-	-	-
Total WIOA Grants	\$ 687,259	\$ 70,254	\$ 757,513	\$ 212,411	\$ 484,398	\$ 696,808	\$ 33,042	\$ 158,191	\$ 191,233	\$ 932,712	\$ 712,843	\$ 1,645,555

WIOA Training Activity Summary (Expended and Leveraged)

(based on annual report "Summary of Leveraged Resources - Attachment 6 - page 35 of WSD12-3)

Year to Date Expenditures from 7/1/19 to 9/30/19 (25% into the Fiscal Year)

Rpt Line #	Program Year Funding and Traing Expenditures	14-16 Grants (Due 10/1/16)	15-17 Grants K698402 (Due 10/1/17)	16-18 Grants K7102079 (Due 10/1/18)	17-19 Grants K8106696 (Due 10/1/19)	18-20 Grants K8106696 (Due 10/1/20)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,092,349	4,133,724	4,014,468	3,728,337	3,302,367
5)	Training Expenditures Required	1,023,087	1,240,117	1,204,340	1,118,501	990,710
	<i>Training Expenditures % Required</i>	25%	30%	30%	30%	30%
6)	Formula Fund Training Expenditures	1,128,877	941,344	810,112	793,594	127,176
7)	Leveraged Resources					
	- Total Leveraged Resources	425,933	348,361	460,403	380,348	102,329
	- Maximum Allowed Leveraged Resources (10%)	409,235	413,372	401,447	372,834	330,237
	- Total Leveraged Resources Used Towards Training Expenditures	409,235	348,361	401,447	372,834	102,329
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,538,112	1,289,705	1,211,559	1,166,428	229,505
	% of Training Requirement Met (final goal is 100%)	150%	104%	101%	104%	23%

9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	135,654	150,761	46,245	116,919	25,125
	(b) Programs Authorized by the Workforce Innovation and Opportunity Act	-				
	(c) Trade Adjustment Assistance (EDD)	-				
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	290,279	197,600	355,201	255,915	77,204
	Total	425,933	348,361	401,447	372,834	102,329
	Legends/Coding for Source/Type of Leveraged Resources: 9a) = Pell Grant 9b) = Programs Authorized by the Workforce Innovation and Opportunity Act (specify) 9c) = Trade Adjustment Assistance 9d) = Dept of Labor National Emergency Grants 9e) = Match funds from employers, industry, and industry associates (specify) 9f) = Match funds from joint labor-management trusts (specify) 9g) = Employment Training Panel grants					

NOTES:

Early in the year, the "% of Training Requirement Met..." shown above may appear to "understate" the degree to which the organization is actually accomplishing its planned training goals (i.e. the organization is likely doing better than it looks here). This is because the training expenditures shown in this report do NOT include costs related to two areas of current year training activities that are in the current year Plan:

- 1) Current year training activities (in current year Plan) that have been paid with prior year grant funds
- 2) Current year training activities (in current year Plan) that have been committed to but not yet paid

FY 2019-20 WIOA BUDGET PLAN (Approved at 10/10/19 WDB Executive Meeting)																		
		Dislocated Worker	Adult	Youth	Rapid Response	Reg Organizer/ Training Coordinator (WDB-1144)	Slingshot 2.0/ Regional Plan Implem. (WDB-1145)	VEAP (AFS-1151)	Workforce Accel 6.0 (AFS-1117)	Regional Plan Implem. (WDB-1122)	Prison 2 Employment (AFS)	NDWG 2018 Temporary Jobs (WDB-1143)	NDWG 2018 Workforce Dev (WDB-1140)	Prison 2 Employment Imp (AFS)	FY 19-20 Plan	Year to Date Expenditures from 7/1/19 to 9/30/19 (25% into the Fiscal Year)	FY 18-19 Actual	
						4/1/19- 9/30/20	4/1/19- 9/30/20	6/1/19- 12/31/20	2/1/18-9/30/19	1/1/18- 9/30/19	10/1/18- 3/31/20	12/6/18- 12/31/20	12/6/18- 12/31/20	7/1/19-6/30/22				
Revenue Projection:																		
1	FY19 -20 Grants (Based on FY 19/20 DW, AD, YTH Allocation	-2.0%	1,915,927	1,386,440	1,506,029	278,343	157,300	180,000	488,635	250,000	350,000	47,500	333,333	277,071	710,197	7,880,775	7,628,449	
2	FY 19 -20 Mgmt. Reserve:(2.0% DW, Adult, Youth)		(38,319)	(27,729)	(30,121)	-	(25,000)	(14,000)	(200,000)	-	-	-	-	-	(450,000)	(785,169)	(797,950)	
3	Transfer DW to Adult		(200,000)	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	
4	Grant balance rollover		58,544	21,533	38,746	1,659	(12,898)	-	-	(177,244)	(290,600)	(45,382)	(4,103)	-	-	(409,745)	(308,838)	
5	Spent in prior years		-	-	-	-	-	-	-	-	-	-	-	-	-	-	(178,702)	
6	Balance rolled over from prior year grants:																	
7	FY 18 -19 Mgt Reserve		-	-	-	-	-	-	-	-	-	-	-	-	-	-	168,412	
8	Additional rollover - Salaries Savings/ Overhead Saving/(Overage)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	130,600	
9	FY 18-19 Unspent Direct expense		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
10	ITA/OJT Committed FY18-19 Spent in FY19-20		-	-	-	-	-	-	-	-	-	-	-	-	-	-	362,546	
11	ITA/OJT Committed FY18-19 Spent in FY19-20		-	-	-	-	-	-	-	-	-	-	-	-	-	-	62,097	
12	Total Available Grants to be Spent		1,736,152	1,580,244	1,514,654	280,002	119,402	166,000	288,635	72,756	59,400	329,230	277,071	260,197	6,685,861		7,066,614	
13	Grants %		26.0%	23.6%	22.7%	4.2%	1.8%	2.5%	4.3%	1.1%	0.9%	4.9%	4.1%	3.9%	100.0%			
14	AFS FTEs Assigned to the programs		7.70	6.95	0.10	0.50	-	-	0.25	-	-	0.10	0.10	0.30	16.00		24.00	
15	% Direct FTES Allocated to Grants		48.1%	43.4%	0.6%	3.1%	0.0%	0.0%	1.6%	0.0%	0.0%	0.6%	0.6%	1.9%	100.0%			
16	% Admin Staff Allocated to Grants		24.0%	24.0%	27.00%	8.00%	1.0%	5.0%	2.0%	0.0%	0.0%	1.0%	3.0%	5.0%	100.0%			
17	Expenditure Projection:																	
18	Salaries and Benefits:																	
19	WIOA Career Srv (16 FTE's)	1,901,699	915,192	826,050	11,886	59,428	-	-	-	27,208	-	-	11,886	11,886	35,657	1,899,193	586,555 31%	2,529,737
20	WDB Admin (6 FTE's)	825,351	198,084	198,084	222,845	66,028	8,254	41,268	16,507	-	-	8,254	24,761	41,268	825,351	152,754 19%	766,904	
21	Staff Cost from HSO		-	-	-	-	72,000	-	100,000	-	-	-	-	30,000	202,000	18,204 9%	-	
22	Salaries Reduction		(20,000)	(30,000)	(15,000)	-	-	-	-	-	-	-	-	-	(65,000)	- 0%	-	
23	Subtotal Salaries and Benefits		1,093,277	994,135	219,730	125,456	80,254	41,268	116,507	27,208	-	20,139	36,646	106,924	2,861,544	757,513 26%	3,296,641	
24	Direct Expenses:																	
25	Grant Specific Contracts																	
26	EDC-VC Business Services		-	-	-	90,000	-	90,000	-	15,800	-	-	-	-	195,800	110,356 56%	166,215	
27	Boys and Girls Club: Core Program		-	-	535,000	-	-	-	-	-	-	-	-	-	535,000	198,160 37%	597,506	
28	PathPoint: Core Program		-	-	535,000	-	-	-	-	-	-	-	-	-	535,000	85,983 16%	593,214	
29	Goodwill		-	-	-	-	-	-	-	-	-	301,515	231,340	70,000	602,855	- 0%	-	
30	VACE (100k 3 yrs)		-	-	-	-	-	-	-	-	-	-	-	35,000	35,000	- 0%	-	
31	AFS-CalWORKs Activities		-	-	-	-	-	-	-	-	-	-	-	-	-	- 0%	-	
32	Subtotal - Contracted Program Expense		-	-	1,070,000	90,000	-	90,000	-	15,800	-	301,515	231,340	105,000	1,903,655	394,499 21%	1,356,935	
33	Client Expenses:																	
34	ITA / OJT (30% required - 10% leverage)		342,000	240,000	-	-	-	50,000	-	-	-	-	-	33,000	665,000	- 0%	817,852	
35	ITA / OJT Committed 18-19 Spent in 19-20		23,000	92,000	-	-	-	100,000	-	-	-	-	-	-	215,000	123,174 57%	62,096	
36	Others/Childcare/Trans - JTA		15,000	15,000	-	-	-	-	-	-	-	-	-	5,000	35,000	4,750 14%	30,872	
37	Subtotal - Client Expense		380,000	347,000	-	-	-	150,000	-	-	-	-	-	38,000	915,000	127,925 14%	910,820	
38	Other Allocated/Contracted Expenses																	
39	Contractual Services		-	-	-	-	13,000	20,000	-	30,185	16,200	2,118	-	-	81,503	160,889 197%	155,277	
40	Outreach - theAgency	75,000	26,250	20,250	22,500	6,000	-	-	-	-	-	-	-	-	75,000	10,251 14%	184,525	
41	Outreach/Conference -WDB	39,935	12,000	12,000	7,000	4,000	2,867	2,068	1,500	1,800	-	-	-	-	43,235	3,245 8%	41,325	
42	WDB Expense - Non Staff	8,000	4,000	2,000	2,000	-	-	-	-	-	-	-	-	-	8,000	- 0%	9,578	
43	Outreach/Meeting/Conf-AFS	17,000	5,000	3,500	-	3,000	-	-	-	-	-	1,375	4,125	-	17,000	- 0%	2,485	
44	Subtotal - other allocated expense		47,250	37,750	31,500	13,000	15,867	22,068	31,685	18,000	2,118	1,375	4,125	-	224,738	174,385 78%	393,189	
45	Subtotal- Program/Clients Expenses		427,250	384,750	1,101,500	103,000	15,867	112,068	150,000	33,800	2,118	302,890	235,465	143,000	3,043,393	696,808 23%	2,660,944	
46	Total Direct Program Expense		1,520,527	1,378,885	1,321,230	228,456	96,121	153,336	266,507	58,893	33,800	323,029	272,111	249,924	5,904,937	1,454,321 25%	5,957,585	

																Year to Date Expenditures from 7/1/19 to 9/30/19 (25% into the Fiscal Year)		FY 18-19 Actual
		Dislocated Worker	Adult	Youth	Rapid Response	Reg Organizer/ Training Coordinator (WDB-1144)	Slingshot 2.0/ Regional Plan Implem. (WDB-1145)	VEAP (AFS-1151)	Workforce Accel 6.0 (AFS-1117)	Regional Plan Implem. (WDB-1122)	Prison 2 Employment (AFS)	NDWG 2018 Temporary Jobs (WDB-1143)	NDWG 2018 Workforce Dev (WDB-1140)	Prison 2 Employment Imp (AFS)	FY 19-20 Plan			
47	Overhead/Administration:	29.00%	27.00%	26.00%	6.90%	3.00%	2.00%	2.00%	0.80%	0.30%	0.00%	1.00%	1.00%	1.00%	100.0000%			
48	Communication/Voice/data 70,000	20,300	18,900	18,200	4,830	2,100	1,400	1,400	560	210	-	700	700	700	70,000	22,231	32%	64,249
49	Insurance 16,000	4,640	4,320	4,160	1,104	480	320	320	128	48	-	160	160	160	16,000	4,000	25%	18,409
50	Facilities Maint. 96,000	27,840	25,920	24,960	6,624	2,880	1,920	1,920	768	288	-	960	960	960	96,000	24,000	25%	94,402
51	Membership and dues 12,000	3,480	3,240	3,120	828	360	240	240	96	36	-	120	120	120	12,000	8,777	73%	11,282
52	Education allowance (consolidated with line 64+65) 0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
53	Indirect cost recovery(County A87) 78,331	22,716	21,149	20,366	5,405	2,350	1,567	1,567	627	235	-	783	783	783	78,331	19,583	25%	82,146
54	Books and Publication 5,000	1,450	1,350	1,300	345	150	100	100	40	15	-	50	50	50	5,000	1,250	25%	15,548
55	Office Equip./Supp. & Furniture/Fixtures<5000 12,000	3,480	3,240	3,120	828	360	240	240	96	36	-	120	120	120	12,000	707	6%	8,119
56	Mail Center - ISF 7,000	2,030	1,890	1,820	483	210	140	140	56	21	-	70	70	70	7,000	1,750	25%	7,124
57	Purchase Charges - ISF 4,000	1,160	1,080	1,040	276	120	80	80	32	12	-	40	40	40	4,000	1,000	25%	3,645
58	Copy Machine - ISF 7,100	2,059	1,917	1,846	490	213	142	142	57	21	-	71	71	71	7,100	1,775	25%	2,586
59	Information Tech - ISF 9,000	2,610	2,430	2,340	621	270	180	180	72	27	-	90	90	90	9,000	2,563	28%	7,295
60	Computer Services Non ISF 28,000	8,120	7,560	7,280	1,932	840	560	560	224	84	-	280	280	280	28,000	7,000	25%	28,056
61	Building Lease/Rental 80,000	23,200	21,600	20,800	5,520	2,400	1,600	1,600	640	240	-	800	800	800	80,000	20,000	25%	89,283
62	Storage Charges - ISF 7,000	2,030	1,890	1,820	483	210	140	140	56	21	-	70	70	70	7,000	1,999	29%	7,916
63	Mileage Reimb. - Staffs only 24,000	6,960	6,480	6,240	1,656	720	480	480	192	72	-	240	240	240	24,000	6,440	27%	20,346
64	Conference/Seminars - AFS Staffs 5,000	1,450	1,350	1,300	345	150	100	100	40	15	-	50	50	50	5,000	741	15%	10,435
65	Conference and Seminars - WDB Staffs 20,000	5,800	5,400	5,200	1,380	600	400	400	160	60	-	200	200	200	20,000	2,335	12%	26,275
66	Fiscal/HR/BTD/ET (HSA) 250,000	72,500	67,500	65,000	17,250	7,500	5,000	5,000	2,000	750	-	2,500	2,500	2,500	250,000	62,500	25%	264,899
67	Attorney Fees 8,000	2,320	2,160	2,080	552	240	160	160	64	24	-	80	80	80	8,000	1,607	20%	2,453
68	Other misc. Admin Services 5,000	1,450	1,350	1,300	345	150	100	100	40	15	-	50	50	50	5,000	977	20%	693
69	Subtotal Overhead 743,431	215,595	200,726	193,292	51,297	22,303	14,869	14,869	5,947	2,230	-	7,434	7,434	7,434	743,431	191,233	26%	765,160
70	Planned Total Grant Expenses	1,736,122	1,579,611	1,514,523	279,753	118,424	168,204	281,376	64,840	36,030	2,118	330,463	279,545	257,359	6,648,369	1,645,555	25%	6,722,745
71	Admin Rate for State Reporting	7%	7%	7%	10%	10%	5%	3%	5%	3%	0%	1%	1%	2%	6%			
72	Admin Rate (State Reported + Other)	12%	13%	13%	18%	19%	9%	5%	8%	4%	0%	2%	3%	3%	11%			
73	Work in Progress: Grant Balances	30	633	131	249	978	(2,204)	7,259	7,916	23,370	-	(1,233)	(2,474)	2,838	37,490			
Actual Spend Through 9/30/19		460,143	418,851	378,963	103,076	23,575	50,143	-	64,680	35,790	-	110,334	-	-				
% of Actual to Budget (25% Through the Fiscal Year)		27%	27%	25%	37%	20%	30%	0%	100%	99%	0%	33%	0%	0%				
Unspent Through 9/30/19		1,276,009	1,161,393	1,135,691	176,926	95,827	115,857	288,635	8,076	23,610	2,118	218,896	277,071	260,197				
Plan Updates																		
1 11/7/2019 Updated WAF (#1117) and RPI (#1122) to reflect revised projected spending for FY 19/20																		



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEETING MINUTES

Thursday, October 24, 2019

8:00 a.m. to 9:00 a.m.

America's Job Center of California (AJCC)
3rd Flr. 2901 N. Ventura Rd.
Oxnard, CA.

WDB Members Present

Tracy Perez, WDB Chair	Kathy Harner	Rosa Serrato
Peter Zierhut, WDB Vice Chair	Marilyn Jansen	Bruce Stenslie
Jesse Cuevas	Victoria Jump	Tony Skinner
Victor Dollar	Kirk Lagerquist, Capt.	Jesus Torres
Brian Gabler	Laura Martinez	Carolyn Vang-Walker
Jeremy Goldberg	Anthony Mireles	Stephen Yeoh
		Celina Zacarias

WDB Members Absent

Vic Anselmo	Dona Toteva Lacayo	Alex Rivera
Greg Barnes	Gregory Liu	Patty Schulz
Greg Gillespie	Jaime Mata	
Cindy Guenette	Bill Pratt	

WDB Administration Staff

Rebecca Evans, Executive Director	Andrea Sanchez
Norman Albances	Kelly Hardy

Guests

Richard Trogman	Past Board Member
Eileen Roling	Regional Advisor, EDD
Adele Hermann	Ventura County Community College District
Marybeth Jacobsen	Workforce Education Coalition
Celine Park	Moorpark College
Tina Thomas	Ventura Child Support Services
Karen Swansen	D.O.R.
Cam Spencer	Port of Hueneme

Monica Gray	VCC Student
Daniel Schneider	EDD
Andriy Moskalyk	EDD

1.0 CALL TO ORDER AND AGENDA REVIEW

WDB Chair Tracy Perez called the meeting to order at 8:20 a.m. No changes were made to the agenda.

2.0 PUBLIC COMMENTS

Monica Gray, Ventura Community College Student presented: *'Creating a Cleaner and More Sustainable California,'* California Climate Investments.

3.0 WDB CHAIR COMMENTS

- WDB Chair Tracy Perez welcomed and thanked members that could make it today and the speaker/presenters for today.

4.0 WDB MEMBER RECOGNITION AND APPRECIATION

- Chair, Tracy Perez and Vice Chair, Peter Zierhut recognized and thanked outgoing board member, Richard Trogman
Highlights of his term were:
 - Kaiser Foundation Health Plan Ventura County, Chief Operating Officer with 24 years employed by Kaiser Permanente.
 - Richard Trogman was appointed to the Board in February 2016.
 - Active on the WDB Healthcare Committee.

5.0 CONSENT ITEMS

5.1 Approve Workforce Development Board Minutes: August 22, 2019

5.2 Receive and File: WDB Committee Reports/Minutes

Motion to approve the Consent Items: Celina Zacarias

Second: Victor Dollar

Motion carried unanimously

6.0 ACTION ITEMS

The WDB considered background information, asked questions, and discussed the following items before taking-action. Note: The meeting packet with background information for each action item is available on the WDB website at: www.workforceventuracounty.org.

- 6.1 **Recommendation that the Workforce Development Board of Ventura County (WDB) approve a Workforce Innovation and Opportunity Act (WIOA) Balanced Budget Plan Update for Program Year 2019-2020 including a request to the state to move \$200,000 from Dislocated Worker funding to Adult Services.**

Motion to approve: Anthony Mireles

Second: Brian Gabler
Motion carried.

6.2 Recommendation that the Workforce Development Board of Ventura County (WDB) approve the Comprehensive Youth Services (RFP #1920.02). Request for Proposal (RFP) for PY2020-2021 for approximately \$1,070,000 in Workforce Innovation and Opportunity Act (WIOA) Title I Core Youth Funds.

Motion to approve: Jesus Torres

Second: Bruce Stenslie

Motion approved with change to direct staff to revise scope of work that outlines enrollment requirements.

7.0 WDB ADMINISTRATION

Introduction of Guests:

Rebecca Evans introduced guests; Cam Spencer from the Port of Hueneme, Andriy Moskalyk with EDD, and Daniel Schneider with EDD.

8.0 WDB MEMBER COMMENTS

None

9.0 ADJOURNMENT TO PLANNING SESSION

Motion to adjourn regular meeting at 9:02 a.m.: Stephen Yeoh

Second: Brian Gabler

Motion carried by WDB Chair Tracy Perez

Next WDB Meeting

December 05, 2019 (8:00 a.m.-10:00 a.m.)

AJCC Riverpark - Ventura Room,

3rd Floor, 2901 North Ventura Rd, Oxnard

*Note: Following the meeting, WDB Meeting Date has been changed to December 12, 2019

HAS-Human Services Agency

855 Partridge Dr. Ventura.

(Peppertree Room).



WORKFORCE DEVELOPMENT BOARD

2901 N. Ventura Road, Oxnard, CA 93036

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

FROM: REBECCA EVANS, EXECUTIVE DIRECTOR

DATE: DECEMBER 12, 2019

SUBJECT: RECOMMENDATION TO APPROVE THE ADDITION OR DELETION OF PROVIDERS AND/OR PROGRAMS (COURSES) FOR THE ELIGIBLE TRAINING PROVIDER LIST (ETPL)

RECOMMENDATION

Approve the addition/deletion of providers and/or vocational training programs/courses to the Eligible Training Provider List (ETPL), as listed on Attachment 1.

DISCUSSION

Local Development Areas are responsible for the approval of (1) local providers of vocational classroom training who wish to be, or to remain, on the Eligible Training Provider List (ETPL) and, (2) of their several programs/courses.

From time to time, it is necessary to delete courses that are no longer being offered or are duplicates, and to approve new providers and the courses that they wish to add to the list. Workforce Development Board approval is needed before these courses may be removed from, or added to, the list.

If you have questions, please call me at (805) 477-5306, or contact Patricia Duffy at (805) 477-5306, email patricia.duffy@ventura.org

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY
December 12, 2019
RECOMMENDED MODIFICATIONS TO THE ELIGIBLE TRAINING PROVIDER LIST (ETPL)

Provider Name	Program Name	Recommendation
Simi Institute for Careers and Education	Pharmacy Technician –Online (Externship Offered)	Delete
Simi Institute for Careers and Education	Clinical Dental Assistant –Online	Delete
Simi Institute for Careers and Education	Medical Billing and Coding -Online	Delete
Simi Institute for Careers and Education	Certified Personal Trainer and Exam Prep- Online	Delete
Simi Institute for Careers and Education	CBCS Certified Medical Admin Assistant w/Billing and Coding- Online	Delete
Simi Institute for Careers and Education	Comp TIA Linux +and Unix Training- Online	Delete
Simi Institute for Careers and Education	HVACR Certified Technician-Online	Delete
Simi Institute for Careers and Education	Solar Power Professional- Online	Delete
Simi Institute for Careers and Education	Welder Technician- Online	Delete
Simi Institute for Careers and Education	Administrative Dental Assistant-Online	Delete
Simi Institute for Careers and Education	Certified Clinical Medical Assistant (CCMA)- Online	Delete
Simi Institute for Careers and Education	Human Resources Professional- Online	Delete

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY
December 12, 2019
RECOMMENDED MODIFICATIONS TO THE ELIGIBLE TRAINING PROVIDER LIST (ETPL)

Simi Institute for Careers and Education	Certified Information Systems Auditor (CISA)-Online	Delete
Simi Institute for Careers and Education	Food and Customer Service Skills Training- Online	Delete
Simi Institute for Careers and Education	Home Inspection Certificate- Online	Delete
Simi Institute for Careers and Education	Administrative Prof with Microsoft Office Master 2016- on-line	Delete
Simi Institute for Careers and Education	Professional Bookkeeping w/QuickBooks 2018	Delete
Simi Institute for Careers and Education	OMCP Digital Analytics & Conversion Prof - online	Delete



WORKFORCE DEVELOPMENT BOARD

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workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

FROM: REBECCA EVANS, EXECUTIVE DIRECTOR

DATE: DECEMBER 12, 2019

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) RATIFY THE APPLICATION FOR FUNDING THROUGH THE RPI/SLINGSHOT 3.0 GRANT APPROVED BY THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY EXECUTIVE COMMITTEE ON NOVEMBER 14, 2019.

RECOMMENDATION:

Recommendation that the Workforce Development Board of Ventura County (WDB) ratify the application for funding through the RPI/Slingshot 3.0 Grant approved by the Workforce Development Board of Ventura County Executive Committee on November 14, 2019.

BACKGROUND:

In 2014 the CWDB embarked upon the SlingShot Challenge, an effort to accelerate income mobility through regional collaboration. Local Workforce Development Boards (LWDB) developed SlingShot regions to work with industry, education, labor, workforce and economic development leaders to identify and solve regional employment challenges. The federal Workforce Innovation and Opportunity Act (WIOA) gave statutory relevance to the SlingShot initiative requiring States to designate regional planning units (RPU) aligned with regional labor markets and requiring regional workforce plans to facilitate the implementation of sector strategies, the coordination and alignment of service delivery systems, the pooling of administrative costs, and the collective development of shared strategies among regionally organized Local Boards. To support the implementation of the regional plans, the CWDB funded **Regional Organizers** in each region to support ongoing efforts to enhance collaboration of regional workforce leaders and implement the Regional Plans, **Regional Training Coordinators** to ensure that the staff and partners involved in the regional workforce system receive training and professional development, and **Regional Plan Implementation Grants** to invest in the efforts of the RPUs to implement the goals and objectives of their regional plan.

DISCUSSION:

The Labor and Workforce Development Agency (LWDA), the California Workforce Development Board (CWDB), and the Employment Development Department (EDD) recently announced \$5,000,000 in Workforce Innovation and Opportunity Act (WIOA) Governor's discretionary funds for Regional Plan Implementation (RPI)/Slingshot 3.0, focused on the implementation of the Regional Workforce Plans created by California's fourteen (14) Regional Planning Units (RPUs).

The purpose of the RPI/Slingshot 3.0 funding is to support the RPU's in their efforts to develop regional leadership, and organize regional industry leaders and workforce, education, and economic development partners to attain scale and impact.

Additionally, to support priority objectives the CWDB has designed the High Road Training Partnership (H RTP) and the High Road Construction Careers (HRCC) approach to model a sector strategy that can address critical issues of equity, job quality, and environmental sustainability. H RTPs are industry-based, worker-focused training partnerships that build skills for California's high road employer firms that compete based on quality of product and service achieved through innovation and investment in human capital and can thus generate family-supporting 'high road' jobs where workers have agency and voice.

RPI/Slingshot 3.0 funding allows RPU's the opportunity to strategize and develop initiatives and partnerships to accomplish this and support continued efforts in implementing the three policy objectives of the California's Strategic Workforce Plan:

Fostering "demand-driven skills attainment" in 'high road' jobs that are in demand. Workforce and education programs need to align program content with the state's H RTP industry sector needs to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy. Enabling upward mobility for all Californians, including populations with barriers to employment. Workforce and education programs need to be accessible for all Californians and ensure that everyone has access to a marketable set of skills and can access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security.

The request for grant applications was announced on October 14, 2019, and the grant application was due to the state on November 25, 2019. The WDB Executive Committee approved the submission of the application on November 14, 2019. We are requesting the approval for the ratification of the submission of the application.

If you have questions or need more information, please call Rebecca Evans WDB Executive Director, at (805) 477-5306.



WORKFORCE DEVELOPMENT BOARD

2901 N. Ventura Road, Oxnard, CA 93036

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

FROM: REBECCA EVANS, WDB EXECUTIVE DIRECTOR

DATE: DECEMBER 12, 2019

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE ATTACHED WDB POLICIES FOR WIOA ADULT, DISLOCATED WORKER, AND YOUTH PROGRAMS:

- 1) WDB POLICY #2019-02 - DEBT COLLECTION
- 2) WDB POLICY #2019-04 - DEFINITION OF BASIC SKILLS DEFICIENT
- 3) WDB POLICY #2019-07 - PRIORITY OF SERVICE
- 4) WDB POLICY #2019-10 - WIOA YOUTH PROGRAM REQUIREMENTS

RECOMMENDATION

Recommendation that the Workforce Development Board of Ventura County (WDB) approve the attached WDB policies for WIOA Adult, Dislocated Worker, and Youth Programs:

- 1) WDB Policy #2019-02 - Debt Collection
- 2) WDB Policy #2019-04 - Definition of Basic Skills Deficient
- 3) WDB Policy #2019-07 - Priority of Service
- 4) WDB Policy #2019-10 - WIOA Youth Program Requirements

BACKGROUND

All WIOA Title-I Adult, Dislocated Worker, Rapid Response and Youth program operators in the American Job Center of California (AJCC) delivery system are required to meet applicable local, state, and federal requirements including negotiated local area performance goals and required state rapid response reporting for a successful and sustainable regional workforce system. WIOA Title-I programs for Adults, Dislocated Workers, and Rapid Response are managed by the Human Services Agency, Adult and Family Services Department (AFS); and Youth programs are managed by independent contracts with agencies outside County government. Levels of performance will be determined by the WDBVC on an annual basis.

WDB policies are intended to support the local and regional strategic plans and ensure continuous improvement and alignment with mandated guidance from WIOA law, Federal Register - Code of Federal Regulation (CFR); Department of Labor - Training and Employment Guidance Letters (TEGL); and Employment Development Department Directives.

Presented for your review are new WDB policies (Policy #2019-02, Policy #2019-04, Policy #2019-07, and Policy #2019-10) that will comply with current DOL TEGL and EDD directives. WDB administration staff have prepared these policies and procedures in consultation with service providers and HSA staff. On November 6, 2019, the

Programs Committee reviewed and recommended these policies to the Executive Committee for their approval. On November 14, 2019, the Executive Committee reviewed and recommended these policies to the WDB for their approval. Lastly, on December 4, 2019 the WDB administration staff consulted with the Programs Committee and Policy #2019-10 was reviewed and recommended for further approval. The policies are attached to this action item.

If you have questions or need more information, contact Norman Albances at (805) 289-8128, email norman.albances@ventura.org.

Attachments:

- 1) WDB Policy #2019-02 - Debt Collection
- 2) WDB Policy #2019-04 - Definition of Basic Skills Deficient
- 3) WDB Policy #2019-07 - Priority of Service
- 4) WDB Policy #2019-10 - WIOA Youth Program Requirements



DEBT COLLECTION

PURPOSE

This policy provides guidance regarding prior for debt collection associated with the misexpenditure of Workforce Innovation and Opportunity Act (WIOA) funds.

SCOPE

The Workforce Development Board of Ventura County (WDBVC) and its contractors and subrecipients.

REFERENCES

- Workforce Innovation and Opportunity Act, Section 184, Fiscal Controls; Sanctions
- Workforce Services Directive WIAD01-5, Debt Collection (September 10, 2001)

POLICY

The Workforce Development Board of Ventura County (WDBVC) is responsible for their subrecipient audit resolution and aggressive debt collection action. At the State level, audit resolution and debt collection are the responsibility of the Employment Development Department's (EDD) Compliance Review Division (CRD).

The settlement of all debts resulting from fraud, malfeasance, misapplication of funds or other serious violations or illegal acts must be cash from nonfederal sources. Funds collected by WDBVC in settlement of these debts must be returned to CRD immediately on their receipt. The mailing address for CRD is:

Employment Development Department
Compliance Review Division, MIC 22M
P.O. Box 826880
Sacramento, CA 94280-0001

The WDBVC must maintain records that document the action taken with respect to debt collection, restoration, or other debt resolution activities. The WDBVC must also document the reason for the action taken.

When the debt was not a result of fraud, malfeasance, misapplication of funds or other serious violations of illegal acts, the cash repayment of the disallowance is a credit to the title and year to which it was originally charged. The credit reduces the expenditures of the period of the cost that was refunded. If the year of allocation is still open, WDBVC may expend the funds within the

cost limits. Cash payment received after the fund availability period must be remitted to CRD.

Debt collection procedures include:

- A process for notifying subrecipients of the establishment of the debt, their appeal rights, the date that the debt will be considered delinquent, the sanctions (which may include but are limited to debarment) if the debt is not repaid and the interest rate charged, if any.
- The requirement that that three (3) debt collection letters be sent to the subrecipient at no less than 30 calendar day intervals.
- The establishment of an outstanding debt category in the local area's accounts receivable system.
- The WDBVC standards and specifications for terminating, comprising, and litigating debts; and
- An audit resolution tracking log shall document the disposition of reported questioned costs and corrective actions taken for all findings and shall maintain a permanent record of all debt cases and their status.

To be relieved of liability for a subrecipient's debt, the WDBVC must submit a written request that EDD seek the Department of Labor agreement to forego collection action to the CRD. Requests must include documentation and other demonstrations of facts showing compliance with WIOA Section 184(d) and Title 20 CFR 683.740 to CRD. Mere statements of compliance and recitation of the criteria will not be acceptable. Without the prior approval of both CRD and DOL, The WDBVC will remain responsible for repayment of the entire debt.

All WIOA debts must be paid within 30 calendar days of the date on which the debt was established as final. If the debtor is unable to make restitution in full, an installment repayment agreement may be negotiated. Installment repayment agreements must be short in duration, from 3 to 12 months, with a maximum of 36 months. The length of the repayment agreement will be negotiated based on the size of the debt and the debtor's ability to pay. All installment repayment agreements must have prior approval by the CRD.

ACTION

Bring this policy to the attention of all affected staff.

INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director
Workforce Development Board of Ventura County



DEFINITION OF BASIC SKILLS DEFICIENT

PURPOSE

This policy provides guidance on the definition of basic skills deficient.

SCOPE

The Workforce Development Board of Ventura County (WDBVC) and its contractors and subrecipients.

REFERENCES

- Workforce Innovation and Opportunity Act, Public Law 113-128
- Workforce Services Directive WSD17-07, WIOA Youth Program Requirements (January 16, 2018)

POLICY

WIOA provides states and or local areas with the authority to develop policy on Part B of the basic skills deficient definition.

Eligibility Criteria	Acceptable Documentation
(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level (8.9 or below) on a generally accepted standardized test; or	Scores of a generally accepted standardized test or a comparable score on a criterion referenced test
(B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.	Scores of a generally accepted standardized test or a comparable score on a criterion referenced test; school documentation indicating basic skill deficiency; employer statement
<i>Considerations for defining "at a level necessary to function on the job, in the individual's family, or in society":</i> <ul style="list-style-type: none">• Computer skills• Financial literacy• Ability to follow directions• Ability to relay information accurately	<i>Detailed case notes based on reliable information are acceptable to explain "at a level necessary to function on the job, in the individual's family, or in society". In addition to standard requirements for all case notes, those case notes must also detail how that determination was made.</i>

<ul style="list-style-type: none">• <i>Ability to receive, attend to, interpret, and respond to verbal messages and other cues</i>	
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ACTION

Bring this policy to the attention of all affected staff.

INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director
Workforce Development Board of Ventura County



PRIORITY OF SERVICE

PURPOSE

This policy provides the guidance and establishes the procedures regarding the priority of service requirement for U.S. Department of Labor (DOL) funded programs and services.

This policy supersedes Local Policy Bulletin #2018-01 Veteran and Adult Priority of Service, dated August 23, 2018. Retain this policy until further notice.

SCOPE

The Workforce Development Board of Ventura County (WDBVC) and its contractors and subrecipients.

REFERENCES

- WIOA (Public Law 113-128) Sections 3(5), 3(36), and 3(50), and 134
- Workforce Services Directive WSD15-14 (PDF), Subject: WIOA Adult Program Priority of Service (January 22, 2016)
- Workforce Services Directive WSD19-04 (PDF), Subject: Priority of Service for Veterans and Eligible Spouses (September 11, 2019)

POLICY

Definitions

The definitions listed below are for the purposes of implementing priority of service only. The definitions of “veteran” and “eligible spouse” applicable to the priority of service requirement are different from, and broader than, the definitions of “veteran” and “other eligible persons” applicable to services provided by the Disabled Veterans’ Outreach Program Specialist and Local Veterans’ Employment Representative staff.

Basic Skills Deficient – An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society (WIOA Section 3[5]). Criteria used to determine whether an individual is basic skills deficient includes the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in postsecondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at or below the 8th grade level (8.9 or below) on a generally accepted standardized test.

The Workforce Development Board of Ventura County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the Local Area and documented in its required policy.

Case Notes – Paper or electronic statements by the case manager that identifies, at a minimum, (1) a participant's status for a specific data element, (2) the date on which the information was obtained, and (3) the case manager who obtained the information. If case notes are used as a documentation source, the case notes must provide an auditable trail back to the source of information verified. The case manager does not need to keep a hard copy of the information verified in the participant's case file.

Example: A case manager verifies an individual is basic skills deficient by viewing school records, specifically, enrollment in a Title II Adult Education/Literacy program. The case notes must include auditable information, such as the name of the school and the date of enrollment, which could allow an auditor/monitor to later retrieve this information. The case manager would not need to keep a hard copy of the school record in the participant's file (TEGL 06-14, Attachment A).

Covered Person – a veteran or eligible spouse.

Eligible Spouse – the spouse (including the same-sex spouse) of any of the following:

- a. Any veteran who died of a service-connected disability.
- b. Any member of the Armed Forces serving on active duty who, at the time of application or the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action.
 - ii. Captured in the line of duty by a hostile force.
 - iii. Forcibly detained or interned in the line of duty by a foreign government or power.
- c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the U.S. Department of Veterans Affairs (VA).
- d. Any veteran who died while a disability, as indicated in category c. of this definition, was in existence.

A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g., if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level), or upon divorce from the veteran or service member.

Note: A surviving spouse who is a widow or widower AND remarries on or after December 16, 2003, AND on or after attaining age 57, is entitled to continue to receive Dependency and Indemnity Compensation.

Low-Income – An individual that meets one of the four criteria below:

1. Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance For Needy Families (TANF), program supplemental security income program, or state or local income-based public assistance.
2. In a family with total family income that does not exceed the higher of the following:
 - a. The poverty line.
 - b. 70 percent of the Lower Living Standard Income Level.
3. A homeless individual.
4. An individual with a disability whose own income does not exceed the income requirement, but is a member of a family whose total income does. (Reference WIOA Section 3[36])

Non-covered Person – any individual who neither meets the definition of veteran nor the definition of eligible spouse.

Public Assistance Recipient – An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test (WIOA Section 3[50]).

Point of Entry – the point at which a veteran or eligible spouse expresses an interest in receiving employment, training, and placement services. It may be in-person or online, and can include physical locations such as reception areas, resource areas, and self-service kiosks in an America's Job Center of California (AJCC), as well as websites such as CalJOBS, and other virtual service delivery resources.

Priority of Service – with respect to any qualified job training program, a covered person shall be given priority over a non-covered person for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of the law. Such priority includes giving access to such services to a covered person before a noncovered person or, if resources are limited, giving access to such services to a covered person instead on a non-covered person.

Program Operator – a recipient or subrecipient of DOL funds for a qualified job training program.

Qualified Job Training Program – any program or service for workforce preparation, development, or delivery that is directly funded, in whole or in part by the DOL.

Recipient – an entity that is awarded federal financial assistance, in whole or in part, directly from the DOL or through a subaward for any qualified job training program.

Self-Attestation – When a participant states his or her status for a particular data element, such as low income, and then signs and dates a form acknowledging this status. The key elements for self-attestation are (1) the participant identifying his or her status for permitted elements, and

(2) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the Local Area management information system, with an electronic signature (TEGL 06- 14, Attachment A).

*Note that self-attestation is not to be used as the primary method of gathering documentation to verify data elements. Self-attestation as a documentation source is only to be used when the preferred options of paper documentation or third party corroboration are not available.

Subrecipient – an entity that is awarded federal financial assistance through a subaward funded by the DOL for any qualified job training program.

Veteran – a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. Active service includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes. Active service does not include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities.

Priority of Service

As stated in the WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population.

Priority of Service for Veterans and Eligible Spouses

Program operators are required to provide priority of service to veterans and eligible spouses for all WIOA and Wagner-Peyser funded activities, including technology-assisted activities. Priority of service means that veterans and eligible spouses are entitled to take precedence over non-covered persons in obtaining employment, training, and placement services. More specifically, a veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of or before the non-covered person.

In implementing priority of service, program operators must ensure veterans and eligible spouses receive basic career services and individualized career services before other noncovered individuals. Additionally, they must ensure veterans and eligible spouses receive first priority on waiting lists for training slots, and are enrolled in training prior to non-covered persons. However, once a non-covered participant is enrolled in a workshop or training class, priority of service is not intended to allow a veteran or eligible spouse to bump the noncovered participant from that class or service.

Program operators must ensure that priority of service is applied by all subrecipients of DOL funds. Pertinent language should be included in contracts, subgrants, solicitations for proposals, memorandums of understanding, and other service provision agreements.

Applying Priority of Service

The application of priority of service varies depending on the eligibility requirements of the particular program. There are four basic categories of DOL-funded programs: universal access programs, programs that require participants to meet specified eligibility criteria, programs with statutory priorities, and programs with discretionary priorities. The following describes how priority of service applies to these basic types of programs.

Universal Access Programs

For workforce programs that operate or deliver services to the public as a whole without targeting specific groups (e.g., WIOA basic career services), veterans and eligible spouses receive priority of service over all other program participants.

Programs with Eligibility Criteria

Eligibility criteria identify basic conditions that each participant in a specific program is required to meet. For example, for the WIOA Adult, Dislocated Worker, and Youth programs, every participant is required to meet program eligibility requirements (e.g., age, selective service registration, etc.). A veteran or eligible spouse must first meet all of the eligibility criteria in order to be considered eligible for participation in the program. Once determined eligible for participation, the veteran or eligible spouse receives priority for participation in the program and receipt of services.

Programs with Statutory Priorities

In addition to the eligibility criteria that all participants are required to meet, some programs have priorities that target certain populations and establish a rank order for enrolling or serving participants (e.g., the WIOA priority for Adult funds to serve recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient). While veterans' priority is required under federal law and cannot be waived, it is not intended to displace existing eligibility requirements and statutory priorities. Therefore, in these instances, veterans and eligible spouses must first meet both the program's eligibility and statutory priority criteria to receive priority for participation in the program and receipt of services. Program operators must determine the status of each individual veteran or eligible spouse and apply priority of service in the following order:

1. Veterans and eligible spouses who meet the program's statutory priority requirement (e.g., veterans and eligible spouses who are also recipients of public assistance, other low income individuals, or individuals who are basic skills deficient).
2. Non-covered persons who meet the program's statutory priority requirement (e.g., non-covered persons who are recipients of public assistance, other low income individuals, or individuals who are basic skills deficient).
3. Veterans and eligible spouses who do not meet the program's statutory priority requirement.
4. Priority populations established by the Governor and/or Local Workforce Development Board.
5. Non-covered persons outside the program's statutory priority requirement.

Programs with Discretionary Priorities

Programs with discretionary priorities may make an effort to provide a certain level of service to a particular group. However, the law does not mandate that the target group be served before other eligible individuals. With respect to priority of service, the only feature that distinguishes discretionary targeting programs from universal access programs is the additional application of the discretionary targeting criterion to non-covered persons. Therefore, program operators must apply priority of service in the order below:

1. Veterans and eligible spouses.
2. Non-covered persons within the discretionary targeting group.
3. Non-covered persons outside the discretionary targeting group.

Income Eligibility Requirements

When determining eligibility for programs that have a statutory requirement to serve low income individuals, many types of military service-related income are exempt. Specifically, the following pay, financial allowances, and financial benefits must be disregarded for veterans, transitioning service members, or any other individuals for whom these amounts would normally be applied in making an eligibility determination.

- Military pay or allowances paid while on active duty.
- Military pay or allowances paid by the VA for vocational rehabilitation, disability payments, or related VA-funded programs (including the VA work study allowance), and including any financial benefits received under the following chapters of Title 38 U.S.C.:
 - Chapter 11 - Compensation for service-connected disability or death.
 - Chapter 13 - Dependency and indemnity compensation for service-connected deaths.
 - Chapter 30 - All-volunteer force educational assistance program.
 - Chapter 31 - Training and rehabilitation for veterans with service-connected disabilities.
 - Chapter 33 – Post-9/11 educational assistance.

- Chapter 35 - Survivors' and dependents' educational assistance.
 - Chapter 36 - Administration of educational benefits.
- Any benefits received under Title 10 U.S.C. Chapter 106 - Educational assistance for members of the selected reserve.

In contrast, the following types of military-related income are included in low-income calculations:

- Pension payments authorized by Title 10 U.S.C., such as those received by military retirees, whether or not their retirement was based on disability.
- Pension benefits paid under Title 38 U.S.C. Chapter 15 – Pensions for low-income, wartime veterans who are disabled for reasons not connected or related to their military service.

It is also important to note that VA benefits for education and training services do not constitute “other grant assistance” under WIOA’s eligibility requirements. Therefore, veterans or eligible spouses who are eligible for the GI Bill or other forms of VA-funded education or training are not required to coordinate their entitlement to those benefits with their eligibility for WIOA-funded training, as stipulated under 20 CFR Section 680.230. Specifically, program operators may not require veterans or eligible spouses to exhaust their entitlement to VA-funded training prior to enrolling them in WIOA-funded training.

Identifying Veterans and Eligible Spouses

Program operators must put processes into place to ensure that veteran and eligible spouses are identified at the point of entry and given an opportunity to take full advantage of priority of service. The point of entry includes physical locations such as AJCCs, as well as websites such as CalJOBS, and other virtual service delivery resources. These processes should ensure that veterans and eligible spouses are aware of their entitlement to priority of service, the full array of employment, training, and placement services available under priority of service, any applicable eligibility requirements for those programs and services, and in cases of online points of entry, how to access assistance via the nearest America’s Job Center of California.

Documenting Eligibility for Priority of Service

It is not necessary for staff to verify the status of priority of service until the individual undergoes eligibility determination and is enrolled in a WIOA individualized career service or training service. Until the point at which the participant receives an individualized career service or training service, an individual who states they meet the priority eligibility criteria must be accorded priority of service on the basis of self-attestation.

In those instances in which eligibility determination and enrollment in a WIOA individualized career service occur at the point of entry, a covered person must be enrolled, provided immediate priority, and permitted to follow-up subsequently with any required verification of

his or her status as a covered person.

Program operators may use the following sources of documentation to verify whether a participant qualifies for priority of service under WIOA:

PRIORITY OF SERVICE	
Priority of Service Criteria	Acceptable Documentation (Only the documentation sources listed below may be used.)
1. Recipient of Public Assistance	<ul style="list-style-type: none"> • Cross-match with public assistance database • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance records • Refugee assistance records
2. Low Income	<ul style="list-style-type: none"> • Alimony agreement • Award letter from veteran's administration • Bank statements • Compensation award letter • Court award letter • Pension statement • Employer statement/contact • Family or business financial records • Housing authority verification • Pay stubs • Public assistance records • Quarterly estimated tax for self-employed persons • Social Security benefits • Unemployment Insurance documents • Self attestation*
3. Basic Skills Deficient	<ul style="list-style-type: none"> • School Records <ul style="list-style-type: none"> ○ A referral or records from a Title II Basic Adult Education program or English Language Learner program • Results of academic assessment • Case notes* • Self-Attestation*
4. Veteran	<ul style="list-style-type: none"> • DD-214 • Letter from U.S. Department of Veterans Affairs • Cross match with other veteran databases • Self-Attestation*
5. Eligible Spouse	<ul style="list-style-type: none"> • Marriage License or Income Tax Return • Self-Attestation*
*Please reference the definition section of this directive for additional guidance on case notes or self-attestation being used for documentation purposes.	

For reporting and statistical purposes, the WDBVC recommends program operators document all barriers of employment to accurately measure populations served.

Workforce Development Board of Ventura County Policy and Procedures

Program operators must establish policy and procedures for implementing priority of service within existing service delivery strategies. Program operator policies must ensure that priority populations, especially veterans and eligible spouses, are identified at the point of entry and given an opportunity to take full advantage of priority of service. These policies must ensure that priority populations are aware of their entitlement to priority of service, the full array of employment, training, and placement services available under priority of service, and any applicable eligibility requirements for those programs and/or services. Additionally, program operators must ensure that written copies of local priority of service policies are maintained at all service delivery points and, to the extent practicable, posted in a way that makes it possible for members of the general public to easily access them.

ACTION

Bring this policy to the attention of all affected staff.

INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director
Workforce Development Board of Ventura County



WIOA YOUTH PROGRAM REQUIREMENTS

PURPOSE

This policy provides the guidance and establishes the procedures regarding the *Workforce Innovation and Opportunity Act* (WIOA) youth program, including the 75 percent out-of-school (OS) youth and 20 percent work experience minimum expenditure requirements. This policy applies to Workforce Development Board of Ventura County (WDBVC), contractors and its subrecipients., and is effective immediately. This policy revises and supplants #2016-01 and incorporates additional guidance on appropriate expenditures.

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

SCOPE

The Workforce Development Board of Ventura County (WDBVC), contractors and its subrecipients.

REFERENCES

WIOA (Public Law 113-128)

- Title 2 *Code of Federal Regulations* (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
- Title 2 CFR Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Department of Labor [DOL] Exceptions)
- Title 20 CFR Part 681: “Youth Activities under Title I of the WIOA”
- Title 20 *United States Code* (U.S.C.) Section 1401: “Definitions”
- Training and Employment Guidance Letter (TEGL) 21-16, *Third WIOA Title I Youth Formula Program Guidance* (March 2, 2017)
- TEGL 8-15, Subject: *Second Title I WIOA Youth Program Transition Guidance* (November 17, 2015)
- TEGL 23-14, Subject: *WIOA Youth Program Transition* (March 26, 2015)
- TEGL 19-14, Subject: *Vision for the Workforce System and Initial Implementation of the WIOA* (February 19, 2015)
- TEGL 12-14, Subject: *Allowable Uses and Funding Limits of Workforce Investment Act (WIA) Program Year (PY) 2014 funds for WIOA Transitional Activities* (October 28, 2014)
- TEGL 13-09, Subject: *Contracting Strategies That Facilitate Serving the Youth Most In Need* (February 16, 2010)

The Workforce Development Board of Ventura County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- California *Education Code* (EC) Sections 47612.1, 58500, and 66010
- California Unemployment Insurance Code Section 14209
- Workforce Services Directive WSD16-1, Subject: *WIOA Youth Program Requirements* (September 16, 2016)

POLICY AND GUIDELINES

Definitions:

Adult Education – academic instruction and education services below the postsecondary level that increases an individual’s ability to: read, write, and speak in English, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment (WIOA Section 203).

***Alternative school* – an alternative school is a type of school designed to achieve grade-level (K-12) standards and meet student needs (EC Section 58500). Examples of alternative schools include, but are not limited to, continuation, magnet, and charter schools. If the youth participant is attending an alternative school at the time of enrollment, the participant is considered to be in-school.**

Attending School – an individual is considered to be attending school if the individual is enrolled in secondary or postsecondary school. If a youth is between high school graduation and postsecondary education, the youth is considered an In-School (IS) youth if they are registered for postsecondary education, even if they have not yet begun postsecondary classes. However, if the youth registers for postsecondary education, but does not follow through with attending classes, the youth is considered Out-of-School (OS) youth if the eligibility determination is made after youth decided not to attend postsecondary education. Youth on summer break are considered IS youth if they are enrolled to continue school in the fall (TEGL 21-16).

Not Attending School – an individual who is not attending a secondary or postsecondary school. In addition, individuals enrolled in the following programs would be considered an OS youth for eligibility purposes:

- WIOA Title II Adult Education, YouthBuild, Job Corps, high school equivalency program, or dropout re-engagement programs.
 - A youth attending a high school equivalency program funded by the public K-12 school system who is classified by the school system as still enrolled in school are the exception; the youth would be considered an IS youth (Title 20 CFR Section 681.230).
- Non-credit bearing postsecondary classes only (TEGL 21-16).
- ***A charter school program that provides instruction exclusively in partnership with WIOA, federally-funded YouthBuild programs, federal Job Corps training or instruction, California Conservation Corps, or a state certified local conservation corps (in alignment with EC Section 47612.1).***

Offender – An adult or juvenile subject to any stage of the criminal justice process or an adult or juvenile who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions or for whom services under WIOA may be beneficial (WIOA Section 3[38]).

Postsecondary School – *California community colleges, and accredited public and private universities (EC Section 66010).*

School – any secondary or postsecondary school (Title 20 CFR Section 681.230). ***These include, but are not limited to, traditional K-12 public schools and private schools (e.g., continuation, magnet, charter, and home).***

School Dropout – an individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent (WIOA Section 3[54]). Per TEGL 8-15, this term does not include individuals who dropped out of postsecondary school.

Secondary School – a nonprofit institutional day or resident school, including a public secondary charter school, that provides secondary education, as determined under state law, except that the term does not include any education beyond grade 12 (Title 20 U.S.C. Section 1401[27]).

Youth Eligibility Criteria

The WIOA Section 129(a)(1) provides new eligibility criteria for the WIOA youth program. To be eligible to participate in the WIOA youth program, an individual must be an OS youth or an in-school (IS) youth.

Youth enrolled after July 1, 2015, must meet the WIOA eligibility criteria. After July 1, 2015, all Workforce Investment Act (WIA) youth participants who are enrolled in the WIA youth program must be grandfathered into the WIOA youth program, even if the participant would not otherwise be eligible for the WIOA. Local youth programs are not required to complete an eligibility re-determination if the participant has been determined eligible and enrolled under the WIA. Furthermore, these participants must be allowed to complete the WIA services specified in their individual service strategy.

OS Youth Eligibility

In order to receive services as an OS youth, an individual must meet the following eligibility criteria:

1. Not attending any secondary or postsecondary school (not including Title II Adult Education, YouthBuild, Job Corps, high school equivalency programs [exceptions in definitions], non-credit bearing postsecondary classes, dropout reengagement programs ***or charter schools with federal and state workforce partnerships***).
2. Age 16-24 years old.
3. One or more of the following barriers:
 - a) A school dropout.
 - b) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter.

- i. Note – If the school does not use school year quarters, Local Areas must use calendar quarters.
- c) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner.
- d) An offender.
- e) A homeless individual or a runaway.
- f) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the *Social Security Act*, or in an out-of-home placement.
- g) An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers).
- h) An individual with a disability.
- i. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

(Title 20 CFR Section 681.210)

A youth participant's eligibility is determined at intake. Therefore, the youth remains eligible for youth services until exited. For example, an individual who is an OS youth at time of enrollment and is subsequently placed in school is still considered an OS youth. Additionally, an individual who is an OS youth and between the ages of 16-24 at the time of enrollment, and is now beyond the age of 24, is still considered an OS youth until exited.

IS Youth Eligibility

In order to receive services as an IS youth, an individual must meet the following eligibility criteria:

1. Attending school, including secondary and postsecondary school.
2. Age 14-21 years old (A youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an IS youth [TEGL 21-16 and EC 56026]).
3. Low income individual.
4. Meets one or more of the following barriers:
 - a) Basic skills deficient.
 - b) An English language learner.
 - c) An offender.
 - d) A homeless individual or runaway.
 - e) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the *Social Security Act*, or in an out-of-home placement.
 - f) Pregnant or parenting (custodial and non-custodial parent including non-custodial fathers).
 - g) An individual with a disability.
 - h) An individual who requires additional assistance to complete an educational program or secure and hold employment.

(Title 20 CFR Section 681.220)

A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an IS youth and between the ages of 14-21 at the time of enrollment, and is now beyond the age of 21, is still considered an IS youth until exited.

Low-Income

Under WIOA, a youth who receives or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act, is considered to be low-income. While the free/reduced lunch low-income category primarily applies to IS Youth, OS youth may also qualify as low income if the youth is a parent living in the same household as a child who receives or is eligible to receive free or reduced-price lunch based on their income level. However, not all youth who receive a free or reduced priced lunch automatically qualify as low-income for the WIOA youth program eligibility. In areas where a school district subsidizes all student meals under the Hunger-Free Kids Act of 2010, the Local Area must base low-income status on an individual student's eligibility to receive free or reduced-price lunch or on the youth's ability to meet one of the other low-income categories under WIOA.

A youth living in a high-poverty area is automatically considered to be a low-income individual. A high-poverty area is a Census tract or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey (ACS) 5-Year data. Local Areas may access ACS 5-Year data on the U.S. Census Fact Finder website to determine the poverty rate. TEGL 21-16, [Determining Whether Youth are Living in a High Poverty Area](#), provides step-by-step instruction on how to calculate the poverty rate.

Calculating Income

For income calculation purposes, if an individual is not living in a single residence with other family members that individual is not considered a member of a family. When determining a youth's eligibility based on low-income status, Local Areas must do the following:

- Include Unemployment Insurance as income.
- Include child support payments as income.
- For IS youth with a disability, consider only the youth's own income rather than their family's income.

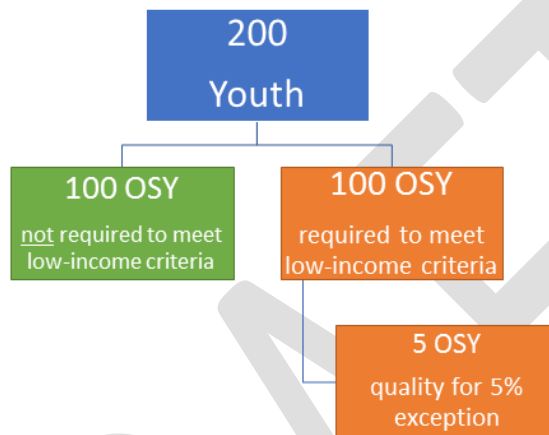
(TEGL 21-16)

Low-Income Exception

The WIOA maintains a five percent low-income eligibility exception where five percent of Local Area youth participants who ordinarily would need to be low-income do not need to meet the low-income provision. However, because not all OS youth are required to be low-income, the five percent low-income exception under WIOA is calculated based on the five percent of youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria. The five percent low-income exception may include OS youth under eligibility categories 3c and 3i, IS youth, or a combination of both, not to exceed five percent of all WIOA youth participants served in a given program year. (TEGL 08-15)

For example, a local area enrolled 200 youth and 100 of those youth were out of school youth (OSY) who were not required to meet the low-income criteria, 100 were OSY who were required to meet the low-income criteria. In this example, the 100 OSY required to be low-income are the only youth factored into the five percent low-income exception calculation. Therefore, in this example 5 of the 100 youth who ordinarily would be required to be low-income do not have to meet the low-income criteria based on the low-income exception.

In this example, only 5 youth qualify for the 5% exception per WIOA requirements. This is different than WIA requirements where 5% could be taken from the total youth enrollments, which would result in 10 youth qualifying. Below is a graphical representation:



Please consult your assigned WDB Administration Manager for approval of youth participants who would be considered 5% low-income exception, prior to submission to the America's Job Center of California (AJCC.) After reviewing CalJOBS, the WDB will determine if this prospective participant's application can be submitted for enrollment.

Requires Additional Assistance

Under WIOA, no more than five percent of IS youth enrolled in a given program year may be found eligible based solely on meeting the criterion, "requires additional assistance." This limitation applies to IS youth enrolled on or after July 1, 2015. Therefore, participants that were enrolled under WIA and carried into WIOA would not be factored in.

Local Boards are responsible for establishing local definitions and eligibility documentation requirements for "requires additional assistance" as it relates to both out-of-school (OS) and IS youth. This local policy is reasonable, quantifiable, and based on evidence that the specific characteristic of the youth identified in the policy objectively requires additional assistance.

The below criteria are based on the California's Unified Strategic Workforce Development Plan 2016-2020 (State Plan) and local factors.

Eligibility Criteria	Acceptable Documentation
Have repeated at least one secondary grade level or are one year over age for grade	School records; school counselor statement
Have a core grade point average of less than 1.5.	School records; school counselor statement
For each year of secondary education, are at least two semester credits behind the rate required to graduate from high school	School records; school counselor statement
Are emancipated youth	Court records; social services records
Have aged out of foster care	Court records; social services records
Are previous dropouts or have been suspended five or more times or have been expelled	School records; court records
Have received court/agency referrals mandating school attendance	School records; court records
Are deemed at risk of dropping out of school by a school official	School records; school counselor statement
Have been referred to or are being treated by an agency for a substance abuse related problem	Medical records; court records; social services records; self-attestation
Have experienced recent traumatic events, are victims of abuse, or reside in an abusive environment as documented by a school official or other qualified professional	Medical records; school counselor statement; social services records
Have serious emotional, medical or psychological problems as documented by a qualified professional	Medical records; school counselor statement; social services records
Have never held a job (applies to OS youth)	Wage records; self-attestation
Have been fired from a job within the 12 months prior to application (applies to OS youth)	Employer records; school representative statement; corrections officer statement; self-attestation
Have never held a full-time job for more than 13 consecutive weeks (applies to OS youth)	Wage records; school representative statement; self-attestation
Attends continuation school	School records; school ID card
Is involved in gang-related activities	School representative statement; corrections officer statement; self-attestation
Has an incarcerated parent/legal guardian	Letter from a corrections facility; corrections officer statement; court records; background check; self-attestation
Immigrant/refugee youth with substantial cultural barriers	School records; documentation from agencies that work with immigrant/refugee populations; employer statement

OS Youth

The WIOA shifts the primary focus of youth formula funds to support the educational and career success of OS youth. As a result of this shift, the cost per participant under WIOA may increase as many OS youth require more intensive and costly services. Consequently, fewer participants might

be served under the WIOA youth program due to the more intensive and costly services for the increased emphasis on the OS youth population.

OS Youth Expenditure Requirement

Local Areas must spend at least 75 percent of their WIOA youth formula allocation on youth workforce investment activities for OS youth (WIOA Section 129[a][4]). The OS youth expenditure rate is calculated after subtracting funds spent on administrative costs.

Recruiting OS Youth

Under WIA, some Local Areas may have been serving low numbers of OS youth. These Local Areas should have used the first year of WIOA implementation (i.e., July 1, 2015, through June 30, 2016) to align their youth program design to start increasing recruitment and outreach to move towards meeting the 75 percent OS youth expenditure requirement.

Youth outreach and recruitment are among the limited instances in which WIOA youth funds may be expended on costs related to individuals who are not yet participants. However, youth program services may not be provided until a formal eligibility determination being made.

For tips and best practices regarding outreach and recruiting OS youth see [Outreach and Recruitment of OS Youth](#).

WIA 30 Percent Expenditure Requirement

The WIA 30 percent OS youth expenditure requirement continued to apply to Local Areas serving OS youth with WIA funds after July 1, 2015. The OS youth expenditure rates are tracked and reported on a specific program year's allocation.

Work Experience

The WIOA places a priority on providing youth with occupational learning opportunities through work experience.

Work Experience Criteria

Work experience provides IS and OS youth an invaluable opportunity to develop work place skills. Paid and unpaid work experiences must include academic and occupational education (provided either concurrently or sequentially) and may include the following:

- Summer employment opportunities and other employment opportunities available throughout the school year. Local Areas may, but do not have to, provide summer employment opportunities. Under WIA, summer employment was its own program element. Under WIOA, it is incorporated into work experience. Local Areas have the flexibility to decide which work experiences are provided as long as the Local Area spends at least 20 percent of their WIOA youth formula allocation on work experience (Title 20 CFR Section 681.620).

- Pre-apprenticeship programs. Pre-apprenticeship is a program designed to prepare individuals to enter and succeed in an apprenticeship program. Pre-apprenticeship programs include the following elements:
 - Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved.
 - Access to educational and career counseling and other supportive services, directly or indirectly.
 - Hands-on, meaningful learning activities that are connected to education and training activities.
 - Opportunities to attain at least one industry-recognized credential.
 - A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program (Title 20 CFR Section 681.480).
- Internships and job shadowing. Job shadowing is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant and may last anywhere from a few hours to a week or more (TEGL 21-16).
- On-the-job training (OJT) opportunities. OJT means training by an employer that is provided to a paid participant while engaged in a job that meets the following criteria:
 - Provides knowledge or skills essential to the full and adequate performance of the job.
 - Is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant or up to 75 percent in circumstance of extraordinary costs of providing the training and additional supervision related to the training.
 - Is limited in duration to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant as appropriate (WIOA Section 3[44]).

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 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.

Local programs have the flexibility to determine the appropriate type of academic and occupational education necessary for a specific work experience. Further, Local Areas may decide who provides the academic and occupational education component. The academic component may take place inside or outside the work site, and the work experience employer may provide the academic and

occupational education component or such components may be provided separately in the classroom or through other means (TEGL 21-16).

Youth formula funds may be used to pay a participant's wages and related benefits for work experience in the public, private, for-profit or non-profit sectors when the participant's objective assessment and individual service strategy indicate that a work experience is appropriate.

Additionally, youth formula funds may be used to pay wages and staffing costs for the development and management of work experience. Allowable expenditures beyond wages may include the following:

- Staff time spent identifying potential work experience opportunities.
- Staff time working with employers to develop the work experience.
- Staff time spent working with employers to ensure a successful work experience.
- Staff time spent evaluating the work experience.
- Classroom training or the required academic education component directly related to the work experience.
- Orientation sessions for participants and employers.
- Incentive payment to youth for an achievement directly tied to the work experience.
- Employability skills/job readiness training to prepare youth for a work experience.

Work Experience Local Policy

The Workforce Innovation and Opportunity Act and the Final Regulations published in the Code of Federal Regulations permit the provision of paid and unpaid work experience as an Individualized Career Service for eligible Adults, and Dislocated Workers, and as an allowable activity for Youth. It is **the policy of the Workforce Development Board of Ventura County** to allow the provision of these services to eligible adults, youth and dislocated workers who:

1. are unemployed and are unable to obtain employment through basic career or youth program services and who have been determined to be in need of more individualized services in order to obtain employment; or
2. are underemployed, and who have been determined to be in need of such services in order to obtain or retain employment that allows for self-sufficiency.

In general, work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience worksite may be in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience placement where an employer/employee relationship, as defined by the Fair Labor Standards Act, exists.

For the purposes of implementation in Ventura County, the following provisions will apply:

Work experience may be provided, where determined as appropriate through the Individual Employment Plan development process, for eligible Youth program participants for whom one or more of the following conditions exist:

- the individual has no previous work history,
- the individual has had no work history within the past five years, and/or
- the individual is otherwise eligible for WIOA individualized career or youth services and is in need of this service to assist them in preparing for participation in another appropriate training service or activity or to successfully obtain and retain unsubsidized employment.

This type of work experience activity is intended to provide training and skill development in the skills necessary to successfully obtain and retain employment, including punctuality, attendance, communication, team work, dependability, and task completion, and is not required to provide training in technical or job specific skills. There is no requirement that the individual will be retained by the worksite following the successful completion of this type work experience activity.

Work experience may be provided concurrently with other appropriate career or training services and will not exceed **480 hours or 9 months**. This activity requires the development of a training plan or outline which will be included in the worksite agreement between the one-stop or program operator and the work experience site. Regular time sheets and evaluations of participant progress are required no less frequently than twice per month throughout the duration of the activity.

Work Experience Expenditure Requirement

Local Areas must spend at least 20 percent of their WIOA youth formula allocation on work experience (WIOA Section 129[c][4]). Leveraged resources cannot be used to fulfill any part of the 20 percent minimum work experience expenditure requirement (TEGL 21-16). The work experience expenditure rate is calculated after subtracting funds spent on administrative costs. Additionally, the expenditure rate is not applied separately for IS youth and OS youth.

State Technical Assistance

The EDD calculates work experience expenditures at the end of the first program year of the two-year availability of the funds, and provides the results of these interim calculations to each Local Area and their Regional Advisor by September 30th. The Regional Advisor will assist Local Areas that appeared to be in jeopardy of not meeting the 20 percent work experience expenditure requirement by the end of the funding period.

Calculating OS Youth and Work Experience Expenditures

The Local Area's OS youth and work experience expenditure rates are tracked for a specific program year youth allocation. The EDD will determine whether Local Areas met their expenditure requirements upon completion of expenditures of all funds in the specific program year's youth allocation as follows:

Each Local Area's total youth allocation is issued as a sub grant under grant code 301. This amount is located on Line I item 5 of the *Summary of WIOA Expenditures Report* for Grant Code 301. At the end of the two-year life of the youth formula funds, the total allocation is adjusted by subtracting the

actual administration costs (Line III item 3) reported on the June 30 expenditure report for Grant Code 301. The remaining dollar amount for a Local Area that fully spent its allocation (which is equal to the program dollars spent shown on Line V item 3) is the amount upon which the 75 percent OS youth and 20 percent work experience expenditure requirement will be based. The amount reported for OS youth (Line V, item 2) must be at least 75 percent of the total program expenditures (Line V, item 3). The amount reported for work experience (Line V item 3b) must be at least 20 percent of the total program expenditures (Line V, item 3).

IS Youth

Under WIOA, fewer resources are available to serve IS youth. As a result, Local Areas should identify resources and/or establish partnerships with youth providers that can provide services to IS youth. Local Boards, in collaboration with youth standing committees, may consider leveraging resources and establishing partnerships to continue serving IS youth that are cost effective, and reach more students.

Although there was a shift in emphasis under WIOA to OS youth, Local Areas should not have prematurely exited WIA IS youth from the program.

Local Areas could still provide services to IS youth in order to assist them in successfully completing the program, consistent with the minimum 75 percent OS youth expenditure requirement on OS youth. The WDB requires separate tracking of expenditures for IS if providers choose to enroll IS youth participants.

Permissible Use of Youth Funds

Individual Training Accounts

In order to enhance individual participant choice in their education and training plans and provide flexibility to Local Areas, Local Areas may use youth funds for Individual Training Accounts (ITA) for OS youth between the ages of 16 to 24. When using youth funds for ITAs, only training providers on the Eligible Training Provider List can be used.

Braiding Funds

Braiding funds is the process of using different funding streams to support different needs for the same participant while maintaining documentation to support the charging and allocations of cost to the separate funds. Local Areas may use braided funds to provide more comprehensive services to participants and maximize partner resources available to assist youth. Braiding funds must meet the following criteria:

The cost to each funding stream is tracked, documented, and allocated based on the proportional benefit.

- The cost benefits two or more programs in proportions that can be determined without undue effort or cost.
- The youth meets the eligibility requirements for each program from which they are receiving funds.

An example is when the WIOA Title I youth program and the WIOA Title II adult education program are used to serve eligible youth. The WIOA Title I resources can provide career guidance, work experiences, and leadership development, while the WIOA Title II resources can provide adult education and literacy activities. (TEGL 21-16)

Incentives

Local Areas may provide incentive payments to youth participants for recognition and achievement directly tied to training activities and work experiences. When offering incentive payments, Local Areas must do the following:

- Tie the incentive to the goals of the specific program.
- Outline in writing the incentive before the commencement of the program providing the payment.
- Align the incentive with the local program's organizational policy.
- Meet the requirements in 2 CFR part 200.

(Title 20 CFR Section 681.640)

Incentive Local Policy

Local Areas may provide incentive payments to youth participants for recognition and achievement directly tied to training activities and work experiences. The WDB has defined that an incentive is a one-time or a regular payment, in the form of checks or value cards, to a WIOA Youth participant for the successful participation in, and achievement of, expected program and performance outcomes linked to training and education.

- They must be tied to the WIOA Youth program elements or the WIOA Performance Measures and must be relevant to the objective assessment of each participant's Individual Service Strategy
- Incentives are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes.
- Such awards are not an entitlement and are subject to the availability of WIOA Youth funds.
- Incentives must be allowable, necessary for the participant's success in the program and reasonable.
- Program operators have the option of including in their program design those incentives that they deem most appropriate for their participants; but these awards must conform to the guidelines set forth in the WIOA and this policy.
- A statement of incentives will be a part of the contract of each operator of a Youth program and must be approved by the WDB.
- No more than \$800 may be allotted for incentives for any one participant for their lifetime in the WIOA Youth Program. Exceptions to this maximum allotment require the prior approval of the Executive Director of the WDB, or WDB designee.
- Incentives are to be carefully distinguished from regular supportive services, tuition, and other similar needs-related payments; and any allotment for incentives is exclusive of these services.

- All incentive details must be specified in the participant's WIOA Incentives Log, including the amount that was provided, the funding source used, staff's acknowledgement of issuance, and the participant's acknowledgement of receipt.
- A copy of the check or value card issued shall be placed in the participant's file, with the participant's signature and date received.
- An appropriate activity code for incentives shall be entered in CalJOBS during program participation. If participant receive incentives during follow-up, designated activities code for follow-up incentives shall be entered.
- Incentive payments must be scheduled and documented in each participant's Individual Service Strategy (ISS) and case notes.
- Backup documentation for incentives must be in the participant's case file. Acceptable documentation includes, but is not limited to: pre-and-post-tests to measure literacy and numeracy gains, attendance records, educational certificates, paystubs, etc.
- Incentive payments must not be spent on entertainment costs – they do not include items such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.
- Participant and financial records pertaining to incentive payment must be made available for review by local, state, and federal monitors and must meet financial management standards including sufficient information to provide:
 - A comparison of actual expenditures with the budgeted amounts of each contract
 - Support for accounting records to ensure proper charging of costs and cost allocation

Youth Standing Committees

Youth councils are not required under WIOA. However, Local Boards may continue to operate a youth council as a standing committee. The Youth Standing Committee may provide information and assist with planning, operations, oversight, and other issues related to the provision of services to youth. Youth Standing Committees should recommend youth policy direction, ensure quality services, and leverage financial and programmatic resources. If so delegated by the Local Board after consultation with the chief elected official, the Youth Standing Committee may oversee eligible youth providers.

An existing youth council may be designated as the Youth Standing Committee or a Local Board may design a Youth Standing Committee to meet the needs of the Local Area's youth program. If a Local Board does not establish a Youth Standing Committee, the Local Board is still responsible for conducting the oversight of youth activities under WIOA Section 129(c).

Local Boards that choose to design a new Youth Standing Committee are reminded that the membership must include: (1) a member of the Local Board, who must chair the committee, (2) members of community based organizations with a demonstrated record of success in serving eligible youth, and (3) other individuals with appropriate expertise and experience who are not members of the Local Board. The committee may include parents, participants, and youth. (Title 20 CFR Sections 681.100 - 681.120.

Procurement of WIOA Youth Service Providers

Local Boards may directly provide some or all of the youth workforce service activities. If a Local Board serves as the youth service provider and performs other roles such as fiscal agent or AJCC Operator, the Local Board must have appropriate firewalls in place between the staff providing services, the staff responsible for oversight and monitoring of services, and the Local Board. The firewalls must conform to Title 20 CFR Section 679.430 for demonstrating internal controls and preventing conflicts of interest.

If a Local Board chooses to award grants or contracts to youth service providers for some or all activities, the Local Board must award such grants or contracts through a competitive process that does the following:

- Takes into consideration the ability of the youth service provider to meet performance accountability measures.
- Meets the procurement standards specified in Uniform Guidance and the DOL Exceptions.
- Follows state and local procurement laws.
- Local Boards must also identify youth service providers based on criteria in the State Plan (Title 20 CFR Section 681.400). The State Plan establishes that Local Boards should select service providers that do the following:
 - Employ proven recruitment strategies of effective outreach, engagement, enrollment, and retention of OS youth.
 - Demonstrate meaningful partnerships with eligible training providers, institutions of higher education, and employers from in-demand industries.
 - Offer a continuum of services that allow participants to obtain a GED/High School diploma, enroll into postsecondary education, and obtain employment within their chosen career path.
 - Utilize career pathways and sector strategy models with a structured sequence of activities, as well as multiple entry and exit points that provide adequate supportive services.
 - Use structured work-based learning, such as paid and unpaid work experiences and career exploration that leads to gainful employment.
 - Provide intensive case management and support services to help youth overcome complex barriers, successfully complete the program, and retain employment.

Local Boards may do the following:

- Award youth service provider contracts on a sole source basis where the Local Board determines there is an insufficient number of eligible youth providers in the Local Area.
- Assign the function of selecting service provider contracts to the standing youth committee (if the Local Board has established a standing youth committee).

When the Local Board awards a grant or contract to a youth service provider who also fulfills another role in the Local Area, a written agreement with Local Board and the Chief Elected Official must provide clarity on the expectation for those roles and clear methods of tracking execution and accountability for the distinct roles.

Program Elements

The WIOA Section 129(c)(2) includes 14 program elements, which include the original 10 program elements under WIA (which have been consolidated to nine, as the summer employment opportunities program element is now a sub-element under paid and unpaid work experiences), and five new program elements: (1) financial literacy, (2) entrepreneurial skills training, (3) services that provide labor market and employment information about in-demand industry sectors or occupations available in the Local Areas, (4) activities that help youth prepare for and transition to postsecondary education and training, and (5) education offered concurrently with and in the same context as workforce preparation activities and training for specific occupation or occupational clusters.

Local Areas are not required to provide all 14 required elements to each participant. Local Areas have the flexibility to determine which specific services a youth will receive based upon the youth's assessment and service strategy. Local Boards, however, must ensure that all 14 program elements are available in their Local Area.

The table below provides a list of the 14 youth program elements, identifies which program elements relate to one another, lists the DOL Participant Individual Record Layout (PIRL) data element, and provides federal citations where the program element requirements are described. In addition, the program elements are hyperlinked to the [WorkforceGPS Youth Connections](#) corresponding webpage. The Youth Connection webpage provides additional materials and resources to help service providers deliver youth services.

WIOA Youth Program Element	Relates to or Overlaps with Other Program Element(s)	Applicable DOL-only PIRL Data Element Number(s)	Program Description Citation
1. Tutoring, study skills training, instruction, and dropout prevention	Program elements 2 and 4	1402	TEGL 21-16
2. Alternative secondary school services or dropout recovery services	Program element 1	1403	TEGL 21-16
3. Paid and unpaid work experiences		1205,1405	Title 20 CFR Sections 681.540, 681.550 and TEGL 21-16

4. Occupational skills training	Program element 1	1300,1302,1303, 1306, 1307, 1308	Title 20 CFR Sections 681.540, 681.550 and TEGL 21-16
5. Education offered concurrently with workforce preparation and training for a specific occupation	Program elements 2, 3, and 4	1407	Title 20 CFR Section 681.630 and TEGL 21-16
6. Leadership development opportunities		1408	Title 20 CFR Sections 681.520, 681.530 and TEGL 21-16
7. Supportive Services		1409	Title 20 CFR Section 681.570 and TEGL 21-16
8. Adult mentoring		1410	Title 20 CFR Sections 681.490 and TEGL 21-16
9. Follow-up services	Program elements 7, 8, 11, 13, and 14	1412	Title 20 CFR Section 681.580 and TEGL 21-16
10. Comprehensive guidance and counseling		1411	Title 20 CFR Section 681.510 and TEGL 21-16
11. Financial literacy education		1206	Title 20 CFR Section 681.500 and TEGL 21-16
12. Entrepreneurial skills training		1413	Title 20 CFR Section 681.560 and TEGL 21-16
13. Services that provide labor market information		1414	Title 20 CFR Section 651.10 and TEGL 21-16

14. Postsecondary preparation and transition activities		1415	TEGL 21-16
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Program Element 1 – Tutoring, Study Skills Training, Instruction, and Dropout Prevention Services

Tutoring, study skills training and instruction that lead to a high school diploma or its equivalent, including a recognized certificate of attendance or similar document for individuals with disabilities, are reported under program element 1. These services focus on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Local Areas may provide tutoring, study skills training, and instruction in a one-on-one or group setting, through resources and workshops.

Program element 1 also includes secondary school dropout prevention strategies that keep a youth in school and engaged in formal learning or training. These activities include, but are not limited to, tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction (TEGL 21-16).

Program Element 2 – Alternative Secondary School Services or Dropout Recovery Services

Alternative secondary school services that assist youth who have struggled in traditional secondary school education, are reported under program element 2. These services include, but are not limited to, basic education skills training, individualized academic instruction, and English as a Second Language training.

Program element 2 also includes dropout recovery services aimed at getting youth who have dropped out of secondary education back into a secondary school or alternative secondary school/high school equivalency program (TEGL 21-16). Examples of these services include credit recovery, counseling, and educational plan development. While there is some overlap with dropout prevention strategies (program element 1), the activities within both program elements are provided with the goal of helping youth re-engage and persist in education that leads to the completion of a recognized high school equivalent.

Program Element 3 – Paid and Unpaid Work Experience

[Work experience is covered in detail on pages 8 through 11.](#)

Program Element 4 – Occupational Skills Training

Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupation fields at entry, intermediate, or advanced levels. Local Areas must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the Local Area.

Occupational skills training must meet the following criteria:

- Be outcome-oriented and focused on an occupational goal specified in the individual service strategy.
- Be of sufficient duration to impart the skills needed to meet the occupational goal.
- Lead to the attainment of a recognized postsecondary credential.
- Meet the quality standards in WIOA Section 123.

(Title 20 CFR Section 681.540)

Program Element 5 – Education Offered Concurrently with Workforce Preparation and Training for a Specific Occupation

This program element reflects an integrated education and training model. Additionally, it describes that workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. While programs developing basic academic skills, which are included as part of alternative secondary school services and dropout recovery services, workforce preparation activities that occur as part of a work experience, and occupational skills training can all occur separately and at different times (and are counted under separate program elements), this program element refers to the concurrent delivery of these services which make up an integrated education and training model (TEGL 21-16).

Program Element 6 – Leadership Development Opportunities

This program element encourages responsibility, confidence, employability, self-determination, and other positive social behaviors. Positive social behaviors include the following:

- Exposure to postsecondary educational possibilities.
- Community and service learning projects.
- Peer-centered activities, including peer mentoring and tutoring.
- Organizational and team work training
- Training in decision-making such as determining priorities and problem solving.
- Citizenship training, including life skills training such as parenting and work behavior training.
- Civic engagement activities which promote quality of life in a community
- Other leadership activities that place youth in a leadership role such as serving on the Standing Youth Committee.

(Title 20 CFR Section 681.520)

Program Element 7 – Supportive Services

Supportive services are services that enable an individual to participate in WIOA activities. Supportive services include, but are not limited to, the following:

- Linkages to community services.
- Assistance with transportation.
- Assistance with child care and dependent care.
- Assistance with housing.
- Needs-related payments.
- Assistance with educational testing.
- Reasonable accommodations for youth with disabilities.

- Legal aid services.
- Referrals to health care.
- Assistance with work attire and work-related tools including eyeglasses and protective eye gear.
- Assistance with books, fees, school supplies, and other necessary items for student enrolled in postsecondary education classes.
- Payments and fees for employment and training-related application, tests, and certifications

(Title 20 CFR Section 681.570)

Program Element 8 – Adult Mentoring

Adult mentoring must last at least 12 months and may take place both during the program and following the youth's exit from the program. Local Areas may use group mentoring and electronic mentoring, but at a minimum, the youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. Case managers may serve as adult mentors in areas where adult mentors are sparse, however, Local Areas are strongly encouraged to find adult mentors who are not case managers (TEGL 21-16).

Program Element 9 – Follow-up Services

Follow-up services for youth may include supportive services, adult mentoring, financial literacy education, services that provide labor market and employment information about in-demand industry sectors, and activities that help youth prepare for and transition to postsecondary education and training. When Local Areas provide these program elements as follow-up services, they must occur after the exit date in order to count as follow-up services. Additionally, Local Areas should document in the case file that the program elements were provided as follow-up services post exit (TEGL 21-16).

Element 10 – Comprehensive Guidance and Counseling

This program element provides individualized counseling to participants and may include drug and alcohol abuse counseling, mental health counseling, and referral to partner programs. Local Areas and youth service providers may directly provide counseling. When a Local Area or youth service provider refers a youth for counseling services that they are unable to provide, the Local Area or service provider must coordinate with the referred counseling organization to ensure continuity of service (TEGL 21-16).

Program Element 11 – Financial Literacy Education

Financial literacy education includes information and activities such as creating budgets, setting up checking and saving accounts, managing spending, understanding credit reports, and protecting against identity theft. Local Areas may find the Financial Literacy Education Commission's guide, "Incorporating Financial Capability with Youth Employment Programs", a useful resource on how to partner with financial institutions (TEGL 21-16).

Program Element 12 – Entrepreneurial Skills Training

This program element helps youth develop the skills associated with starting and operating a small business. Such skills may include the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas. Approaches to teaching youth entrepreneurial skills may include the following:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business, such as developing a business plan and simulations of business start-up and operation.
- Enterprise development which provides supports and services that incubate and help youth develop their own businesses, such as helping youth access small loans or grants and providing more individualized attention to the development of viable business ideas.
- Experiential programs that provide youth with experience in the day-to-day operation of a business.

(Title 20 CFR Section 681.560)

Program Element 13 – Services that Provide Labor Market and Employment Information

These services provide labor market and employment information about in-demand industry sectors or occupations available in the Local Area. Services may include career awareness, career counseling, and career exploration. Career counseling provides advice and support in making decisions about what career path to take and may include providing information about resume preparation, interview skills, potential opportunities for job shadowing, and the long-term benefits of postsecondary education and training. In addition to connecting youth to self-service labor market information (LMI) tools, youth providers should share and discuss state and local LMI with youth participants (TEGL 21-16).

Program Element 14 – Postsecondary Preparation and Transition Activities

This program element prepares IS youth and OS youth for postsecondary education after attaining a high school diploma or its recognized equivalent. Activities include exploring postsecondary education options such as registered apprenticeships, technical training schools, community colleges and four-year colleges and universities. Additional services may include, but are not limited to, the following:

- Preparing youth for the SAT/ACT
- Assisting with college admission applications
- Searching and applying for scholarships and grants
- Filling out financial aid applications
- Connecting youth to postsecondary programs

(Title 20 CFR Section 681.460)

Program Design

The WIOA enhances the youth program design through an increased emphasis on individual participant needs by adding new components and incorporating career pathways to the objective assessment and individual service strategy. Additionally, the WIOA requires that the individual service strategy be directly linked to one or more of the performance indicators. A program design framework is an essential step to help Local Areas develop comprehensive service strategies based upon individual needs. Local Boards, in collaboration with a youth standing committee, can provide direction and leadership to assist local youth programs on improving the quality and effectiveness of youth services. A program design framework consists of an objective assessment, an individual service strategy, case management, and follow-up services that lead toward successful outcomes for youth participants (WIOA Section 129[c][1]).

Assessment Requirements

The WIOA youth program design requires an objective assessment of academic levels, skill levels, and services needs of each participant, which includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs. Assessments must also consider a youth's strengths rather than just focusing on areas that need improvement. Local Areas must use assessments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process. Any formalized testing must also be cost effective, well-matched to the test administrator's qualifications, and easy to administer and interpret results. For basic skills assessment, Local Areas are not required to use assessments approved by the Department of Education's National Reporting System (NRS), nor are Local Areas required to determine an individual's grade equivalent or educational functioning level, although use of both tools is permitted. Local Areas may also use previous basic skills assessment results if such previous assessments have been conducted with the past six months.

In contrast to the initial assessment requirements described above, If Local Areas measure Educational Functioning Level (EFL) gains after program enrollment under the measurable skills gain indicator, the Local Area must use an NRS-approved assessment for both the EFL pre- and post-test to determine a youth's educational functioning level.

In addition to the initial assessment, a career assessment can help youth understand how a variety of their personal attributes affect their potential success and satisfaction with different career options and work environments. Local Areas may provide career assessments through the WIOA youth program staff and/or through referrals to national and community-based partners and resources.

(TEGL 21-16)

ACTION

Bring this policy to the attention of all affected staff.

INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director
Workforce Development Board of Ventura County



WORKFORCE DEVELOPMENT BOARD

2901 N. Ventura Road, Oxnard, CA 93036

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

FROM: REBECCA EVANS, EXECUTIVE DIRECTOR

DATE: DECEMBER 12, 2019

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE APPLICATION FOR FUNDING THROUGH THE WORKFORCE ACCELERATOR FUND 8.0 GRANT.

RECOMMENDATION:

Recommendation that the Workforce Development Board of Ventura County (WDB) approve the application for funding through the Workforce Accelerator Fund 8.0 Grant.

BACKGROUND:

In April 2014, the California Workforce Development Board (CWDB) and Employment Development Department (EDD) established the Workforce Accelerator Fund (Accelerator) as a new model of funding innovation in California's workforce system. Since April 2014, just over \$25 million has been invested, resulting in over 151 projects across the state. Through this Request for Applications (RFA), Accelerator 8.0 will focus on projects that create partnerships and prototype innovative strategies, bridge education and workforce gaps for people experiencing homelessness and housing instability, and that implement promising models and practices in the workforce service delivery infrastructure.

The CWDB and EDD announced the availability of up to \$3 million in Workforce Innovation and Opportunity Act (WIOA) funds to design, develop, and implement projects that accelerate employment and re-employment strategies for California job seekers.

The Workforce Development Board of Ventura County (WDB) has prepared an application as lead entity and fiscal agent for a grant of \$150,000 to develop new strategies to bridge employment services and homeless and housing services providers. Funding will support WDB staff, operations, and a consultant to facilitate and provide Motivational Interviewing training.

DISCUSSION:

The request for grant applications was announced on November 12, 2019, and the grant application is due to the state on December 23, 2019. We are requesting the approval for the submission of the application.

If you have questions or need more information, please call Rebecca Evans WDB Executive Director, at (805) 477-5306.



WORKFORCE DEVELOPMENT BOARD

2901 N. Ventura Road, Oxnard, CA 93036

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

FROM: REBECCA EVANS, EXECUTIVE DIRECTOR

DATE: DECEMBER 12, 2019

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE APPLICATION FOR FUNDING THROUGH THE SB1 HIGH ROAD CONSTRUCTION GRANT.

RECOMMENDATION:

Recommend that the Workforce Development Board of Ventura County (WDB) approve the application for funding through the SB1 High Road Construction Grant.

BACKGROUND:

The Road Repair and Accountability Act of 2017 (Senate Bill 1, Chapter 5) invests billions of dollars annually to fix and maintain California's transportation infrastructure. The California Workforce Development Board (CWDB) received \$25 million (\$5 million annually for five years) to establish a pre-apprenticeship training program, beginning in 2019.

The purpose of the HRCC: SB 1 program is the development and support of a system of regionally based pre-apprenticeship training partnerships. Dedicated funding for regional HRCC pre-apprenticeship partnerships serves many purposes that benefit California's transportation systems and other infrastructure investments:

- Develops a skilled construction workforce that ensures delivery of high-quality infrastructure projects, maximizing the economic benefits of those projects;
- Increases access to state-approved apprenticeship in the building and construction trades—the best-in-class form of skills training for industry and workers;
- Emphasizes serving underrepresented and disadvantaged workers thereby diversifying the trades and supporting future recruitment and retention;
- Establishes models of worker, management, government collaboration that jointly anticipates, plans for, and addresses the future of work.

The HRCC: SB 1 program also aligns with the Governor's Strategic Workforce Development Plan (State Plan), which emphasizes the critical role of industry sector partnerships, regional organizing, "earn and learn" approaches to skill acquisition, and prioritizes services to populations previously excluded from opportunity. The CWDB is interested in funding innovative approaches that advance the three policy objectives of the State Plan:

- Fostering "demand-driven skills attainment" by aligning workforce and education programs with the state's industry sector needs;
- Enabling upward mobility for populations with barriers to employment;

- Aligning, coordinating, and integrating programs and services to economize limited resources to achieve scale and impact.

DISCUSSION:

The CWDB recently announced the availability of up to \$14 million for the High Road Construction Careers (HRCC): SB 1 program.

The CWDB will invest in a single HRCC pre-apprenticeship partnership in each region of California. These regions are based on groupings of BTCs jurisdictions. Ventura County is in Region 6, the Tri-Counties BTC, which includes Ventura, Santa Barbara and San Luis Obispo Counties.

“The goal of HRCC: SB 1 is to establish sustainable, regionally based pre-apprenticeship partnerships that systematically connect disadvantaged workers and communities to long-term middle-class careers through state-approved apprenticeship.

Successful pre-apprenticeship entails more than curricula and skills training. It is a whole system of practices aimed at recruiting, training, retaining, and helping place disadvantaged workers in state-approved apprenticeship, which is the best path to a long-term middle-class career. No single entity can be expected to address all the issues in designing pre-apprenticeship, or deliver and coordinate the myriad activities and services involved. Rather, the intent is that applicants build training *partnerships* and not just training *programs*, in order to engage the kinds of entities capable of implementing robust and effective pre-apprenticeship.

Successful applicants are expected to:

- Build systems and partnerships that increase skills, opportunity, and access for disadvantaged and underrepresented populations, specifically for careers in the building and construction trades;
- Provide individuals with barriers to employment the services and support needed to be successful in entering, participating in, and completing a pre-apprenticeship program;
- Establish structured multi-craft career pathways that start with jobs and are centered on labor supply and demand to lead to long-term careers;
- Develop a network of organizations and agencies through strategic partnerships that are committed to serving and addressing basic needs and employment gaps to streamline and strengthen service delivery of workforce training programs;
- Program evaluation, including tracking individual participant outcomes;
- Implement high-road construction project policies and agreements such as Community Workforce Agreements (CWAs), local hire ordinances, and other relevant policies to ensure robust demand for apprentices and foster linkages between pre-apprenticeship and apprenticeship programs.”

The RFA was posted on November 4, 2019, the application is due on January 20, 2020 and the awards will be announced in April 2020 with a start date of September 1, 2020.

If you have questions or need more information, please call Rebecca Evans, WDB Executive Director, at (805) 477-5306.



WDB Grants Update

GRANT NAME	PURPOSE/OBJECTIVE	FUNDING AVAILABLE	FUNDING AWARDED	STATUS	SUBMITTAL/AWARD DATES	GRANT START	GRANT END	PROJECT MANAGER	UPDATES
Regional Plan Implementation (RPI 3.0)	The RPI/SlingShot 3.0 funds will continue the efforts of the RPU's to actualize the goals and objectives of the regional plans.	\$100,000- \$400,000 Grant range	-	Application in progress	Application due: 11/25/19 Award announcement: 2/2020 Submitted application 11/25/19	TBD 2020	TBD 2021/2022	Patricia Duffy	Submitted application 11/25/19
SB1 High Road Construction Careers	The goal of HRCC: SB 1 is to establish sustainable, regionally based pre-apprenticeship partnerships that systematically connect disadvantaged workers and communities to long-term middle-class careers through state-approved apprenticeship.	Maximum grant award is \$1,500,000 per application	-	Application in progress	1)Application due: January 20, 2020 2)Award Announcement: 4/1/20 3)Program Start date: 9/1/20	9/1/2020	8/31/2022	Patricia Duffy Andrea Sanchez	In discussion among the tri-counties and Tony Skinner and Anthony Mireles. Ongoing Friday teleconference meetings with WDBVC Executive Director (ED) meeting with other ED's from Santa Barbara and San Luis Obispo for partnership and planning. WDBVC proposed to be be fiscal lead and SLO region providing a Grant writer.
Workforce Accelerator Fund 8.0	The goal of this initiative is to seed innovative thinking, expand partnerships, and generate cross-system collaboration to address the barriers to employment faced by people experiencing homelessness or housing insecurity.	\$150,000	-	Application in progress	1)Applications due: 12/23/19 2)Award Announcement: 2/2020 3)Program Start Date: 4/1/20 Grant term- 24 months 9/1/20-8/31/22	4/1/2020	9/30/2021	Norman Albances Andrea Sanchez	Planning and Rebecca in discussion with CoC partners and City of Oxnard housing. 12/9/19 Draft of proposed goal for region and estimated budget and presenting to WDBVC on 12/12/19 for review and approval.
P2E Prison to Employment Initiative 1. Planning Grant 2. Direct Services & Supportive Services Grant	Ventura Regional Plan to provide employment and supportive services to formerly incarcerated and justice involved individuals. Emphasis on regional coalition with employers, labor, CBO's, CDCR, Sheriff, and local agencies. Gov. Brown & State legislature funded \$37 mil over three years.	1) Planning Grant: \$47,500 received (planning grant) 2) Direct Services Grant: (Implementation of Plan) Provisional Award granted for P2E Implementation \$710,197	\$757,697	In progress	1) Round I Submitted: 12/24/18 ; Award Received: 12/3/18. (Allocated to WDB for CWA Consultant) 2) Round II Submitted: 2/15/19 3) Revised application submitted 5.31.19 for \$710,197. Award announcement from EDD:	9/1/2019	3/31/2022	Patrick Newburn	Update: P2E contracts have been issued to county from the state; HSA has signed and returned to state; state will sign and once we receive executed copy we are able to start the implementation. Additionally, two Purchase Orders have been executed between county and providers (Goodwill \$200,000 and VACE \$100,000), and providers await green light to begin implementation. Kick off meeting with contractors and WDB staff scheduled on 12/2/19 UPDATE: P2E contracts have been issued to county from the state; HSA has signed and returned to state; state will sign and once we receive executed copy we are able to strat the implementation. Additionally, two Purchase Orders have been executed between county and providers (Goodwill \$200,000 and VACE \$100,000), and providers await green light to begin implementation. 12/6/19 Contractors received email from Patrick about executed P2E Purchase Order/Contract. Goodwill Industries and VACE is APPROVED to begin P2E Implementation.
AB1111 (Breaking Barriers to Employment Initiative)	These funds will support projects to serve individuals who face the greatest barriers to employment through a joint collaboration with Local Workforce Development Boards (Local Board) and community-based organizations (CBO). Up to \$15 mil statewide	\$150,000 to \$500,000 per application Requires 1:1 cash or in-kind match. Requires 1:1 cash or kind match	-	Not awarded	Due: August 26, 2019 Submitted.	1/1/2020	6/30/2021	Norman Albances	Submitted 8/22/19. 12/5/19 - Not awarded. WDB Staff awaiting for feedback from CWDB.
NDWG (Woolsey Fire) National Dislocated Worker Grant	DOL funded emergency grant to provide paid temporary jobs to repair/clean-up fire damage to public property from 11/8/18 Woolsey and Hill Fires. Workforce development services also to be provided including training and supportive services for up to 50 participants	\$2.4 mil awarded based on need. Amount Received: \$810,404 (1st increment 1/3 of total received for 17 participants) 1/3 increments available based on continued need. UPDATE: August 6, 2019 – 9 participants enrolled and assigned to National Park Service Worksite	\$810,404	In progress	1. Submitted: 12/24/18 Award Received: 12/3/18. 2. Goodwill subrecipient award \$651,515.	12/6/2018	12/31/2020	Patrick Newburn	UPDATE 6.21.19: EDD redirection of <\$200,000> to another fire region; Workforce Development component only affected. Potential to have funds returned with 2nd increment NDWG grant, Temporary Jobs Component (1st increment) is 60% expended, with completion to be around January 2020. The Workforce Development Component (1st Increment) is just this month beginning to provides activities to enrolled participants. 21 participants have been enrolled; 17 was the goal! 12/2/19 Received email from the EDD regarding 2nd increment and asking if WDBVC is willing to forego \$200,000 from second allocation. Allocation would shift to another operator in another area in greater need. 12/5/19 Goodwill Budget modification Approved.
Slingshot 2.0 (RPI) Regional Plan Implementation	CWDB grant to provide for Implementation of WDB regional plan. Two Projects to include: Expanding Business Engagement; Expand Apprenticeships	\$185,000 requested. Award Received: \$180,000	\$180,000	In progress	Submitted: 11/20/18 Award Date: 1/11/19	4/1/2019	9/30/2020	Patricia Duffy	Notified of funding in the amount of \$180,000. Initial rebudget submitted. Subaward agreement mod received 5/30/19.
VEAP Veterans Employment Assistance Program	Ventura regional collaboration to provide Veterans employment services and supportive services for 55 participants. This year's VEAP funding program sought to ensure that particular attention is paid to Gulf War-era II Veterans with a service connected disability and a disability rating of 60 percent or higher.	\$500,000	\$488,635	In progress	Submitted: 12/24/18 Awarded: \$488,635 awarded 6.2019 (allocated to AFS/WIOA)	5/1/2019	3/31/2020	Norman Albances	FedExed 12/24/18, FedEx confirmation of receipt on 12/16/18. Received notification of partial funding of \$488,635 and subgrant agreement received. Revised documents submitted to EDD to revert to 1 FTE staffing on the grant. Exhibits Approved by EDD on 8/8/19. Project launch planned for 12/12/19.
Workforce Accelerator 6.0	STEPS Connection does not enroll participants, however; it seeks to: strengthen partnerships to create an integrated and responsive "One-Stop" support services system; develop tools/resources to strengthen participation and employment outcomes; conduct a support service gap analysis; and develop a "best practice" guide.	\$250,000	\$250,000	Ended	Award Received: 2/1/2018 (Allocated to AFS/WIOA)	2/1/2018	9/30/2019	POC: Nancy Ambriz, AFS	\$250,000 awarded. Subgrant agreement modification to add WAF grant received. 1:1 Match required. Use of STEPS Youth funding from Probation for the match has been approved. Q3 report submitted 1/22. Extension approved through 9/30/19.

\$2,486,736