



*Building partnerships to create workforce opportunities that cultivate business,  
grow jobs, develop people, and build community.*

**Board of Directors and Elected Officials Consortium Meeting**

**Thursday, March 27, 2025, 10:00 a.m. – 12:00 p.m.**

**Harrisonburg City Hall, 409 South Main Street, Harrisonburg, VA – Rooms 11 and 12**

**Call to Order (10:00 – 10:05)**

- Roll Call (Board and Consortium)
- Quorum Status (Board and Consortium)
- Chair Opening Remarks

Randy Doyle  
Sharon Johnson

Randy Doyle

**Consent Agenda (10:05 – 10:10)**

- Board Minutes November 21, 2024 (**Board Vote**)
- One Stop Operator Report
- Business Services Report
- Performance Metrics Report

Randy Doyle

**WIOA Operational Business (10:10 – 10:40)**

- WIOA Program Policies (**Board Vote**)
- Local Workforce Plan (**Board Vote**)
- Finance Committee Report
  
- Budget Review (**Board Vote**)
  
- Workforce Centers Update

Randy Doyle  
Sharon Johnson

Jo Lee Loveland Link  
Katy Parrish  
Sharon Johnson  
Stephanie Branner  
Chris Hurley

**Workforce Initiatives and Strategic Discussion (10:40 – 11:55)**

- Network2Work (N2W) Update
- ARC Funding and Partnership Business Initiative
- Cargill & Center for Child Rights & Business Youth Initiative
- Paraprofessional-to-Teacher Training Program
- Shenandoah Valley Health Sciences Workforce Partnership
- TPI Report Components and Alignment of Recommendations & Considerations

Randy Doyle  
Tristan Walters  
Sharon Johnson

Mason Bishop  
Sharon Johnson

**Other Business and Public Input (11:55 – 12:00)**

- Summer Meeting Dates

Randy Doyle  
Sharon Johnson

**Adjournment (12:00)**

Randy Doyle

## **Public Input Rules and Guidelines**

- 1) Citizens desiring to speak during the public input period must sign in on the Public Input Sign-in sheet to provide information which includes printed name, organization (if applicable) and input topic. This will allow for citizens to be recognized by the Chairman of the Board or Consortium during the Public Input period.
- 2) Individuals should stand when recognized by the Chairman of the Board or Consortium; speak their name, organization (if applicable) and input topic.
- 3) Individuals should direct input to the Chairman of the Board or Consortium.
- 4) Individuals are limited to no more than three (3) minutes. The time limit applies per individual and not per topic. Individual input to address multiple topics is limited to five minutes.
- 5) Individuals representing a group of citizens are limited to five (5) minutes; members comprising the group represented forfeit their individual time to speak.
- 6) When there are multiple individuals requesting time for public input on a single topic and the input is the same, at the Chairman of the Board or Consortium's discretion, the number of speakers may be limited in order to make effective use of Board or Consortium member's time and to allow an opportunity for input on multiple topics to be heard by the Board or Consortium.
- 7) All citizens are strongly encouraged to put their comments in writing to the Board or Consortium prior to the meeting for inclusion in the meeting materials. Such written comments should be submitted to the SVWDB office the Monday prior to the Board or Consortium meeting.

**Virginia Career Works – Shenandoah Valley Region is an Equal Opportunity/Program  
Auxiliary aids and services are available upon request to individuals with disabilities**

**TDD: VA Relay Center: 711 or 800.828.1120**

*a proud partner of the American Job Center Network*

This workforce product was created using 100% of federal U. S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) award made to Page County on behalf of the Shenandoah Valley Workforce Development Area by the pass-through entity, the Virginia Community College System.



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**Board of Directors and Chief Elected Officials Consortium Meeting**

**Thursday, November 21, 2024, 10:00AM to 12:00PM**

**Harrisonburg City Hall, 409 South Main Street, Harrisonburg, VA**

**Welcome and Call to Order:** Chair Randy Doyle welcomed members and called the meeting to order at 10:00AM. There was a quorum of the Board and not a quorum of the Consortium.

**Staff Present:** Sharon Johnson, Tristan Walters, Tara Bishop, Paula Woods, Kaystyle Madden

**Guests Present:** Lori Strumpf, Mason Bishop, Matt McKinney

**WIOA Operational Business:**

- Board Minutes August 15, 2024 – The minutes were presented to the Board and passed unanimously with no further discussion. Mike Crider made the motion to approve and Jeff Stapel provided the second.
- Business Services Update – Kaystyle Madden presented the Business Services Quarterly Report and shared the activities the SVWDB and Virginia Works have participated in during the past quarter.
- One Stop Operator Updates – Lori Strumpf presented the One Stop Operator report to the Board and noted that there were a significant number of new visitors to both the Fishersville and Winchester Centers over the past quarter. Lori also noted that virtual services are continuing to be tracked on a monthly basis by all MOU partners to capture additional traffic outside of center walk ins. Additional updates included that the Harrisonburg Access Point lease was not signed by Virginia Works, and they have since moved out of the building, leaving the SVWDB and Skyline Literacy as the primary partners present. Virginia Works is currently serving Harrisonburg/Rockingham customers virtually and through other access points in the community (Libraries, etc.). The Winchester Center location is also in flux as the building may be up for sale and Virginia Works is actively looking for new space. The Board discussed additional concerns regarding the lack of Virginia Works staff present in the Harrisonburg area. If the inconsistency continues, the Board and Consortium will move forward with sending a letter to Virginia Works leadership expressing concerns. In the meantime, Sharon Johnson will be working with Virginia Works Commissioner, Nicole Overly, to make progress regarding a more permanent location in Harrisonburg.
- Programs Update – Lori Strumpf provided the Title I programs update. Coaches are working with Strumpf & Associates to increase enrollments and streamline processes.

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- One Stop Center Certification – Tristan Walters presented the One Stop Center Certification documentation/application to the Board for approval. John Downey made the motion on behalf of the Board to accept the documentation as presented. Yolanda Shields provided the second and the motion passed unanimously with no further discussion. Patrick Barker made the motion to accept on behalf of the Consortium. Jenna French provided the second and the motion passed unanimously with no further discussion.
- Finance Committee Report – Co-Chair Jo Lee Loveland – Link presented the minutes and developments from the most recent Finance Committee meeting. There were no additional comments or discussions.

**Workforce Initiatives and Strategic Discussion:** Tristan Walters presented the most recent Network2Work updates and metrics. There has been a personnel change and with limited funding left in the grant, the team is going to try to utilize volunteers in the southern part of the region to provide services. The team also presented a video of a N2W participant sharing her success and experience with Network2Work.

Sharon Johnson spoke to the Board about the Health Sciences Collaborative meeting that she attended earlier in the month and shared that the group is moving forward with a planning meeting in December to invite additional partners to the table. The health care systems involved include Valley Health, Augusta Health and Sentara RMH. The hope is to involve key stakeholders early so that solutions will be discussed at a future larger planning meeting.

**Talent Pathways Initiative Presentation:** Sharon Johnson and Mason Bishop with WorkEd Consulting reported on the current progress of the TPI Grant and shared key take aways from the Employer Roundtables and interviews. Board members participated in a discussion regarding how organizations can provide services to employers, integrate funding, but not overwhelm employers with all the available options. The Bay Consortium region is piloting programming that is aimed at doing just that. The SVWDB plans to prepare a proposal based on implementation recommendations.

Additional results and suggestions from the study include employers emphasizing job and role development, workplace culture development, and utilizing Worker Advocates/Job Coaches to assist new, entry level employees displaying a large deficit in workplace essential skills.

**Other Business:** The Board and Consortium members reviewed the proposed 2025 meeting dates. The schedule was agreed upon by the members present. Dates include February 20, 2025, May 15, 2025, August 21, 2025 and November 20, 2025.

**Adjournment:** The meeting was adjourned at 12:00PM and there was no request for public input.

Respectfully submitted,  
Tristan Walters

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**SVWDB Board of Directors Roll Call**

**Meeting Date: November 21, 2024**

<b>Present</b>	<b>Absent</b>	<b>Name</b>	<b>Public/Private</b>
x		<b>Cindy Bolan (Melissa Chambers)</b>	Private
	x	<b>Sandy Stowers</b>	Private
	x	<b>Fahmida Rabbi (Daikin)</b>	Private
x		<b>Meredith Mathis</b>	Private
x		<b>Michael Crider</b>	Private
x		<b>Randy Doyle</b>	Private
x		<b>Jo Lee Loveland Link</b>	Private
	x	<b>Elizabeth Fuchs</b>	Private
x		<b>Elizabeth Savage (Alternate Lisa Spencer)</b>	Private
x		<b>Corey Sheridan</b>	Private
x		<b>Yolanda Shields</b>	Private
x		<b>Jeffrey W. Stapel</b>	Private
x		<b>Debby Hopkins</b>	Private
	x	<b>Mary Staubus</b>	Private
	x	<b>Bob Huch</b>	Private
	x	<b>Victoria Zabala</b>	Private
<b>10</b>	<b>6</b>	<b>16 Private/Quorum 8</b>	
	x	<b>John Albert</b>	Public
	x	<b>Courtney Thompson</b>	Public
x		<b>Sharon Baroncelli</b>	Public
	x	<b>Jeanian M. Clark</b>	Public
x		<b>John Downey (Alternate Dave Urso)</b>	Public
x		<b>John Rainone (Matt McGraw)</b>	Public
	x	<b>Kevin Hutton (Alternate Sandy Rinker)</b>	Public
x		<b>John Jackson</b>	Public
x		<b>Sharon Hetland</b>	Public
	x	<b>Celest Williams</b>	Public
	x	<b>Jay Langston</b>	Public
x		<b>Katy Parrish</b>	Public
x		<b>Chris Hurley</b>	Public
	x	<b>Lorne Seay</b>	Public
<b>7</b>	<b>7</b>	<b>14 Public/Quorum 7</b>	

<b>SVWDB Chief Elected Officials Roll Call</b>			
<b>Meeting Date: November 21, 2024</b>			
<b>Locality</b>	<b>Representative</b>	<b>Present</b>	<b>Absent</b>
Augusta County	Rebekah Castle	x	
Bath County	No Representative		x
Buena Vista	Kristina Ramsey	x	
Clarke County	No Representative		x
Frederick County	Patrick Barker	x	
Harrisonburg	Brian Shull	x	
Highland County	Landdis Hollifield		x
Lexington	No Representative		x
Page County	Nina Fox		x
Rockbridge County	Brandy Flint	x	
Rockingham County	Josh Gooden	x	
Shenandoah County	Jenna French	x	
Staunton	Amanda DiMeo		x
Warren County	No Representative		x
Waynesboro	Greg Hitchen		x
Winchester	Vanessa Santiago		x
SVWDB Chair	Randy Doyle	x	
<b>Need quorum of the localities present. (8)</b>		<b>8</b>	<b>9</b>

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**ONE STOP SYSTEM OPERATOR (OSSO) REPORT**  
**To the Shenandoah Valley Workforce Development Board**  
**November, December 2024 and February 2025**  
**For the WDB Meeting on March 27, 2025**

**I. SYSTEM PROCESS IMPROVEMENTS**

**1. Customer Satisfaction Comment Card System**

- A summary of the *4th Quarter 2024, October 7, 2024, through January 5, 2025* satisfaction data is below.
  
- **Jobseeker Total Responses: 16 compared to 19 in the last report, October through December.**
  - Responses were from Harrisonburg (1), Fishersville (10), and Winchester (1). Some respondents identified the agency they came for: Virginia Employment Commission (4).
  - Most services reported receiving:
    - Assistance with Unemployment Insurance (UI) 9
    - Assistance with job search 9
    - Assistance with building a resume 5
    - Assistance with career planning 4
  - All respondents agreed or strongly agreed that they were satisfied with their overall experience.
  - Internet search, walk in, flyer/brochure and referral from another agency were most often cited this quarter in response to *'how did you find out about the site and the services?'*
  - Staff continue to be recognized for good customer service (specifically Raymond and Wanda from Virginia Works).
  
- **Employer Total Responses: There were 12 responses compared to no (0) responses in the last quarter.**
  - Job Fairs were the most often cited service received.
  - 4 respondents agreed or strongly agreed that they found the right candidates. Three (3) disagreed.
  - 7 respondents agreed or strongly agreed that they were satisfied with their overall experience while 2 disagreed.
  - 2 respondents identified themselves as medium size businesses with 100 to 299 employees, and 7 identified themselves as large businesses with over 250 employees.
  - Comments included:
    - *The events did not reap any candidates, but it was an excellent networking opportunity.*
    - *I think today's job fair might have benefitted from more advertising in the community and maybe with BRCC's students as well. I would recommend a shorter time frame for the next one. Maybe 2 hours.*

- *We reached out for assistance regarding Human Rights Policies and employment of persons under work release programs and never received a follow-up.*

## 2. Standardizing Data Collection.

A virtual service delivery tracker was launched in April 2023. Partners voluntarily enter their data electronically monthly. DARS does not identify virtual delivery as a separate process. They provide a separate report. The purpose is to collect data about services delivered to customers virtually as opposed to face to face. The Partnership believes that this, in combination with the foot traffic report, provides a better picture of our collective level of effort. Data for the 3-month period is below.

## II. OPERATIONS

### 1. Status of Centers

- **Fishersville:** The center is open and provides services by appointment and walk-ins.
- **Harrisonburg:** WIOA Title I services are located with Skyline. The new location is not staffed every day, so a process has been set up where individuals interested in WIOA Title I information about services can request an appointment to speak with someone by phone. Individuals are being seen at libraries and at other partner agencies. A new location has been identified and the process to lease it is underway.
- **Winchester:** The center is open. The building has been sold and the center has to vacate by 3.31.25. Temporary space has been secured at 609 Cedar Creek Grade. The move is taking place during the week of 3.24. WIOA Title I staff and the older worker program staff will have space in any location.
- The Center Management Teams (CMTs), made up of colocated partners, continue to meet monthly.
- Provided support and problem-solving strategies to the Centers Manager and the Virginia Works Managers in Fishersville and Winchester.

### 3. Facilitating monthly meetings of the MOU Partners,

- At the beginning of each program year the partners develop a set of goals that align to and support the WDB's strategic goals. The goals for 2024-2025 are below.
  - Focus on service delivery. With changes in how people access services, thinking about how methods to delivering services may need to change.
  - Identifying, designing, and implementing remote access points.
    - Defining access points
  - Expand capacity for and concept of training, including workbased learning to include apprenticeship, OJT, work experience, internships and virtual opportunities.
  - Ongoing work on ensuring communication among partners. Establishing clear communication protocols to keep everyone connected.
- In recent months there have been reports of company layoffs. The partners are briefed at these meetings and discussions ensue with ideas for strategies.



#### 4. Data Report

##### Summary: Foot Traffic

The number of first-time visitors for the period:

	Fishersville	Winchester	Harrisonburg <sup>1</sup>
January 2025	161	74	0
December 2024	167	49	0

##### Summary: Virtual Services Delivered<sup>2</sup>

Organization	November 2024 through Jan 2025	Off Site Appointments	August through October 2024	Off Site Appointments
Adult Ed (Laurel Ridge)	311 (82 unduplicated)	2,449 (1,020 unduplicated)	548 (89 unduplicated)	4,146 (791 unduplicated)
Adult Ed (Region 6)	137 (33 unduplicated – no report for Dec/Jan)	3,228 (679 unduplicated)	428 (75 unduplicated)	7,235 (1,939 unduplicated)
DBVI	331	73	291	180
DARS				
WIOA (Y/A/DW)	86		207	41
Virginia Works (Harrisonburg and Fishersville)	1,830	55	1,978	134
Virginia Works (Winchester)	2,805		3,693	17
Telamon			2	

#### DARS

##### Harrisonburg DARS:

December Applications YTD:	55
January Applications YTD:	78 (increase of 23)
December Plans YTD:	42
January Plans YTD:	52 (increase of 10)
December Successful Closures YTD:	20
January Successful Closures YTD:	26 (increase of 6)

<sup>1</sup> The Harrisonburg facility has been closed. However, staff meets with individuals at the library and other locations as well as virtually.

<sup>2</sup> This data is not complete for all partners as all partners either do not report or do not report every month. The primary purpose of this data is to provide information on 'level of effort' rather than a count of the number of individuals seen, although some partners report both.

**Fishersville DARS:**

December Applications YTD:	77
January Applications YTD:	87 (increase of 10)
December Plans YTD:	57
January Plans YTD:	74 (increase of 17)
December Successful Closures YTD:	26
January Successful Closures YTD:	36 (increase of 10)

**Winchester DARS:**

December Applications YTD:	54
January Applications YTD:	74 (increase of 20)
December Plans YTD:	48
January Plans YTD:	62 (increase of 14)
December Successful Closures YTD:	25
January Successful Closures YTD:	36 (increase of 11)

Full Data Reports available on request.



# Shenandoah Valley Business Services Oct 2024 - March 2025

## By the Numbers

**Wagner Peyser Services** Job Matching, Posting, General Employer Support  
707 Employers // 7,391 Services

**Rapid Response**~ Addiction Allies, IAC, Big Lots, Gracebuilt Creative Learning Center, Sullivan Mechanical Contractors

**New Employers** - *Buc-ees (Mt Crawford); Serioplast (Shenandoah County)*

**Expansions**-*Shamrock Farms (28 jobs); Massanutten Resort (45 jobs)*

## Employer Workshops

- GARCC Employer Symposium (50 employers)
- Page/Luray Business Resource Fair (40 employers)
- Rockbridge Business Resource Fair (20 employers)

## Business Solutions Team

Talent Pathways Initiative & Health Science Initiative  
Employers - Sayre, Daikin Applied, Vector, Continental SV Combined - USPS; Virginia State Police  
Workgroups - Job Fair; WBL; Work Ready; ESL

### Network2Work

New Employers - Daikin Applied, The Plant Company

## Hiring Events

55+ Hiring Events  
Library Partnerships  
(for monthly Center events)

**WE ARE  
HIRING**

## Additional Activities- 2025

- VA Works 101, VA Hired and VA Has Jobs
- VPGC Tour (February)
- Business Services Statewide Kickoff 3/12
- Employer Expo - 5/15
- B2B Event TBD (Luray)



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VIRGINIA  
CAREER WORKS

SHENANDOAH VALLEY REGION



Shenandoah Valley Workforce Development Board

PY 2024 State Level	ETA 9173 - Quarter 1			ETA 9173 - Quarter 2		
	Quarter 1			Quarter 2		
	PY 24 Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level	
<b>Adult</b>						
Employment 2nd Quarter after Exit	82.00%	81.00%	98.8%	82.10%	100.1%	
Employment 4th Quarter after Exit	80.00%	83.60%	104.5%	83.10%	103.9%	
Median Earnings 2nd Quarter after Exit	\$7,500.00	\$8,872.00	118.3%	\$8,836.00	117.8%	
Credential Attainment within 1 year	75.00%	74.70%	99.6%	74.50%	99.3%	
Measurable Skills Gain	70.00%	37.90%	54.1%	61.00%	87.1%	
<b>Dislocated Workers</b>						
Employment 2nd Quarter after Exit	86.00%	81.30%	94.5%	85.80%	99.8%	
Employment 4th Quarter after Exit	84.00%	76.40%	91.0%	82.10%	97.7%	
Median Earnings 2nd Quarter after Exit	\$9,500.00	\$9,415.00	99.1%	\$9,457.00	99.5%	
Credential Attainment within 1 year	73.00%	61.40%	84.1%	65.50%	89.7%	
Measurable Skills Gain	67.00%	40.70%	60.7%	62.70%	93.6%	
<b>Youth</b>						
Employment 2nd Quarter after Exit	77.00%	76.40%	99.2%	79.50%	103.2%	
Employment 4th Quarter after Exit	76.00%	83.00%	109.2%	83.50%	109.9%	
Median Earnings 2nd Quarter after Exit	\$4,500.00	\$5,600.00	124.4%	\$5,287.00	117.5%	
Credential Attainment within 1 year	68.50%	65.60%	95.8%	71.60%	104.5%	
Measurable Skills Gain	67.00%	32.60%	48.7%	52.80%	78.8%	

PY 2024 LWDA 04	Quarter 1 LWDA 04		Quarter 2 LWDA 04		
	PY 24 Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level
<b>Adult</b>					
Employment 2nd Quarter after Exit	83.00%	87.50%	105.4%	86.40%	104.1%
Employment 4th Quarter after Exit	81.00%	83.30%	102.8%	84.10%	103.8%
Median Earnings 2nd Quarter after Exit	\$8,000.00	\$9,123.00	114.0%	\$10,438.00	130.5%
Credential Attainment within 1 year	75.00%	100.00%	133.3%	71.80%	95.7%
Measurable Skills Gain	75.00%	40.00%	53.3%	36.80%	49.1%
<b>Dislocated Workers</b>					
Employment 2nd Quarter after Exit	86.00%	100.00%	116.3%	100.00%	116.3%
Employment 4th Quarter after Exit	85.00%	100.00%	117.6%	100.00%	117.6%
Median Earnings 2nd Quarter after Exit	\$9,300.00	\$9,280.00	99.8%	\$12,133.00	130.5%
Credential Attainment within 1 year	75.00%	100.00%	133.3%	100.00%	133.3%
Measurable Skills Gain	72.00%	0.00%	0.0%	0.00%	0.0%
<b>Youth</b>					
Employment 2nd Quarter after Exit	79.00%	85.70%	108.5%	80.00%	101.3%
Employment 4th Quarter after Exit	77.00%	0.00%	0.0%	100.00%	129.9%
Median Earnings 2nd Quarter after Exit	\$4,700.00	\$8,678.00	184.6%	\$8,678.00	184.6%
Credential Attainment within 1 year	73.00%	0.00%	0.0%	100.00%	137.0%
Measurable Skills Gain	75.00%	0.00%	0.0%	0.00%	0.0%



## **Policy and Procedure**

<b>Title:</b>	Work Based Training (formerly OJT)	<b>Number:</b>	OP-12-09
<b>Effective Date:</b>	March 1, 2025	<b>Revisions:</b>	7/11/19; 1/30/25

### **Purpose**

The purpose of this policy is to establish guidelines for the arrangement of OJT, Work Experience, and Transitional Jobs where an individual will be able to learn an employment related skill, gain work experience, and/or qualify for a particular occupation through demonstration and practice.

### **Reference**

- Federal Register 20 CFR 680
- Dept. of Labor TEGL 03-15
- Dept. of Labor TEGL 19-16

### **Policy**

On-the-Job Training must be provided through a contract that provides a structured training opportunity for the OJT Trainee to gain the knowledge and skills to be competent in the job for which they are hired. The contract must be completed and signed by all parties before the OJT Trainee may begin the OJT training.

OJT may be sequenced with other WIOA program services such as work experience, classroom training or basic skills training.

### **Definitions**

#### ***On-the-job training (OJT)***

OJT is a strategic employment service that supports the business community in their hiring process by adding staff capacity, productivity and training at reduced costs to the employer and is a vehicle for eligible job seekers to build their skills and re-establish their employment status. OJT benefits employers by reducing the cost of training new employees.

- A. Training by an employer that is provided to a paid employee while engaged in productive work in a job; and
- B. Knowledge or skills training that is essential to the full and adequate performance of the job; and
- C. Training that provides reimbursement to the employer of up to fifty percent of the wage rate of the WIOA participant, for the extraordinary costs of providing the training and additional supervision related to the training.
- D. OJT training funded by non-WIOA sources may allow higher rates of reimbursement in accordance with grant specifications.

#### ***Registered Apprenticeship Programs***

OJT contracts may be written with registered apprenticeship programs or participating employers in registered apprenticeship programs for the on-the-job training portion of the registered apprenticeship program.

#### ***Work Experience (WE)***

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 workplace may be in the private for-profit sector, the non-profit sector, or the public sector.

#### ***Transitional Job (TJ)***

A Transitional Job (TJ) seeks to connect individuals with chronic unemployment or an inconsistent

work history, with opportunities to build workplace skills and job history. TJ is a paid work experience that:

- Is time limited and subsidized;
- Is in the private for-profit sector, the non-profit sector, or the public sector;
- Is provided to individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- Is combined with comprehensive employment services and supportive services; and
- Is designed to help participants establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

*Individuals with "chronic unemployment" or and "inconsistent work history" are those who:*

- *Have been unemployed for 13 weeks or longer; or*
- *Were unemployed at least 26 of the past 52 weeks; or*
- *Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.*

## **Eligibility**

### **A. Participant Eligibility:**

1. OJT, WE, and TJ participants are WIOA participants who, after objective assessment(s) have a documented plan indicating the participant is in need of, and can benefit from, OJT, WE, or TJ;
2. Employers may refer an individual to a WIOA program when an individual has applied for employment but has not been hired. The job seeker, if eligible for WIOA services, may then be enrolled in an OJT contract with the employer who initially referred the job seeker.
3. When a participant is referred to an employer for an OJT, WE, or TJ, the employer will interview the participant and determine if the participant will fit their employment need before entering into a contract.

### **B. Employer Eligibility for OJT only:**

1. Employer may be public, non-profit, or private sector, and must provide a Federal Employer Identification Number;
2. Must have been in business and had one, or more, employees for at least one year;
3. Must have adequate personnel to provide sufficient supervision and training;
4. Must provide a minimum of 50% of the employee's wage throughout the training period (This minimum is applicable to WIOA programs only);
5. Must provide benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work;
6. Must not have a history or pattern of failing to provide OJT participants with continued employment with wages, benefits, and working conditions that are equal to those provided regular employees who have worked a similar length of time and are doing the same type of work;
7. Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her job at the original location; and
8. Must not use OJT assignments to displace regular employees, or to replace any employee on layoff status.
9. Must be the actual employer of record for all participant wages. A temp or payroll agency may not serve as the employer of record.
10. OJT training cannot involve political activity.
11. OJT training funds cannot be used to assist, promote or deter union organizing or activity. OJT contracts shall not be provided in any occupation in which a labor union represents employees engaged in similar work without giving such organization an opportunity to comment.
13. The employer must notify the contractor representative immediately if any reduction in force is planned or takes place. The OJT contract may be discontinued if it is viewed as affecting other workers, even in an indirect manner.
14. The employer must maintain workers compensation insurance, if required by law, and shall provide assurances that they are, and will remain, in compliance with all employment tax reporting requirements.

15. Cannot be for employer occupations that have commissions as the primary source of income.
16. Cannot be for intermittent and seasonal employer occupations.
17. Cannot be for an employer position that will be converted into contractor (non-payroll) position.
18. OJT position must be full-time and also lead to a full-time position. The SVWDB defines full-time work as no less than 35 hours per week.

### **C. Payments to Employers:**

1. Are deemed to be compensation for the extraordinary costs associated with training participants including additional supervision, training and the costs associated with the lower productivity of the participants, and those extraordinary costs need not be documented by the employer; and
2. Must not be in excess of 50 percent of the wage rate of the WIOA OJT participant. Other grants may allow a greater percentage of reimbursement to the employer.
3. Payment can only be made for actual hours worked and paid, not holidays or paid leave.
4. If the position is paid by salary, rather than by an hourly wage, the rate shall be calculated by multiplying the monthly salary by 12, and then dividing that total by 2080, to calculate an hourly rate of pay on which to base the allowed percentage of reimbursement.

### **D. Duration:**

An OJT contract must be limited to the period of time required for a participant to become proficient in the job for which the training is designed. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. An OJT contract must be written for a specific occupation. For WIOA participants, the length of training must be at least 160 hours, but shall not exceed 1,000 hours, and be conducted over no more than 6 months of time, unless prior approval is obtained from the Chief Executive Officer. Other grants may allow shorter or longer training periods. The participant's training plan shall describe the timeline for completion of the training.

### **PROCESS:**

Participants may market themselves to employers as eligible for OJT, either by their own initiative, or with a referral provided to them. The contractor may also market their clients to employers. If interested in a potential contract, the employer is to contact the Adult or Dislocated Worker program representative at the appropriate workforce center.

A review of the employer will ensure that the employer has, or forecasts, sufficient work to provide long-term regular employment for the participant. An on-site visit will ensure that the employer has the necessary equipment, materials and supervision to conduct the training. Consideration will be given to the percentage of subsidized training positions assigned to a particular business/ company. This ratio shall not exceed 20% of the employer's workforce for employers with 10 or more employees. No more than one OJT position is allowed for an employer with less than 10 employees.

The employer will provide a job description of the occupation as performed in the company and a concise outline of the OJT to be given, tasks to be learned, and the approximate hours of training required for each task. Once this information is provided, the Adult or Dislocated Worker program operator will determine the length of the training period and the hourly wage that will be covered by the OJT contract.

If the employer agrees to the length of training and the covered wage, an OJT contract will be prepared. The contract will be in the standard format issued by the SVWDB. This contract must be signed by both parties and in place prior to the start of on-the-job training for any individual. After the contract is prepared, it will be taken to the employer for their signature. After the employer has signed the contract, the appropriate WIOA service provider contractor representative will sign. A copy of the signed contract will be provided to the employer. The original contract will be maintained by the issuing agency.

### **The OJT Training Plan:**



The OJT Training Plan must be signed by the employer, OJT Service Provider and Trainee prior to the commencement of the OJT. The Training Plan is unique and customized for each OJT Trainee. The Training Plan includes the skills to be learned, training hours and evaluation of skills gained.

The employer will submit an OJT monthly progress report and invoice to the appropriate agency for review and approval. The invoice shall be based on hours worked and wages actually paid by the employer. Once the invoice is reviewed and approved by the contractor representative, that agency will then reimburse the employer for training costs. Invoices are designed to allow for flexibility in billing for wages paid for pay periods which may vary by employer and bridge calendar months.

All OJT worksites shall be open to review and inspection by local, state, and federal monitors. Program Operators will notify OJT employers of this requirement at the time of, or before, the OJT contract is put in place.

**Exceptions**

Exceptions to these policies must be submitted to the SVWDB Chief Executive Officer for approval in advance of entering into any contractual agreement with an employer. Any exception must be requested in writing and contain detailed justification for the exception being requested.

Revisions:

January 30, 2025

July 11, 2019

References:

- WIOA Section 3(44)
- WIOA Section 134©(3)(H)
- 20 CFR Part 680, Subpart F
- SVWDB On-the Job Training (OJT) Guidance and Procedures Manual for further detail

Approved By:

Approved By SVWDB

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CEO

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WDB Chair



## Policy and Procedure

<b>Title:</b>	Work Based Training (formerly OJT)	<b>Number:</b>	OP-12-09
<b>Effective Date:</b>	<del>July 1, 2012</del> March 1, 2025	<b>Revisions:</b>	7/11/19; <del>1/30/25</del>

Commented [LS1]: This is really not a procedure - it is the policy. I wrote the procedures manual which is referenced. I would delete.

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### Purpose

The purpose of this policy is to establish guidelines for the arrangement of OJT, Work Experience, and Transitional Jobs where an individual will be able to learn an employment related skill, gain work experience, and/or qualify for a particular occupation through demonstration and practice.

### Reference

- Federal Register 20 CFR 680
- Dept. of Labor TEGL 03-15
- Dept. of Labor TEGL 19-16

### Policy

On-the-Job Training must be provided through a contract that provides a structured training opportunity for the OJT Trainee to gain the knowledge and skills to be competent in the job for which they are hired. The contract must be completed and signed by all parties before the OJT Trainee may begin the OJT training.

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OJT may be sequenced with other WIOA program services such as work experience, classroom training or basic skills training.

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### Definitions

#### On-the-job training (OJT)

OJT is a strategic employment service that supports the business community in their hiring process by adding staff capacity, productivity and training at reduced costs to the employer and is a vehicle for eligible job seekers to build their skills and re-establish their employment status. OJT benefits employers by reducing the cost of training new employees.

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A. Training by an employer that is provided to a paid employee while engaged in productive work in a job; and

B. Knowledge or skills training that is essential to the full and adequate performance of the job; and

C. Training that provides reimbursement to the employer of up to fifty percent of the wage rate of the WIOA participant, for the extraordinary costs of providing the training and additional supervision related to the training.

D. OJT training funded by non-WIOA sources may allow higher rates of reimbursement in accordance with grant specifications.

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#### Registered Apprenticeship Programs

OJT contracts may be written with registered apprenticeship programs or participating employers in registered apprenticeship programs for the on-the-job training portion of the registered apprenticeship program.

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#### Work Experience (WE)

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 workplace may be in the private for-profit sector, the non-profit sector, or the public sector.

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### ***Transitional Job (TJ)***

A Transitional Job (TJ) seeks to connect ~~individuals, individuals~~ with chronic unemployment or an inconsistent work history, with opportunities to build ~~work-place workplace~~ skills and job history. TJ is a paid work experience that:

- Is time limited and subsidized;
- Is in the private for-profit sector, the non-profit sector, or the public sector;
- Is provided to individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- Is combined with comprehensive employment services and supportive services; and
- Is designed to help participants establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

*Individuals with "chronic unemployment" or and "inconsistent work history" are those who:*

- *Have been unemployed for 13 weeks or longer; or*
- *Were unemployed at least 26 of the past 52 weeks; or*
- *Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.*

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**Eligibility**

**A. Participant Eligibility:**

- 1. OJT, WE, and TJ participants are WIOA participants who, after objective assessment(s) have a documented plan indicating the participant is in need of, and can benefit from, OJT, WE, or TJ-;
- 2. Employers may refer an individual to a WIOA program when an individual has applied for employment but has not been hired. ~~This is called reverse-referral.~~ The job seeker, if eligible for WIOA ~~services~~services, may then be enrolled in an OJT contract with the employer who initially referred the job seeker.
- 3. When a participant is referred to an employer for an OJT, WE, or TJ, the employer will interview the participant and determine if the participant will fit their employment need before entering into a contract.

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**B. Employer Eligibility for OJT only:**

- 1. Employer may be public, non-profit, or private sector, ~~-~~ and must provide a Federal Employer Identification Number;
- 2. Must have been in business and had one, or more, employees for at least one year;
- 3. Must have adequate personnel to provide sufficient supervision and training;
- 4. Must provide a minimum of 50% of the employee's wage throughout the training period (This minimum is applicable to WIOA programs only);
- 5. Must provide benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work;
- 6. Must not have a history or pattern of failing to provide OJT participants with continued employment with wages, benefits, and working conditions that are equal to those provided regular employees who have worked a similar length of time and are doing the same type of work;
- 7. Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her job at the original location; and
- 8. Must not use OJT assignments to displace regular employees, or to replace any employee on layoff status.
- 9. Must be the actual employer of record for all participant wages. A temp or payroll agency may not serve as the employer of record.
- 10. OJT training cannot involve political activity.
- 11. OJT training funds cannot be used to assist, promote or deter union organizing or activity. OJT contracts shall not be provided in any occupation in which a labor union represents employees engaged in similar work without giving such organization an opportunity to comment.
- 13. The employer must notify the contractor representative immediately if any reduction in force is planned or takes place. The OJT contract may be discontinued if it is viewed as affecting other workers, even in an indirect manner.
- 14. The employer must maintain workers compensation insurance, if required by law, and shall provide assurances that they are, and will remain, in compliance with all employment tax reporting requirements.
- 15. Cannot be for employer occupations that have commissions as the primary source of income.
- 16. Cannot be for intermittent and seasonal employer occupations.
- 17. Cannot be for an employer position that will be converted into contractor (non-payroll) position.
- 18. OJT position must be full-time and also lead to a full-time position. The SVWDB defines full-time work ~~(defined as at no less than least 30 hours per week).~~

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Commented [LS2]: Do you want to leave this at 30? I would opt for 35 hours as that is more of a full time job and the docs sent by Natalie says that the job has to be 35 hours after successful completion of the OJT. Seems to me since this is an employee it should start the same.

**C. Payments to Employers:**

- 1. Are deemed to be compensation for the extraordinary costs associated with training participants including additional supervision, training and the costs associated with the lower productivity of ~~±~~ the participants, and those extraordinary costs need not be documented by the employer; and
- 2. Must not be in excess of 50 percent of the wage rate of the WIOA OJT participant. Other grants may allow a greater percentage of reimbursement to the employer.

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3. Payment can only be made for actual hours worked and paid ~~not~~ (not holidays or paid leave).

4. If the position is paid by salary, rather than by an hourly wage, the rate shall be calculated by multiplying the monthly salary by 12, and then dividing that total by 2080, to calculate an hourly rate of pay on which to base the allowed percentage of reimbursement.

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**D. Duration:**

An OJT contract must be limited to the period of time required for a participant to become proficient in the job for which the training is designed. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. An OJT contract must be written for a specific occupation. For WIOA participants, the length of training must be at least 160 hours, but shall not exceed 1,000 hours, and be conducted over no more than 6 months of time, unless prior approval is obtained from the Chief Executive Officer. Other grants may allow shorter or longer training periods. The participant's training plan shall describe the timeline for completion of the training.

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**Procedure**

**PROCESS:**

Participants may market themselves to employers as eligible for OJT, either by their own initiative, or with a referral provided to them. The contractor may also market their clients to employers. If interested in a potential contract, the employer is to contact the Adult or Dislocated Worker program representative at the appropriate workforce center.

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A review of the employer will ensure that the employer has, or forecasts, sufficient work to provide long-term regular employment for the participant. An on-site visit will ensure that the employer has the necessary equipment, materials and supervision to conduct the training. Consideration will be given to the percentage of subsidized training positions assigned to a particular business/ company. This ratio shall not exceed 20% of the employer's workforce for employers with 10 or more employees. No more than one OJT position is allowed for an employer with less than 10 employees.

The employer will provide a job description of the occupation as performed in the company and a concise outline of the OJT to be given, tasks to be learned, and the approximate hours of training required for each task. Once this information is provided, the Adult or Dislocated Worker program operator will determine the length of the training period and the hourly wage that will be covered by the OJT contract.

If the employer ~~is agreeable~~agrees to the length of training and the covered wage, ~~then~~ an OJT contract will be prepared. The contract will be in the standard format issued by the SVWDB. This contract must be signed by both parties and in place prior to the start of on-the-job training for any individual.

After the contract is prepared, it will be taken to the employer for their signature. After the employer has signed the contract, the appropriate WIOA service provider contractor representative will sign. A copy of the signed contract will be provided to the employer. The original contract will be maintained by the issuing agency.

**The OJT Training Plan:**

The OJT Training Plan must be signed by the employer, OJT Service Provider and Trainee prior to the commencement of the OJT. The Training Plan is unique and customized for each OJT Trainee. The Training Plan includes the skills to be learned, training hours and evaluation of skills gained.

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The employer will submit an OJT monthly progress report and invoice to the appropriate agency for review and approval. The invoice shall be based on hours worked and wages actually paid by the employer. Once the invoice is reviewed and approved by the contractor representative, that agency will then reimburse the employer for training ~~costs~~costs. Invoices are designed to allow for flexibility in billing for wages paid for pay periods which may vary by employer and bridge calendar months.

All OJT worksites shall be open to review and inspection by local, state, and federal monitors. Program Operators will notify OJT employers of this requirement at the time of, or before, the OJT contract is put in place.

**Exceptions**

Exceptions to these policies must be submitted to the SVWDB Chief Executive Officer for approval in advance of entering into any contractual agreement with an employer. Any exception must be requested in writing and contain detailed justification for the exception being requested.

**Revisions:**

January 30, 2025

July 11, 2019

**References:**

- WIOA Section 3(44)
- WIOA Section 134©(3)(H)
- 20 CFR Part 680, Subpart F
- SVWDB On-the Job Training (OJT) Guidance and Procedures Manual for further detail

Approved By: \_\_\_\_\_ Approved By SVWDB

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CEO \_\_\_\_\_ WDB Chair

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## **Policy and Procedure**

<b>Title:</b>	Youth Incentive Policy	<b>Number:</b>	OP 14-01
<b>Effective Date:</b>	September 18, 2014	<b>Revisions:</b>	<del>10/10/19</del> 2.26.25

### **Purpose**

The purpose of this policy and procedure is to establish guidelines for the provision of incentives for youth for recognition and achievement of goals that are tied to individualized career activities.

### **Reference**

P.L.113-128 Workforce Innovation and Opportunity Act (WIOA) sections 129 and 150.

20 CFR § 681.640,650

2CFR 200.302 (b)(4) & 303

TEGL 8-15

### **Youth:**

Incentives are designed to encourage successful participation in youth program activities. These incentives must support the goals of SVWDB Youth programs as documented in the client's Individual Services Strategy (ISS). Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills and/or basic skills attainment goals as stated in the client's ISS and documented in accordance with applicable WIOA regulations. Incentives will be in the form of a check. Under no circumstances may a client be given cash. These rewards are intended to provide an incentive for the youth's continued participation in an activity by recognizing good performance or attendance.

### **Procedure**

#### **Youth:**

Programmatic goals shall be documented in the client's Individual Service Strategy. Goals must be specific and measurable in objective terms. Based on funding availability, incentives can be given up to the amounts listed for each goal achieved. If there are questions regarding funding availability, contact the SVWDB CFO to discuss funding concerns. If it is jointly determined by the CFO and service provider that funding is not available, the SVWDB CEO will send confirmation to Center management that incentives have been placed on hold until the beginning of the next program year.

Achievements eligible for an incentive award require documentation for the award. Award amounts include:

1. Attain high school diploma or GED, evidenced by copy of high school diploma or GED.: \$100
2. Career pathway exploration activities or Leadership activities, evidenced by attendance sheets documenting completion of 3 activities: \$50.00 total
3. Complete basic work readiness, or occupational skills attainment goals, evidenced by attendance sheets documenting completion of 3 Skills to Success activities: \$25.00 for each set of 3 activities completed not to exceed \$50 total.
4. Complete CASAS (or comparable US DOL accepted test such as TABE) post-test demonstrating attainment of literacy/numeracy gain, evidenced by printed CASAS (or comparable) results: \$25.00 per post-test maximum of 2 payments
5. Attain a post-secondary credential (occupational certificate, diploma or degree), evidenced by copy of the credential: \$100.00
6. In addition, an incentive of \$200 will be given for the successful completion of all work experience hours. See Youth Work Experience Policy, #OP-18-01, for further information on this incentive.

Youth incentive awards are limited to a lifetime amount of \$500.00 maximum per eligible youth.



Exceptions may be granted by the SVWDB CEO. Requests for a waiver must be submitted in writing and clearly state why an exception should be made for that particular client. Approved waivers must be in place prior to the exception activity.

Attainment of goals identified in the ISS also must be clearly documented in the client's file and in the Virginia Workforce Connection System. An Incentive Tracking Log must be maintained and list all incentives awarded to each youth; the log is provided by the SVWDB. Incentive awards shall be made in a uniform and consistent manner, as explained in this policy and procedure, that ensures all participants receive equal rewards for equal achievement.

**Documentation for any program**

Case managers must maintain an Incentive Tracking Log provided by SVWDB listing all incentives awarded to each youth. Attainment of goals must be clearly documented in the client's file and in the Virginia Workforce Connection System. The client's receipt of checks, cash equivalents, or a material reward shall be acknowledged by them in the form of a signature documented on the Participant Receipt Form. The Incentive Tracking Log shall include, at a minimum, the client's name, VOS State ID number, funding stream, specific goal accomplished that is being rewarded, and the amount and type of incentive. The Incentive Tracking Log shall be maintained in the client's folder, with a copy submitted for reimbursement. The Incentive Tracking Log shall be signed by the client receiving the incentive and by the case manager who delivered it to them.

Program operators must track the costs of incentives to the specific funding stream in which the client receiving the reward is participating and shall bill the SVWDB accordingly. Checks are the only allowable form for an incentive payment and the program operator will follow financial policies in place for reimbursement from the SVWDB.

**Revisions:** November 19, 2015  
April 11, 2019  
October 10, 2019  
February 26, 2025

Approved By:

Approved By SVWDB

\_\_\_\_\_  
CEO

\_\_\_\_\_  
WDB Chair

Policy and Procedure



<b>Title:</b>	Youth Incentive Policy	<b>Number:</b>	OP 14-01
<b>Effective Date:</b>	September 18, 2014	<b>Revisions:</b>	<del>10/10/19</del> 2.26.25

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The purpose of this policy and procedure is to establish guidelines for the provision of incentives for youth for recognition and achievement of goals that are tied to individualized career activities.

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Achievements eligible for an incentive award require documentation for the award. Award amounts include:

1. Attain high school diploma or GED, evidenced by copy of high school diploma or GED.: \$100
2. Career pathway exploration activities or Leadership activities, evidenced by attendance sheets documenting completion of 3 activities: \$50.00 total
3. Complete basic work readiness, or occupational skills attainment goals, evidenced by attendance sheets documenting completion of 3 Skills to Success activities: \$25.00 for each set of 3 activities completed not to exceed \$50 total.
4. Complete ~~CASAS (or comparable US DOL accepted test such as TABE)~~ post-test demonstrating attainment of literacy/numeracy gain, evidenced by printed ~~CASAS (or comparable)TABE\_~~ results: \$25.00 per post-test maximum of 2 payments
5. Attain a post-secondary credential (occupational certificate, diploma or degree), evidenced by copy of the credential: \$100.00
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**Revisions:** November 19, 2015  
April 11, 2019  
October 10, 2019  
[February 26, 2025](#)





## Policy and Procedure

<b>Title:</b>	Individual Training Accounts (ITA)	<b>Number:</b>	OP-12-07
<b>Effective Date:</b>	February 20, 2025	<b>Revised:</b>	1.20.25, 9/14/17, 8/22/18, 10/13/22

### Purpose

The purpose of training is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. This procedure is intended to define and establish parameters for Individual Training Accounts (ITA) development and expenditures for Adults, Dislocated Workers and Out of School Youth. ISY between the ages of 18 and 21 may co-enroll in the WIOA Adult program if deemed appropriate.

### References

- 1 VCCS Virginia Workforce Letter 14-17
- 2 • Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA) Sec. 129(c)(2)(D) and Sec. 134(c)(G)
- 3 • 20 CFR 680.230; .300; .310(d); .320; and .330
- 4 • 20 CFR 681.550
- 5 • TEGL 10-23
- 6 • TEN 19-22

### Description

A WIOA-eligible registrant is enrolled in a training program if the Individual Employment Plan (IEP) supports that the training is necessary to transition the participant into the workforce. The training must support the stated purpose of WIOA and be in accordance with the description of training as contained in the Act. Whenever feasible, training vendors will be requested to allow participants to receive credit for required courses when equivalent courses have been completed and can be documented from other training institutions. Additionally, costs associated with credit-by-exam testing will be treated as a training cost if the testing relates to the curriculum of study.

### Procedure

- 1) Eligibility. All recipients of training funds must be eligible based upon criteria established under the Act. WIOA requires the coordination of training costs with funds available under other grant assistance {Section 134(d)(4)(B)}. **WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay for the costs of their training or require assistance beyond that available under grant assistance from other sources, including PELL Grants, to pay the costs of such training.** To avoid duplicate payment of costs when an individual is eligible for both WIOA and other assistance, including a PELL Grant, case managers shall consider all available sources of funds, excluding loans in determining an individual’s overall need for WIOA funds. Individuals must maintain an active application status for PELL assistance. The exact mix of funds shall be determined based on the availability of funding for either training costs or supportive services, with the goal of ensuring that the costs of the training program the participant selects are fully paid, and that necessary supportive services are available so that the training can be completed successfully. **The total training budget will be supplied by the vendor based upon a formula used by institutions that determine financial aid.**
- 2) Occupational Areas of Training. The training provided through ITAs is for the sole purpose of facilitating transition into the workforce. All training will be for occupations in demand in the labor

market and determined to be of priority by the SVWDB. To assist in the approval of ITA requests, the Virginia Community College System provides a relevant database for identifying appropriate areas of training. All training must be supported by local labor market data that is furnished by the Virginia Works, Weldon Cooper Center or other appropriate source.

**Special Training.** Requests for a waiver in order to provide Special Training may be considered by the SVWDB. Such requests must be approved in advance by the SVWDB CEO. Participants requesting training in occupations not designated as a priority by the Board and/or not supported by local labor market data, but whose Individual Employment Plan supports pursuit of such training must meet at least one of the following conditions:

- a) The participant is planning to relocate to a geographic location where the occupation is in demand;
  - b) An area employer provides documented support for the need for trained personnel in a particular occupation; or
  - c) A written commitment is provided by an employer to hire the individual upon completion of their training.
- 3) Training Selection. Training will be provided for priority occupations only as determined by the Board by an institution or organization certified as meeting the criteria and having completed the procedures outlined to be a SVWDB approved training provider. Participants will select from the list of providers certified by the SVWDB. Training providers certification may be based on factors such as, but are not limited to, overall performance; industry skill standards; performance for significant customer groups (which includes wage replacement rates for dislocated workers); performance of specific provider sites, current information on employment and wage trends and projections; and duration of training programs.

The Virginia Workforce System provides a consumer report system with information necessary to choose a provider or program of training services. The database has direct access or links that easily identify providers by region, types of training, provider credentials, costs, class schedules, success rates, and feedback from previous customers, students and clients. These profiles detail information about the character of the institution and provide a wide variety of career education and training options.

- 4) Length of Training. The purpose of training services is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. Training length will vary according to the type of training and the requirements outlined in the vendor agreement. Because entering or returning to the workforce is a priority under WIOA, training cannot exceed more than 24 calendar months. If the participant IEP includes training lasting more than 24 months, a waiver must be requested PRIOR to beginning the training.
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- 7) Cost Limitation. The SVWDB limits training cost (Per Participant) to no more than **\$5,800 for classroom training or \$8,800 if an individual participates in an OJT after completion of classroom training** within a fiscal year (July 1 through June 30), except as approved by the SVWDB CEO prior to the expenditure of funds. Funding of training, supportive services and needs-related payments may not exceed a total of **\$14,750** per fiscal year. (See Policy for Supportive Services).
- 8) Required ITA Documentation to be maintained in participant file: copy of the signed ITA Agreement, copy of curriculum, class schedule, begin and end dates of training, copy of service providers "Obligation Form," Payment Authorization to training provider, invoice from training provider, proof of payment, transcript or other indication of progress, attendance records, copy

of participant grades, and copy of license/certification.

All WIOA registrants will be made aware of any excess cost of training not covered by the program for which they will be responsible. Program operators are expected to work closely with participants to determine the individuals' ability to contribute to the cost of training and negotiate a funding plan that will adequately meet the needs of the participant while using WIOA funding in the most efficient manner possible. In addition to funds specifically included in their contract, the operator may have an amount allocated to them to provide participant training which is then paid directly by the SVWDB to the approved training provider.

9) Administration. All requests for ITA funding must be supported in the participant's IEP. Regular contact with the participant is required. All participants are required to complete face-to-face training performance reviews with their case manager on, at minimum, a quarterly/semester/module basis in accordance with the timeframes outlined on the IEP. ITA funding is only authorized on a semester/quarterly/module basis and requires documentation that the participant has successfully completed previous work. This necessitates that the participant maintains ongoing contact with the case manager, and allows for discontinuation of funding for students who are not performing or demonstrating satisfactory progress toward completion of training goals. Students are expected to maintain no less than a cumulative 2.0 grade point average for the year in order to continue to receive WIOA funding.

**Waivers**

A waiver to the above maximum specifications may be requested from the SVWDB CEO on a case-by-case basis. The necessity for waiver must be sufficiently justified and documented in order for a waiver to be approved.

Revisions:

- February 5, 2025
- September 14, 2017
- August 22, 2018
- October 13, 2022

Approved By:

Approved By SVWDB

\_\_\_\_\_  
CEO

\_\_\_\_\_  
WDB Chair

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**Auxiliary aids and services are available upon request to individuals with disabilities**  
**TDD: VA Relay Center: 711 or 800.828.1120**  
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This workforce product was created using 100% of federal U. S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) award of \$1,460,148 (#AA-33260-19-55-A-51) made to Page County on behalf of the Shenandoah Valley Workforce Development Area by the pass-through entity, the Virginia Community College System. No costs of this product were financed by nongovernmental sources. The information contained herein does not necessarily reflect the official position of the U.S. Dept. of Labor.





## INDIVIDUAL TRAINING ACCOUNT (ITA) AGREEMENT/AUTHORIZATION

Training Provider Name	Customer Name (First and Last)	VaWC State ID	
Training Provider Billing Address	City	State	Zip
Training Provider Contact Name (First and Last)	Contact Phone Number	Extension	Contact Email Address

### Training Program

All tuition, enrollment fees, books, supplies, and materials specifically required for the course(s) are included in the total cost of the training. An itemized list showing costs **must** be attached to this document. Additionally, attach the Program Curriculum and Refund Policy.

Training Program Name		Training Program Start Date	Estimated Completion Date
Total Training Cost	Total Financial Aid/Credit	Total Student Cost	Total ITA Cost

I \_\_\_\_\_ (Customer) understand that this ITA Authorization covers the cost of tuition, enrollment fees, books, supplies, and materials required for this program through the training completion date indicated above. I am financially responsible for any fees not explicitly authorized by this ITA. I authorize all parties to this ITA to release such information as necessary to validate the completion of training and costs associated with such training. Further, I agree to provide employment and salary information for any employment entered into as a result of the training received under this ITA.

\_\_\_\_\_  
Customer Signature Date SVWDB Staff Signature Date

By signing below, the training provider agrees to invoice a true and correct accounting of fees due to this agreement/ authorization and not to charge additional costs to the Shenandoah Valley Workforce Development Board (SVWDB) without its written approval. It is agreed that all eligible grant payments (e.g. PELL and state grants) will be applied against invoices. Invoices should be submitted for payment within ten business days of the customer's training start date or the add/drop date if applicable. If the training provider discontinues the program, the training provider shall reimburse the SVWDB for the unused tuition, if appropriate. In addition, the training provider agrees to provide attendance and grade reports, report excess absences, and provide a copy of any certificates, certifications, licensures, etc., attained by the customer during the program. The training provider shall maintain the customer's data that supports the information submitted for performance measurement. The customer's data shall be available for monitoring or audit by the SVWDB, the State of Virginia, and the Department of Labor. Training providers should maintain participant data for at least five years.

\_\_\_\_\_  
Authorized Training Provider Signature Date

\_\_\_\_\_  
SVWDB Staff Signature Date

\_\_\_\_\_  
SVWDB Manager Signature Date

**Please return to:**

SVWDB Staff Name:	Email: <a href="mailto:Invoices@vcwvalley.com">Invoices@vcwvalley.com</a> cc SVWDB Staff		
SVWDB Staff Email:			
Or Mail to:			
Address	City	State	Zip

**AUTHORIZED ITEMS: (NO ADDITIONS OR SUBSTITUTIONS ALLOWED).** The participant is responsible for any amount above the face value of this agreement and for any items not listed.

**Expense Breakout:**

<b>Description</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total</b>	<b>Agreement #</b>

In the description enter items on separate lines for the training cost and any other items included in the tuition or are part of this ITA:

- Books
- Uniforms
- Equipment



## Policy and Procedure

<b>Title:</b>	Individual Training Accounts (ITA)	<b>Number:</b>	OP-12-07
<b>Effective Date:</b>	<del>March 29, 2012</del> February 20, 2025	<b>Revised:</b>	<del>1.20.25</del> , 9/14/17, 8/22/18, 10/13/22

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### Purpose

The purpose of training is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. This procedure is intended to define and establish parameters for Individual Training Accounts (ITA) development and expenditures for Adults, Dislocated Workers and Out of School Youth. ISY between the ages of 18 and 21 may co-enroll in the WIOA Adult program if deemed appropriate.

### References

- ~~1 • Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA) Sec. 122, 134~~
  - ~~2 • Dept. of Labor TEGL 41-14~~
  - 3 • VCCS Virginia Workforce Letter 14-17
  - ~~4 • Dept. of Labor TEGL 21-16~~
  - 5 • Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA) Sec. 129(c)(2)(D) and Sec. 134(c)(G)
  - 6 • 20 CFR 680.230; .300; .310(d); .320; and .330
  - 7 • 20 CFR 681.550
  - 8 • TEGL 10-23
  - 9 • TEN 19-22
- 4-

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### Description

A WIOA-eligible registrant is enrolled in a training program if the Individual Employment Plan (IEP) supports that the training is necessary to transition the participant into the workforce. The training must support the stated purpose of WIOA and be in accordance with the description of training as contained in the Act. Whenever feasible, training vendors will be requested to allow participants to receive credit for required courses when equivalent courses have been completed and can be documented from other training institutions. Additionally, costs associated with CLEP Testing will be treated as a training cost if the testing relates to the curriculum of study.

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### Procedure

- 1) Eligibility. All recipients of training funds must be eligible based upon criteria established under the Act. WIOA requires the coordination of training costs with funds available under other grant assistance {Section 134(d)(4)(B)}. **WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay for the costs of their training or require assistance beyond that available under grant assistance from other sources, including PELL Grants, to pay the costs of such training.** To avoid duplicate payment of costs when an individual is eligible for both WIOA and other assistance, including a PELL Grant, case managers shall consider all available sources of funds, excluding loans in determining an individual's overall need for WIOA funds. Individuals must maintain an active application status for PELL assistance. The exact mix of funds shall be determined based on the availability of funding for either training costs or supportive services, with the goal of ensuring that the costs of the training program the participant selects are fully

paid, and that necessary supportive services are available so that the training can be completed successfully. **The total training budget will be supplied by the vendor based upon a formula used by institutions that determine financial aid.**

- 2) Occupational Areas of Training. The training provided through ITAs is for the sole purpose of facilitating transition into the workforce. All training will be for occupations in demand in the labor market and determined to be of priority by the SVWDB. To assist in the approval of ITA requests, the Virginia Community College System provides a relevant database for identifying appropriate

areas of training. All training must supported by local labor market data that is furnished by the [Virginia Works Virginia Employment Commission](#), Weldon Cooper Center or other appropriate source.

**Special Training.** Requests for a waiver in order to provide Special Training may be considered by the SVWDB. Such requests must be approved in advance by the SVWDB CEO. Participants requesting training in occupations not designated as a priority by the Board and/or not supported by local labor market data, but whose Individual Employment Plan supports pursuit of such training must meet at least one of the following conditions:

- a) The participant is planning to relocate to a geographic location where the occupation is in demand;
  - b) An area employer provides documented support for the need for trained personnel in a particular occupation; or
  - c) A written commitment is provided by an employer to hire the individual upon completion of their training.
- 3) **Training Selection.** Training will be provided for priority occupations only as determined by the Board by an institution or organization certified as meeting the criteria and having completed the procedures outlined to be a SVWDB approved training provider. Participants will select from the list of providers certified by the SVWDB. Training providers certification may be based on factors such as, but are not limited to, overall performance; industry skill standards; performance for significant customer groups (which includes wage replacement rates for dislocated workers); performance of specific provider sites, current information on employment and wage trends and projections; and duration of training programs.

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- 4) **Length of Training.** The purpose of training services is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. Training length will vary according to the type of training and the requirements outlined in the vendor agreement. Because entering or returning to the workforce is a priority under WIOA, training cannot exceed more than 24 calendar months. If the participant IEP includes training lasting more than 24 months, a waiver must be requested PRIOR to beginning the training.
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9) **Administration.** All requests for ITA funding must be supported in the participant's IEP. Regular contact with the participant is required. All participants are required to complete face-to-face training performance reviews with their case manager on, at minimum, a quarterly/semester/module basis in accordance with the timeframes outlined on the IEP. ITA funding is only authorized on a semester/quarterly/module basis and requires documentation that the participant has successfully completed previous work. This necessitates that the participant maintains ongoing contact with the case manager, and allows for discontinuation of funding for students who are not performing or demonstrating satisfactory progress toward completion of training goals. Students are expected to maintain no less than a cumulative 2.0 grade point average for the year in order to continue to receive WIOA funding.

**Waivers**

A waiver to the above maximum specifications may be requested from the SVWDB CEO on a case-by-case basis. The necessity for waiver must be sufficiently justified and documented in order for a waiver to be approved.

Revisions:  
February 5, 2025  
September 14, 2017  
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October 13, 2022

Approved By: \_\_\_\_\_ Approved By SVWDB

\_\_\_\_\_  
CEO WDB Chair

Date:

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# APPENDIX D

## LOCAL PLAN TEMPLATE

### WORKFORCE INNOVATION AND OPPORTUNITY ACT

**[INSERT LOCAL AREA NAME]**

**SUBMITTED BY**

**[INSERT LOCAL BOARD NAME]**

**PYs JULY 1, 2024 – JUNE 30, 2028**

#### Table of Contents

How to use this Template.....	2
Guidance – Policy Emphasis.....	2
Section 1: Workforce and Economic Analysis.....	3
Section 2: Strategic Vision and Goals.....	5
Section 3: Local Area Partnerships and Investment Strategies .....	6
Section 4: Program Design and Evaluation.....	8
Section 5: Compliance .....	10

## How to use this Template

This template presents the all the required topics for the LWDB plan for PYs 2024-2027. The template includes a guidance section and five sections that require completion. After reviewing the guidance section, address each of the elements included in the five sections. Each element includes a blank space labeled “click here to enter text.” Please enter your responses to each element in these blank spaces. You do **not** need to submit your LWDB strategic plan or action plan documents along with this template. Section 2 of the template requests information from the strategic plan. When fully completed, submit this Local Plan according to the submission instructions in Appendix C.

## Guidance – Policy Emphasis

The areas in this section are receiving statewide emphasis and must be addressed in local plans to meet the requirement of consistency with the Combined State Plan.

- Prepare Virginia’s workers for current and future career pathways that provide competitive wages.
- Deliver workforce services that support business growth in Virginia’s leading-edge economy.
- Provide outreach and recruitment services that increase awareness and access to Virginia’s workforce development ecosystem.
- Reduce workforce system barriers through dynamic collaboration, coordination, and communication with Virginia Works as the hub-and-spoke model.

When creating and implementing this plan, the following regional partners must be included:

- Chief elected officials
- Business representatives
- Labor organizations
- Registered apprenticeships
- Community based organizations
- Youth representatives
- Adult education and literacy programs
- Higher education (including community colleges)
- Economic development
- Employment services under Wagner Peyser
- Vocational rehabilitation
- Social services

Other areas that must be addressed throughout the plan, when appropriate:

- Accessibility
- Use of technology
- Capacity building
- Continuous process improvement
- Streamlining service delivery
- Measuring performance
- Accountability



- Transparency
- Integrating resources

The local plan must ensure compliance with all Virginia Board for Workforce Development (VBWD) policies and Virginia Workforce Letter guidance documents. These documents can be found here: <https://virginiacareerworks.com/practitioners-corner/>

## Section 1: Workforce and Economic Analysis

Please answer the questions in Section 1 in approximately twelve (12) pages. You will not be penalized for going over the page limit. The Virginia Works' labor market information website, <https://virginiaworks.com>, contains information that may help you address elements 1.1 through 1.7.

1.1 A descriptive analysis of the regional economic conditions, including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations. [WIOA Sec. 108(b)(1)(A)]

[Click here to enter text.](#)

1.2 A descriptive analysis of the knowledge and skills required to meet the employment needs of the employers in the local area, including employment requirements for in-demand industry sectors and occupations. [WIOA Sec. 108(b)(1)(B)]

As appropriate, a local area may use an existing analysis, which is a timely current description of the regional economy, to meet the requirements of this section. Local areas are encouraged to utilize regional economic development strategic plans in the identification and prioritization of industry sectors.

[Click here to enter text.](#)

1.3 An analysis of the local workforce, including current labor force employment (and unemployment) data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. [WIOA Sec. 108(b)(1)(C)]

[Click here to enter text.](#)

1.4 An analysis of the workforce development activities (including education and training) in the region to address the identified education and skill needs of the workforce and the employment needs of employers in the region. [WIOA Sec. 108(b)(1)(D)]

[Click here to enter text.](#)

1.5 An analysis of the strengths and weaknesses of the workforce development activities identified in 1.4 and the capacity to provide these services. [WIOA Sec. 108(b)(1)(D)]

[Click here to enter text.](#)

1.6 Describe and assess the type and availability of youth workforce investment activities in the local area including activities for youth with disabilities, which must include an identification of successful models of such activities. Please include:

- Local area's strategy for ensuring the availability of comprehensive services for all youth
- How the area will identify and select successful providers of youth activities and delivery of the fourteen youth program elements required under WIOA
- Strategies to ensure that all eligible WIOA youth receive access to the required program elements and activities during their enrollment in the WIOA youth program
- How the required program design elements will be addressed as part of the development of youth service strategies
- Strategies to identify, recruit, and retain out-of-school youth, and efforts to ensure the required percent of WIOA youth funds are expended
- Policy regarding serving youth who do not meeting income eligibility guidelines, including appropriate referrals
- Efforts to coordinate with Job Corps, youth opportunity grants where applicable, registered apprenticeship programs, local offices on youth, and other youth services, including those administered through community colleges and other higher education institutions and local human services agencies
- Efforts taken to ensure compliance with applicable child labor and safety regulations
- Pay-for-performance policy as applicable

[WIOA Sec. 108(b)(9)]

[Click here to enter text.](#)

1.7 Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local area, including:

- Access to and delivery of career services (basic, individualized, and follow-up)
- The area's definition of self-sufficiency to be used when determining eligibility for intensive and training services for employed individuals
- The area's definition of hard-to-serve populations with additional barriers to employment

[WIOA Sec. 108(b)(7)]

[Click here to enter text.](#)

## Section 2: Strategic Vision and Goals

Please answer the questions in Section 2 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Section 2 responses should be greatly influenced by the members of the local workforce development board and other community stakeholders.

2.1 Describe the local board's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment). The goals should relate to the performance accountability measures based on primary indicators of performance (found here: <https://www.dol.gov/agencies/eta/performance/performance-indicators>) to support regional economic growth and economic self-sufficiency. [WIOA Sec. 108(b)(1)(E)]

[Click here to enter text.](#)

2.2 Describe how the local board's strategic vision and goals will support the strategies identified in the Virginia Combined State Plan (found here: [virginiaworks.gov](http://virginiaworks.gov)). [WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

2.3 Taking into account the analyses described in 1.1 through 2.2, describe a strategy to work with the entities that carry out the core programs to align resources available to the local area to achieve the local board's strategic vision and goals. [WIOA Sec. 108(b)(1)(F)]

[Click here to enter text.](#)

2.4 Describe the local board strategic plan designed to combine public and private resources to support sector strategies, career pathways, and career readiness skills development. Such initiatives shall include or address:

- Regional vision for workforce development
- Protocols for planning workforce strategies that anticipate industry needs
- Needs of incumbent and underemployed workers in the region
- Development of partners and guidelines for various forms of on-the-job training, such as registered apprenticeships
- Setting of standards and metrics for operational delivery
- Alignment of monetary and other resources, including private funds and in-kind contributions, to support the workforce development system
- Generation of new sources of funding to support workforce development in the region

Adherence to this guidance will satisfy the LWDB's responsibility to prepare a demand plan for the initial year of this local plan, as required in the Code of Virginia Title 2.2 Chapter 24 Section 2.2-2472(E).

[Click here to enter text.](#)

## Section 3: Local Area Partnerships and Investment Strategies

Please answer the questions in Section 3 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Many of the responses below, such as targeted sector strategies, should be based on strategic discussions with the local board and partners.

3.1 Provide a description of the workforce development system in the local area that identifies:

- The programs that are included in that system
- How the local board will work with the entities carrying out core programs and other workforce development programs to support alignment to provide services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006
- How the local board coordinates and interacts with Chief Elected Officials

[WIOA Sec. 108(b)(2)]

[Click here to enter text.](#)

3.2 Describe strategies and services that will be used in the local area to:

- Facilitate engagement of employers, including small employers and employers in in-demand sectors and occupations, in workforce development programs
- Support a local workforce development system that meets the needs of businesses in the local area
- Better coordinate workforce development programs and economic development
- Strengthen linkages between the one-stop delivery system and unemployment insurance programs

These strategies and services may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies, designed to meet the needs of employers in the corresponding region in support of the strategy described in 2.1.

The local board generally serves as the “regional convener” and each regional convener shall develop, in collaboration with other workforce development entities in the region, a local plan for employer engagement. VBWD Policy No. 403-01, Change 1 Business Service Requirements outlines the role and requirements of Local Workforce Areas and Virginia Workforce Centers in providing services to business customers, and presents required actions by the LWDA in regard to implementation of business services to enhance the business customer’s outcomes and satisfaction with the workforce system through Business Services Teams. [WIOA Sec. 108(b)(4), Code of Virginia 2.2. Chapter 24 Section 2.2-2472.1]

[Click here to enter text.](#)

3.3 Describe how the direction given by the Governor and the local board to the one-stop operator to ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. [WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

3.4 Describe how the local board will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the region in which the local area is located (or planning region), and promote entrepreneurial skills training and microenterprise services. [WIOA Sec. 108(b)(5)]

[Click here to enter text.](#)

3.5 Describe how the local board coordinates education and workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. [WIOA Sec. 108(b)(10)]

[Click here to enter text.](#)

3.6 Describe how the local board will collaborate on local workforce investment activities with the community colleges in their area in the planning and delivery of workforce and training services. [WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

3.7 Describe how the local board will coordinate workforce investment activities in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area. [WIOA Sec. 108(b)(11)]

[Click here to enter text.](#)

3.8 Describe the plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system, to improve service delivery and avoid duplication of services. [WIOA Sec. 108(b)(12)]

[Click here to enter text.](#)

3.9 Describe how the local board will coordinate workforce investment activities in the local area with the provision of adult education and literacy activities, including a description of how the local board will carry out the review of local applications. [WIOA Sec. 108(b)(13)]

[Click here to enter text.](#)

3.10 Describe how the local plan shall:

- Specify the policies and protocols to be followed by all the region's workforce development entities when engaging the region's employers
- Address how the region's workforce entities will involve employers in the formation of new workforce development activities
- Identify what activities will be undertaken to address employers' specific workforce needs

[WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

## Section 4: Program Design and Evaluation

Please answer the questions in Section 4 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Many of the responses below, such as career pathways and individual training accounts, should be based on strategic discussions with the local board and partners.

4.1 Describe how the local board, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. [WIOA Sec. 108(b)(3)]

[Click here to enter text.](#)

4.2 Describe how the local board will facilitate the development of career pathways, consistent with the Career Pathways Definitions, to improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable). [WIOA Sec. 108(b)(3)]

[Click here to enter text.](#)

4.3 Describe how the local board will utilize co-enrollment, as appropriate, in core programs to maximize efficiencies and use of resources. [WIOA Sec. 108(b)(3)]

[Click here to enter text.](#)

4.4 Describe one-stop delivery system in the local area, including:

A. The local board's efforts to ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers. [WIOA Sec. 108(b)(6)(A)]

[Click here to enter text.](#)

B. How the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means. [WIOA Sec. 108(b)(6)(B)]

[Click here to enter text.](#)

C. How entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. [WIOA Sec. 108(b)(6)(C)]

[Click here to enter text.](#)

D. Describe the roles and resource contributions of the one-stop partners. [WIOA Sec. 108(b)(6)(D)]

[Click here to enter text.](#)

E. Describe how one-stop centers are implementing and transitioning to an integrated technology-enabled intake and case management information system for core programs and programs carried out by one-stop partners [WIOA Sec. 108(b)(21)]

[Click here to enter text.](#)

F. Describe the services provided by each partner mandated by federal and state law, and other optional partners. [WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

G. Identify the Virginia Workforce Center Operator for each site in the local area. [WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

H. Identify the physical locations of each comprehensive Virginia Workforce Center in the local area, and the co-location strategy for each center (current and planned). [WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

I. If applicable, identify the locations of Virginia Workforce Network affiliated sites, partner sites, or specialized centers. [WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

4.5 Describe the policy, process, and criteria for issuing individual training accounts (ITAs) including any limitations on ITA amounts. [WIOA Sec. 108(b)(19)]

[Click here to enter text.](#)

4.6 If training contracts are used, describe processes utilized by the local board to ensure customer choice in the selection of training programs, regardless of how the training services are to be provided. [WIOA Sec. 108(b)(19)]

[Click here to enter text.](#)

4.7 Describe process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate. [WIOA Sec. 134(c)(3)(G)(iii)]

[Click here to enter text.](#)

4.8 Describe how rapid response activities are coordinated and carried out in the local area. [WIOA Sec. 108(b)(8)]

[Click here to enter text.](#)

## Section 5: Compliance

Please try to answer the questions in Section 5 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Most of the response should be staff-driven responses as each are focused on the organization's compliance with federal or state requirements.

5.1 Describe how the local board meets its responsibilities for oversight, monitoring, and corrective action for WIOA Title I programs. [WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

5.2 Describe how the local board conducts business in accordance with the Sunshine Provisions of WIOA staffing plans for the local board. [WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

5.3 Describe the methods and strategies used to ensure timely expenditure of WIOA funds. [WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

5.4 Describe the process for neutral brokerage of adult, dislocated worker, and youth services. Identify the competitive process and criteria (such as targeted services, leverage of funds, etc.) used to award funds to sub-recipients/contractors of WIOA Title I Adult, Dislocated Worker, and Youth services, state the names of contracted organizations, and the duration of each contract. [WIOA Sec. 108(b)(16)]

[Click here to enter text.](#)

5.5 Identify the entity responsible for the disbursement of grant funds. [WIOA Sec. 108(b)(15)]

[Click here to enter text.](#)

5.6 Describe the strategy used by the local board to leverage WIOA funds with other federal, state, local, and philanthropic resources. [WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

5.7 Indicate the negotiated local levels of performance for the federal measures. [WIOA Sec. 108(b)(17)]

[Click here to enter text.](#)

5.8 Describe indicators used by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers and the one-stop delivery system, in the local area. [WIOA Sec. 108(b)(17)]

[Click here to enter text.](#)

5.9 Provide a description of any replicated cooperative agreements with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. [WIOA Sec. 108(b)(14)]

[Click here to enter text.](#)



5.10 Describe the actions the local board will take towards becoming or remaining a high-performing board. [WIOA Sec. 108(b)(18)]

[Click here to enter text.](#)

5.11 Describe the process for getting input into the development of the local plan and providing public comment opportunity prior to submission. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plan. If any comments received that represent disagreement with the plan were received, please include those comments here. [WIOA Sec. 108(d)]

[Click here to enter text.](#)

5.12 Describe professional staff development strategies, including:

- Process used to ensure staff receive continuous training in workforce development practices
- Methods to ensure effective use of the Virginia Workforce Connection system of record and to adhere to timely data entry requirements for WIOA services
- Process to measure staff performance and delivery of high-quality customer service
- Process to meet and maintain staff certification and Virginia Workforce Center certification as required by Virginia Board of Workforce Development Policy 300-06

[WIOA Sec. 108(b)(22)]

[Click here to enter text.](#)

**Statement of Compliance, Plan Signatures, & Fiscal Agent Designation**

*We hereby certify that this local plan was developed in accordance with the State guidelines, and that local board activities will be conducted in accordance with this plan and the provisions of the Workforce Innovation and Opportunity Act of 2014, its attendant regulations and the applicable state laws and policies. We further certify that the plan was developed by the local workforce development board in partnership with the Chief Elected Officials, and with the benefit of an open and inclusive plan development process and the required 30-day public comment period.*

<b>Local Area Name / #</b>	
<b>Local Plan Point of Contact:</b>	
<b>Address:</b>	
<b>Phone/e-mail:</b>	

<b>Typed Name &amp; Signature of WDB Chair</b>	<b>Date</b>

<b>Typed Name &amp; Signature of Chief Elected Official Consortium Chair</b>	<b>Date</b>

*The Chief Elected Official(s) designate(s) the following entity as the fiscal agent:*

Entity: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

### **Local Plan Required Attachments**

**Please provide the links to the documents listed below in the boxes marked “Click here to enter text.” If such links are not available, please include copies of the documents with your submission. It is preferred to have all materials in a single document if practical.**

1. Current Chief Elected Official Consortium Agreement: **Click here to enter text.**
2. Current Chief Elected Official LWBD Agreement: **Click here to enter text.**
3. Current LWBD organizational chart **Click here to enter text.**
  - a. Identify board oversight and program administration
4. Copies of executed cooperative agreements (i.e. MOUs) between the LWBD or other local entities and the local office of the Virginia agency/unit administering programs carried out under Title I of the Rehabilitation Act of 1973 with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination
  - a. **Click here to enter text.**
  - b. Cooperative agreements as defined in WIOA section 107(d)(11))
  - c. Other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B))
5. LWDB Policies: provide the link to all policies on the LWDB website
  - a. **Click here to enter text.**

## State of the Program

### Current State:

- Loaner Fleet Update; Network2Work USA has finalized Loaner Fleet set up to expand across all service regions – meaning cars donated in the Valley will serve Valley participants.
- This program year is focused on set up for sustainability as we enter the last year of the funding.
- N2W Team Members have attended 20+ outreach events this quarter with more scheduled.

### Progress

- 158 Participants Enrolled
  - Pending Participants: 60
- 71 Participants Job Ready
- 54 Participants Employed
  - 83% of employed participants are indicate they are making over 30k/year
- 78 Jobs posted
- 43 Employers
- 40 Active Providers
- 22 Pending Providers

### Success Stories

We recently assisted two individuals from the re-entry population in their pursuit of gainful employment. We met one participant during a scheduled outreach event in collaboration with Chris Hurley from Virginia Works. The participant had recently been released from incarceration; N2W provided support in updating his resume and funded/facilitated access to an eye examination and new glasses. He is now employed at Graphic Packaging and is eager to share his journey with others. (Enrolled: 11/2024 Employed 2/2025)

We received a referral from the Harrisonburg-Rockingham Community Services Board for one of their clients who was seeking full-time employment. We assisted her in updating her resume, and addressing her tax debts and DMV arrears, as well as facilitating and funding necessary car repairs to ensure her vehicle was roadworthy. We provided funding for temporary transportation for an interview and her first few days at work. She simultaneously received a full-time job offer from Tenneco. She is now thriving and was asked to help train others as part of her employment. (Enrolled 2/2025 Employed: 3/2025)

We have also had 2 participants complete the Gemeinschaft Program and obtain/remain employed, one of which we connected with at a Coffeewood Correctional outreach event.

## DHCD Quarterly Progress Reporting for TPI Region 8

### Narrative Section (Updated Writing Prompts)

Prepared by Sharon Johnson, Ph.D.

The GO Virginia team at DHCD has provided new guidance for completing the **narrative portion** of the quarterly progress report updates. Until such time as the writing prompts on the screen are changed, please refer to the prompts below when completing this task.

#### 1. Quarterly Milestone Update:

Old Prompt: Please provide a description of project work completed or in progress this quarter.

**NEW PROMPT:** Please refer to the Quarterly Milestone list included in your grant contract. For the current reporting quarter, list each milestone and provide an update related to its progress or completion.

**Response:** Project Timeline and Milestones

Month 4 to Month 6 (10/2024 to 12/2024)

October 2024 - December 2024

Activities Progress Update: Begin Data Collection & Analysis

- Report progress at quarterly Council meetings and upon request between meetings. **Communication Practices**
  - Provided quarterly updates at Region 8 Council meetings and upon request.
  - Provided TPI progress updates at quarterly meetings of the Shenandoah Valley Board of Directors and Local Elected Officials Consortium meetings. At the November meeting facilitated an hour discussion regarding TPI data updates, emerging themes, and potential recommendations.
  - Presented the benefits of TPI at the National Manufacturing Day event for Winchester, Frederick and Clarke manufacturers. Hosted by Frederick County EDA.
  - Conducted weekly and ad hoc meetings with WorkEd Consulting to review project progress, coordinate upcoming activities, debrief activities, address project needs and evolving project priorities, and resolve time -sensitive issues.
- Initial data collection and analysis to provide baseline picture of labor demand and supply for the target industries. Begin quantitative data collection and analysis using multiple resources. **Quantitative Data Collection and Analysis**
  - Generated economy overview reports for each of the 10 counties and six cities which include an economy summary, unemployment by demographics, population characteristics, inbound and outbound migration, and industry

workforce characteristics sections that will be used to inform the development of the final report.

- Conducted preliminary analyses using U.S. Census Bureau, Lightcast, and NAICS codes to assess regional and sub-regional population and job growth; workforce commuter patterns in and out of the Shenandoah Valley region; industry and occupational data; and postsecondary completions by program and institution.
- Begin collection of qualitative data by conducting industry and education roundtables and interviews and collecting and compiling data. **Qualitative Data Collection and Analysis**
  - Developed internal qualitative data collection tracker that maintains records (i.e., participant name, title, entity represented, date of interview, verbal consent, etc.) of all participants across interviews and focus groups for future reporting purposes.
  - Scheduled, facilitated, and recorded 18 employer interviews, three economic development director focus groups, three chamber of commerce focus groups, three university educator interviews, three community college educator interviews, four high school educator interviews, and four round table discussions that totaled 48 participants.
  - Securely stored and organized all interview and focus group audio files for easy access to review and ensure note taking accuracy among facilitators.
  - Created transcriptions for each interview and focus group.
  - Conducted internal team synthesis workshop activity in which all TPI interviews, focus groups, and roundtables were discussed and cross-examined by the leading facilitators to develop preliminary themes for final report.
- Begin literature review of reports from GO Virginia, Virginia, other states, federal documentation, etc. **Best Practices Collection**
  - Qualitative Team conducted annotated bibliography research across 24 scholarly articles, websites, and white papers to inform regional and national best practices related to establishing sector-based partnerships, work-based learning, and career pathways.

**\*If applicable, provide an update to a quarterly milestone that you did not meet in a previous report.**

**Response:** Quarterly milestones have been met and progress toward Q2 milestones are underway.

Not Applicable

## **2. Achieved Outcomes Update:**

Old Prompt: Description of Achieved Outcomes/Products

**NEW PROMPT:** Please refer to the Achieved Outcomes list included in your grant contract and

complete A and B below:

A. List each Achieved Outcome and provide an update regarding progress or completion *during the reporting quarter*.

**Response:** Awarded application Project Timeline and Milestones in Q1 and Q2 are on track and have been met. An Achieved Outcomes list was not a requirement for the TPI project. However, identified Project Deliverables are included as an attachment to the awarded application.

Project Deliverables

- Council and Coordinating Entity Communication Plan: Plan has been implemented and is revised to include additional outreach and awareness building activities as reported in the Communication Practices response above. The next iteration of the communication plan will be developed for the announcement and rollout of the TPI report.
- Industry Coalitions: Various sector partnership models are being reviewed to determine a recommended model for TPI.
- Labor Market Analysis/Data Analytics: Quantitative data collect and analysis continues. Progress updates and results are currently being reported at the SVWDB meetings and will be reported at the newly created ad hoc TPI Committee.
- TPI Report: The final report will be presented at the end of the project with updates, discussion and validation provided at each of the SVWDB and Consortium meetings and the ad hoc TPI Committee meetings. The first draft of the report outline is being reviewed.
- Presentation of Results: A TPI findings and recommendations rollout plan will be developed and implemented.
- Implementation Action Plan: Recommendations leading to an actionable implementation plan will be provided in the report.

B. List each Achieved Outcome and provide a *cumulative total* completed since the inception of the project.

**Response:** There are no cumulative total completed archived outcomes to report.

3. Barriers:

Old Prompt: Please describe any barriers to the project at this time.

**NEW PROMPT** If applicable, please identify a specific Milestone(s) and/or Achieved Outcome(s) that

was not met during the reporting quarter and include a brief explanation.

**Response:** A potential barrier is the federal grant funding freeze and the review and determination if WIOA formula funding will or will not be included in the freeze. TPI match funds come from WIOA which is a federal grant. If WIOA funds are frozen, there will not longer be a match for TPI. Uncertain when there will be a determination.