

Workforce Development Board Herkimer, Madison & Oneida, Inc.

Local Plan

July 1, 2021 – June 30, 2025

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Strategic Planning Elements

Local Workforce Development Areas (LWDAs) and Regional Demand Lists are now maintained [online](#). Changes to the Demand Lists can be made by following the directions on the webpage.

I attest that the priority ranked list of the LWDA's demand occupations was last updated on [specify date in the text box below].

May 14, 2021

How is this information shared with the Local Workforce Development Board (LWDB)? What was the last date on which it was shared?

Information is shared with the board during regular board meetings. The last date on which it was shared was May 14, 2021.

a. Provide an analysis of regional economic conditions, including:

i. Existing and emerging in-demand sectors and occupations; and

According to the Workforce Development Board Herkimer, Madison & Oneida Counties, Inc. Strategic Action Plan 2020-2022, existing in-demand sectors for the region include healthcare, education services, manufacturing, social assistance, and hospitality and food services. As for emerging in-demand sectors, they include call centers, and CREE high tech advanced manufacturing.

ii. The employment needs of businesses in those sectors and occupations.

Some of the top issues identified by employers in the HMO Strategic Action Plan were:

- Pool of skilled workforce at all levels due to aging of the population and a shrinking labor force.
 - High level of competition for skilled workers.
 - Lack of soft skills, work ethic and technical skills to meet current need.
 - Demand for higher salaries due to the high rate of competition for skilled workers.
- Inadequate public transportation and childcare services for workers.

b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and employing individuals in demand occupations.

Across the board employers are reporting that the greatest weakness, beyond the lack of access to a large and diverse local talent pool, is that current applicants lack soft skills and

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work ethic, have unrealistic expectations for the job including wages and hours, and lack technical skills including basic computer, math, and reading skills.

Additionally, some chronic issues that were found is that employers are challenged with their ability to fill new jobs as well as replace existing vacant positions due to aging workers and an overall shrinking labor force. There is an anticipated need to fill 156,833 jobs overall in the next 10 years resulting from a combination of retirements and newly created positions. Attracting workers to jobs where the wages are not competitive with other regions in NYS also continues to be a challenge.

Long-term training and career pathways need to be the focus going forward to enhance skills and reduce turnover. Childcare and transportation issues will continue to be a major challenge for members of the labor force as well.

c. Provide an analysis of the regional workforce, including:

i. Current labor force employment and unemployment numbers;

According to the New York State Department of Labor, the unemployment rate in the Utica-Rome Metropolitan Statistical Area (MSA) increased from 5.1% in March 2020 to 7% in March 2021. The unemployment rate fell from 7.8% in February.

For the 12-month period ending March 2021, the nonfarm job count in the Utica-Rome MSA decreased 8,500, or 6.8%, to 117,400. Private sector employment fell 5,900, or 6.3%, to 87,800.

Natural resources, mining and construction (+100) gained jobs over-the-year. Job losses were posted in: education and health services (-2,600), government (-2,600), leisure and hospitality (-1,500), manufacturing (-800), other services (-700), trade, transportation and utilities (-200), information (-100), and professional and business services (-100).

Additionally, the unemployment rates by County are:

Herkimer County: Unemployment in March 2020 was 9.4%, in February 2021 it was at 8.9% and by March 2021 it had fallen to 8.3%.

Madison County: Unemployment in March 2020 was 5.5%, in February 2021 it was at 7% and by March 2021 it had fallen to 6.3%

Oneida County: Unemployment in March 2020 was 4.9%, in February 2021 it was at 7.5% and by March 2021 it had fallen to 6.7 percent.

ii. Information on any trends in the labor market; and

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The workforce in Herkimer, Madison, and Oneida Counties is greying, and many people are starting to retire. There is not a ready and trained workforce to fill these positions. Most positions now require a high school diploma or more and that number is predicted to grow. Even entry level positions in distribution centers require technical skills such as computer skills. Additionally, most positions require the use of soft skills such as communicating in the workplace, team work, ability to work independently, and time and attendance. There is also a loss in the population of younger people who leave the area to attend college and do not return.

Additionally, the HMO Strategic Action Plan summarized the Workforce Landscape with the following information:

Population in Herkimer, Madison and Oneida Counties is declining annually at the rate of -.03%.

The 2019 unemployment in the HMO region was higher than the national rate of 3.175% and New York State rate of 3.6%: Herkimer: 5.1%, Madison: 3.7% and Oneida: 3.7%.

The Labor Force Participation Rate in Herkimer-Madison-Oneida (HMO area) Counties is 58.9% as compared to 63.2% in New York State and the United States.

The labor force is shrinking in prime age groups (25 – 54 years) which impacts and creates issues for attracting and retaining production workers, technical professionals and healthcare workers.

The workforce is aging. The median age is 41.5 years, as compared to New York State at 38.4 years, and 49% of the workforce are over the age of 48%.

The annual wage increases in the HMO area lags New York State: 3.8% vs. 5.2%.

20% of Utica's population is foreign born.

Approximately 50% of occupations require either a higher education degree or technical skills level training, increasing the retention and recruitment challenge.

There continues to be an abundance of middle skill job openings in health care and educational services and a need to address demand for new skills in the manufacturing sector and growing sectors such as life sciences and cyber security.

The concentration of occupations today and the demand in the next decade for workers is predominately in healthcare, education services, manufacturing and social assistance. Coupled with the fact that many of these jobs currently pay \$33,000 or less, make it difficult to attract and retain workers.

The HMO Workforce Strategic Plan Situation Analysis identified the education and healthcare sectors as being the dominate employers in the three-county industry mix.

There continues to be an abundance of middle skill job openings in Health Care and a need to address demand for new skills in the advanced manufacturing sector and growing sectors such as life sciences and cyber security.

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The Situation Analysis revealed demand for workforce in the next ten years would be most serious in the healthcare sector, with need to fill nearly 3,600 jobs ranging from RNs to Personal Care Aides and Nursing Assistants. Another large job cluster that will require significant infusion of workers is hospitality and food service with 1,200 janitorial and housekeeper positions and 4,525 food service workers.

- iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

According to the HMO Workforce Strategic Plan, approximately 50% of occupations in all industry sectors require either a higher education degree or technical skills level training, increasing the retention and recruitment challenge. In terms of education attainment, the HMO workforce exceeds the NYS average for high school diploma, some college and associate's degrees; however, it falls short in bachelor's degree and education at the graduate level.

- d. Provide an analysis of workforce development activities, including education and training, in the region.

- i. Identify strengths and weaknesses of these workforce development activities.

The HMO workforce development initiatives are particularly strong in the focus on being responsive to local employer needs. By promoting training programs, based on in-demand occupations in the region, the HMO workforce development board ensures that it is devoting its resources to provide training that will prepare job seekers for those occupations area employers have a need for. Since the pandemic began, HMO Workforce was able to continue supporting jobseekers by offering virtual options for services, such as online skills training and job fairs. Additionally, our area includes two community colleges, one SUNY school, and two private colleges. In addition we also have several BOCES (Boards of Cooperative Education Services) programs. All have strong educational programs, many of which can be customized to meet local employer needs.

Although all the education and training providers have strong links with local industries, the primary weakness is the need for a "critical mass" of trainees to make the customization of training programs profitable for the training providers. The Workforce Development Institute is a strong partner in providing funding for many of these customized training programs.

Additional weaknesses found by the HMO Workforce Strategic Action Plan identifies the following barriers and challenges to overcome:

- Increasing number of workers who will be retiring in the next five years, particularly in manufacturing, healthcare and education.
- Employer demand exceeds the number of qualified people actively engaged in the workforce.

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- Many of the current job openings in healthcare require certifications. The job requirements and compensation are disproportionate, making retention difficult.
- Employers competing for the same pool of workers.
- Employer needs for “job ready” workers, while also understanding the challenges faced by persons entering or re-entering the workforce.
- Employers reducing FTEs by changing to part-time positions to avoid having to pay benefits.
- Short term training options are offered to enable workers to enter the workforce. Long-term training and career pathways need to be the focus going forward to enhance skills and reduce turnover.
- Lack of financial assistance for persons attending BOCES.
- Fear of substantial debt deters interest in an advanced education.
- Strong BOCES, but difficulty finding qualified instructors.
- Lack of adequate public transportation and childcare services. No major employers offer support or childcare programs. Transportation in the evenings, and on weekends and rural areas of the region is lacking.
- Unemployed workers with a criminal record are hard to place.
- Workers may have professional skills, however many lack work ethic and soft skills to meet employers’ expectations.
- Need to increase the HMO’s visibility and employer knowledge about programs and services.
- Growing number of people interested in working from home.

- ii. Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and the employment needs of businesses? Please explain.

The local area does have the capacity to address the education and skill needs of the local workforce. The area has four Working Solutions career centers that offer comprehensive services to job seekers, including: assessment, career counseling, skills training, job placement, follow-up services, and more. The HMO Workforce Development Board is committed to working with all job seekers, including those identified as having barriers to employment (such as limited English proficiency or literacy, disability, skills gaps, and ex-offender status) to plan the services best suited to their individual needs and provide access to partner resources. These services are provided directly at the One Stop career centers by workers responsive to individual needs. Additionally, program partners will work together to implement and monitor services for individuals with barriers to employment, public assistance recipients, other low-income individuals, veterans and eligible spouses of veterans, and individuals who are basic skills deficient.

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- e. Describe the LWDB’s strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

The Workforce Development Board of Herkimer – Madison – Oneida counties is a leader, a catalyst and a strategic partner focused on developing a skilled and qualified workforce. The vision of Working Solutions of Herkimer, Madison and Oneida counties is to provide high quality services to all businesses and job seekers. Our goal is to develop a first-rate workforce and serve our customers efficiently by focusing on meeting their needs. We provide a wide range of services aimed at addressing the broadest needs of our customers.

- i. How do the local area’s workforce development programs, including programs provided by partner agencies, support this strategic vision?

The local area’s workforce development programs attempt to address the strategic vision of the area by concentrating on programs and initiatives that provide job seekers with the skills and abilities that employers are looking for. The HMO Development Board actively promotes and supports programs that provide basic skills training, occupational training in career pathways, and so much more. Additionally, the HMO Development Board continues to develop sector partnerships with local employers and training facilities to identify opportunities for training that supports local business needs.

According to the HMO Workforce 2020-2022 Strategic Action Plan, benefits and opportunities to leverage include: Leverage programs and services such as the empowered Pathways program. Opportunity to use labor market data and continued collaboration with education systems, economic development agencies in HMO region and other stakeholder organizations to make proactive and informed decisions about priorities and allocation of resources. Increasing number of on-line courses available at BOCES and higher education institutions. Strong relationships with resources ranging from social services agencies to Chambers of Commerce and economic development agencies. Limited resources for growing demand for programs and services such as job fairs creates an opportunity to look at non-traditional job fairs and employer sponsored bootcamps. Employers may be willing to consider reevaluating required skills and experience for applicants. Changing the way employers recruit employees will require a high level of interaction and communication. Collaboration with employers is important, one-on-one time with HMO staff yields favorable results. Mohawk Valley Community College is responsive to the needs of employers, need to continue to capitalize on this resource.

Mohawk Valley Community College offers apprenticeship program, this is viewed as a program with high potential and has the potential to expand. Increase awareness of career opportunities in the Trades (electrical and welding were noted). Local law enforcement is connecting with high school students to encourage a career pathway in this field. Outreach to area K-12 schools to plant the seed as early as the fourth grade of career opportunities and pathways.

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- ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

The HMO Workforce Development Board also continues to expand its outreach efforts to participants to make them aware of all of the career services, income supports, and other services available through a connection with our four One-Stop career centers. An important goal of the HMO Workforce Development Board, as part of its support of individuals seeking training or employment assistance, is to provide services that will allow them to accept and maintain living-wage employment. Services include: job development, job posting, job match and referral, labor market information, as well as other employment support services. The HMO Workforce Development Board will also promote and incentivize the use of On-the-Job-Training (OJT) strategies and work with businesses to identify how such strategies could be modified to increase use, especially for individuals facing barriers to employment.

- f. Describe the LWDB’s goals relating to performance accountabilities measures. How do these measures support regional economic growth and self-sufficiency?

The HMO Workforce Development Board's Working Solutions System strives to provide exemplary services to jobseekers and business customers, alike. The Board currently uses or is in the process of developing additional instruments to measure areas such as jobseeker and business customer satisfaction, continuing improvement of quality and relevant services at a time of reduced funding, and a focus on training and job placement in career pathways reflecting local and regional priority demand occupations that will lead to quality jobs and financial independence for jobseekers and a quality workforce for our businesses.

Local Workforce Development System

- a. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area’s workforce development system, including:

- i. Core programs;

Six WIOA Core Programs provide services through the Comprehensive Centers. They are: WIOA Title I (Adult, Dislocated Worker, and Youth); Title II Adult Education and Family Literacy services, Title III Employment Services including Wagner-Peyser, TAA (Trade Act Assistance), Veterans, UI (Unemployment Insurance); and Title IV Vocational Rehabilitation (ACCES-VR).

- ii. Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and

Mohawk Valley Community College and SUNY Poly provide services through the Carl D. Perkins Career and Technical Education Act of 2006.

- iii. Other workforce development programs, if applicable.

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Other workforce development programs include: Advanced Interviewing Skills, ACCESS-VR Information Seminar, Basic Computers/MS Word/Excel/Access, MVCC Informational Seminar/Money for Vocational Training, Job Corps and Workshops focusing on, Transferable Skills, Job Search, New Computer User and Resumes. As well as Apprenticeship Programs, Career Pathway Programs, Job search skills and tasks, On the job training.

- b. Describe how the local area will ensure continuous improvement of services and service providers.

We will ensure continuous improvement of services and service providers by measuring improvement in the way one-stop partner programs work together to serve job seekers, workers and businesses. Additional measures of success will include an increase in the number of participants with barriers to employment, including customers with disabilities and other special populations. Continuous engagement of customers will be a key measure as well as keeping customers engaged with services until they are successful in meeting their employment goals.

Strategic Priorities include:

1. Increase visibility and awareness of Workforce HMO's role and value among the labor force, employers, key stakeholder groups and the broader community.
2. Work with employers to meet their immediate needs for qualified and productive workers.
3. Increase the number of workers who utilize and benefit from the Workforce HMO programs and services.
4. Take a leadership role in working with employers and stakeholders to effectively meet the long-term workforce needs in support of the region's economic development strategies.
5. Strengthen internal capacity to achieve these strategic priorities

- c. Describe how eligible providers will meet the employment needs of local businesses, workers, and jobseekers.

The board will provide clear and understandable information on career pathways, sector strategies, local demand occupations, growing industries and skill sets to eligible providers of WIOA services. Local providers will be encouraged to utilize this information when designing services as well as training programs.

- d. Describe the roles and resource contributions of the Career Center partners.

All Center Partners contribute towards the infrastructure of the Comprehensive Center or Centers where they occupy space based upon a cost allocation plan that includes costs such as rent, utilities, technology, maintenance, phones, and copy machines. Individual

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cost is determined on a "per desk" basis which includes desk, chairs, computer with Internet access, phone, bookcase, access to conference rooms, videoconferencing equipment, copy machines, and common space. Each of the Partners has a lease agreement with the workforce Development Board based on these costs.

Workforce Development and Career Pathways

- a. Describe how the LWDB will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

The HMO Workforce Development Board and staff, along with our highly skilled educators and training providers and local legislative leaders will work collaboratively to facilitate the development of career pathways by continuing to focus on sector initiatives and growing sectors. Our focus will remain fixed upon the in-demand job opportunities throughout the Herkimer, Madison, and Oneida counties, while simultaneously working with our partners to ensure that our regional training and educational support systems are strategic and effective.

- b. Describe how the LWDB will improve access to activities leading to recognized postsecondary credentials.

Working more closely with local and regional workforce providers, the Board strives to promote participant access to all partner programs that will increase skills development, training, and provide supportive services necessary to success in attaining recognized postsecondary credentials.

- i. Are these credentials transferable to other occupations or industries ("portable")? If yes, please explain.

Many credentials are transferable to other occupations or industries. Mechatronics credentials, such as Semiconductor Manufacturing can also be used across manufacturing, distribution centers, hospitals and any other industry that using automation. Health care credentials are portable to many other industries including schools, manufacturing concerns, and tourism.

- ii. Are these credentials part of a sequence of credentials that can be accumulated over time ("stackable")? If yes, please explain.

We continue to promote and support "stackable" credentials, in Health Care and Manufacturing sectors, and are looking at the newer sector of Agribusiness and Farm-to-Table businesses as well. An example for Health Care stackable credentials is HHA (Home Health Aide) to CNA (Certified Nurse Assistant) to LPN (Licensed Practical Nurse) to Rn (Registered Nurse).

Access to Employment and Services

- a. Describe how the LWDB and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

The HMO Workforce Development Board, Inc. is committed to expanding access to its employment, training, education, and supportive services throughout its four Workforce Solutions Centers and the greater System. The HMO Workforce Development Board, Inc. and its Workforce Solutions System relies on the expertise and guidance of the Title II representative on the Board to ensure that the system is proactive in identifying needs, identifying existing programs, and developing solutions to unmet needs of Title II participants with barriers to employment.

- b. Describe how the local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology.

The local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the increased use of our website and social media to communicate information on the services available. Additionally, the local area will provide opportunities for occupational skill development through on-line learning which customers can access from their homes, partner agencies and public libraries in areas with access to broadband. The local area will continue to explore options for using technology to deliver services to the parts of the county that lack broadband access.

- c. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake case management information system.

The HMO Workforce Development Board is implementing and transitioning to an integrated technology enabled intake case management information system by using the New York State One Stop Operating System (OSOS) as the primary system to capture information acquired through the assessment process

- d. Provide a description and assessment of the type and availability of programs and services provided to adults and dislocated workers in the local area.

We provide access to self-assessments, career zone, job zone, and other job-seeking tools. Matrix online learning is very important to our customers, many of whom are not yet ready for classroom-based training with its goal of a credential or degree. For those qualified, we also provide employer-based training and classroom training. Additionally, we also work with other partners and programs to access additional services.

- e. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

There is transit options available throughout the Herkimer, Madison, and Oneida counties but there are challenges with reaching the more rural areas especially for people who work outside of a 9-5 Monday through Friday schedule. Transportation to and from work is addressed with customers during their assessment and supportive services are

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provided either through WIOA or through referral to their partners. Customers are also referred to rideshare and carshare programs as a component of their assessment and employment plan.

- f. Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training to staff, technical assistance, or methods of sharing information.

General information on programs to serve people with disabilities is shared at all Partner meetings and Center Staff Meetings. Information on specific customers with disabilities can only be shared by ACCES-VR if the participant is registered with them and has signed a release of information as part of their confidentiality agreement. WIOA participants also sign a release of information of their registration process, but if they are a person with a disability, working with ACCES-VR, they must individually sign a release of information with ACCES-VR.

- g. Describe the direction given to the One-Stop System Operator to ensure priority for adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

The One-Stop System Operator contract is part of the WIOA Services Contract. Requirements for adult career and training services to recipients of public assistance, or other low-income individuals who are basic skills deficient are clearly spelled out in that contract. The One-Stop Operator is monitored for compliance by Workforce Development Board staff, specifically the Executive Director and the Program Management Specialist. Additionally, the One-Stop Operator reports to the Workforce System Oversight Committee of the Board.

- h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (WIOA) (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

- i. The physical and programmatic accessibility of facilities, programs, and services;

The One-stop Operator and One stop partners will comply with the non-discrimination requirements of WIOA and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services by: ensuring that all AJC and partner staff receive training on these requirements; -include language related to these requirements in all contracts and agreements to ensure all contractors abide by these regulations in the delivery of services; delivering services and maintaining a culture of inclusiveness; continually assessing physical and program accessibility to ensure compliance with the law.

- ii. Technology and materials for individuals with disabilities; and

All 4 Centers have Resource rooms with assistive technology. Accessibility Inventory: Wheel chair accessible desk and adjustable chair. Programs: Zoom text, Image

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- iii. Providing staff training and support for addressing the needs of individuals with disabilities.

Training is available through monthly staff meetings, presentations by partners, and webinars as available.

- iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

At this time, the HMO Workforce Development Board assumes the responsibility of providing physical and technology resources in the four Workforce Solutions Centers. The full roles and resources contributions can be found in the HMO Partners Services MOU. This may change somewhat in the "other center costs" yet to be determined.

Business Engagement

- a. What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

HMO utilizes employer-based training programs such as On-the-Job and customized training to facilitate business engagement. Currently, HMO is exploring the use of apprenticeship programs as well. HMO provides space to also hold recruitment events and mini-job fairs. We also partner with local colleges in the area as well.

- i. If applicable, describe the local area's use of business intermediaries.

MVCC, SUNY Poly, and regional BOCES all work closely with businesses.

- b. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

Strategies used to support a local workforce development system that meets the needs of businesses in the local area include:

Assistance businesses to find qualified workers, Job Posting/Referral services, Recruitment, Pre-screening and Interviewing assistance, Use of career center for recruitments, Customized training to upgrade the skills of incumbent workers, On-the-job training subsidies to offset the cost of training workers, tax credit information, labor market information, testing site for the certifications, assistance accessing grant funding for employee training initiatives, rapid response services.

- c. Describe how the local area's workforce development programs and strategies will be coordinated with economic development activities.

The HMO Workforce Development Board staff work closely with the local Chambers of Commerce, local economic development organizations, MVCC, SUNY Poly, and the Mohawk Valley REDC to ensure that its strategies and programs mesh closely with the needs of the area as reflected through these organizations.

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- i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

The Chambers of Commerce promotes entrepreneurial skills training as does BOCES. Local economic development agencies may have access to microenterprise funding. Information on these programs can be found through links on the HMO website, posted on Facebook, or posted in our Center Resource Rooms. Referrals will be made when a customer indicates an interest or willingness to pursue information on one of these programs.

- d. Describe how the LWDB will coordinate its workforce investment activities with statewide rapid response activities.

The Trade Act Coordinator of the HMO Rapid Response Team is staff of the WIOA Services Provider. The Trade Coordinator works closely with the NYS Department of Labor counterpart and staff of the Workforce Solutions Centers to coordinate activities and programs appropriate for Trade Act participants.

Program Coordination

- a. How do the local area’s programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

NYSDOL and WIOA Title I services staff are functionally aligned and together provide services to the UI customer. While WIOA Title I staff have been trained to provide information and assistance on Unemployment Insurance, UI customers are initially seen by a NYSDOL/Wagner-Peyser staff person. However, they may then be scheduled for a series of activities or appointments that include center workshops or working with Resource Room staff, WIOA Title I Workforce Advising staff and indirectly, Business Services Team representatives regarding classroom training or employer-based training.

- b. Describe how education and workforce investment activities will be coordinated in the local area. This must include:

- i. Coordination of relevant secondary and postsecondary education programs;

The HMO Workforce Development Board works closely with the regional BOCES programs, MVCC, SUNY Poly partners and representatives to focus on programs that are sector based and promote clear pathways.

- ii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

Organizations providing education and workforce development activities will continue to meet regularly through the MOU Partners Meeting to identify any coordination issues and then develop, coordinate, and promote strategies that enhance services to our jobseeker and business customers.

- iii. A description of how the LWDB will avoid duplication of services.

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The local board will use board committees, MOU partner meetings, and one-stop system operator meetings to identify duplication of services and develop plans to reduce and eliminate duplication. Plans to eliminate duplication will include regular assessment of progress.

- c. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

The HMO Workforce New York Career Center has been functionally aligned and integrated since 2006. Functional alignment includes common processes, seamless services, and a common data entry system to eliminate duplication and coordinate services. Functionally aligned staff conduct an initial assessment and provide services to all customers.

- d. Provide a list of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center System. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

We completed a Service Delivery MOU with all one stop system partners in 2017 and the most recent 2020 MOU is currently under review. The MOU describes applicable career services coordination and delivery, referral of system customers and system access.

Title II Program Coordination

- a. Provide a description of the LWDB's strategic vision and goals for preparing an educated and skilled workforce, specifically addressing how to improve access to activities leading to a recognized post-secondary credential, as well as other strategies for serving out-of-school youth (OSY) and adults who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.

The strategic vision and goals of the Local Board to prepare an educated and skilled workforce by providing education, skills/training for youth and individuals with barriers to employment.

- b. Provide a description of how the LWDB will expand access to employment, training, education, and supportive services provided through the NYS Career Center System for Title II participants with barriers to employment.

The HMO Workforce offers services to job seekers such as: customized training, on the job training, job market information, apprenticeship programs, career pathways program, job search skills and tasks. Additional resources include interview skills, job-search tasks including resumes, search strategies and career planning. As well as access to training grants, education and other ways to improve skills.

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- c. Identify how the LWDB will facilitate the development of a career pathways and co-enrollment in academic training programs.

The HMO Workforce will facilitate the development of a career pathways and co-enrollment in academic training programs through local partners such as BOCES who offer a variety of academic training programs.

Additionally, HMO Workforce offers grants and programs that specialize in specific career pathways.

- d. Provide a description of how the LWDB will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.

HMO Workforce will continue it's current outreach efforts to potential participants to make them aware of the services that we offer as well as maintaing and building partnerships with local businesses.

Youth Activities

- a. Provide contact details of Youth Point(s) of Contact for your local area including: Name of organization, name(s) of Youth Point(s) of Contact, title, address, phone number, and email address. Youth Point(s) of Contact details are primarily used to refer young adults, parents, and partners about youth programs and posted on the [NYS DOL webpage](#).

Herkimer Working Solutions Career Center, Karin Piseck, Manager, 320 N. Prospect Street, Herkimer, NY 13350. (315) 867-1400. kpiseck@herkimercounty.org

- b. Provide the number of planned enrollments in PY 2021 for new Out-of-School Youth (OSY), carry-over OSY, new In-School Youth (ISY), carry-over ISY, and work experience. *

- i. New OSY

100

- ii. Carry-over OSY

25-30

- iii. New ISY

0

- iv. Carry-over ISY

0

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v. Work experiences

20

*Please note that PY 2021 enrollments will provide the baseline estimate for the remaining three years of the Plan.

c. In Attachment F, Youth Services, located on the New York State Department of Labor (NYSDOL) [website](#) under the Local Planning section, identify the organization providing the Design Framework which includes: Intake & Eligibility, Objective Assessments, and Individual Services Strategies (ISS), and 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

d. Explain how providers and LWDB staff ensure the WIOA elements:

i. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and

At the point in time when staff are first providing framework services, the youth is assessed to determine what services that are lacking or could benefit from. The youth and the worker would discuss these services and decided on a plan using the ISS. The staff person would be familiar with the definitions of the elements and from what agencies they could be delivered. Staff would either provide or refer the youth to the appropriate elements.

ii. Are made available to youth with disabilities by describing specific program practices, tools, and services that are tailored to serve youth with disabilities.

Staff would ensure that the WIOA elements are made available to youth with disabilities in the same way as described above. In addition, they would also connect with any other agency currently working with the youth like: ACCES-VR, RCIL, The Arcs of all 3 counties and any others. If the youth are not currently working with these types of agencies, the staff would arrange to have the individual accessed by those agencies.

e. Describe successful models for youth services from your local area, including but not limited to virtual work experiences, OSY recruitment. and engagement strategies.

Successful models for youth services are ones in which there is intensive case management and frequent contact with the youth to keep them engaged. Programs that offer a variety of elements are necessary to meet and breakdown all of the barriers faced by this population. Supportive services are often needed to ensure program participation and youth work experience is a vital tool to get the youth the experience that they are lacking.

f. Does your local area plan to serve ISY and/or OSY using the “Needs Additional Assistance” qualifying barrier for eligibility?

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Yes (Attach a Needs Additional Assistance policy that defines reasonable, quantifiable, evidence-based, and specific characteristics of ISY and OSY as described in Technical Advisory (TA) #19-2.

No (Not required to attach a policy)

g. Attach a Basic Skills Deficiency policy of youth program as described in the in TA #19-2.

Administration

a. Identify the entity responsible for the disbursement of grant funds as determined by the Chief Elected Official(s) (CEOs) or Governor.

Herkimer, Madison, and Oneida Counties Workforce Development Board, Inc.

b. Describe the competitive process to be used to award subgrants and contracts for WIOA Title I activities in the local area.

WIOA Title I Adult and DW contracts are awarded to the Herkimer, Madison, and Oneida County Office of Employment and Training to provide all career services, training services, placement and follow up. WIOA Youth contracts are competitively procured through a Request for Proposals (RFP) process. The Workforce Development Board Youth Oversight Committee with board staff assisting create the RFP, seek board permission to release the RFP, evaluate proposals, and make recommendations to the full board regarding the award of contracts.

c. Provide the local levels of performance negotiated with the Governor and CEO(s) to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (when applicable), eligible providers, and the One-Stop delivery system, in the local area.

Employment Rate 2nd Qtr After Exit:

>Adult: 70 %

>Dislocated Worker: 69%

>Youth: 67.3%

Employment Rate 4th Qtr After Exit:

>Adult: 70.5%

>Dislocated Worker: 71%

>Youth: 65%

Median Earnings 2nd Qtr After Exit:

>Adult: \$5,500

>Dislocated Worker: \$6,600

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>Youth: \$3,100

Credential Attainment 4th Qtr After Exit:

>Adult: 51.5%

>Dislocated Worker: 33.7%

>Youth: 68.5%

Measurable Skill Gains:

>Adult: 45.5%

>Dislocated Worker: 45.5%

>Youth: 50.5%

- d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:
- i. It is certified and in membership compliance;
 - ii. All necessary governance actions and items have been accomplished, including executing a local Memorandum of Understanding (MOU), selecting a One-Stop System Operator, and implementing all required local policies, etc.;
 - iii. All One-Stop Career Centers in the LWDA have achieved at least an 80% score in the Career Center Certification process; and
 - iv. The LWDA meets or exceeds all performance goals.

The HMO Workforce Development Board has met the criteria of regarding a Board that is certified, in membership compliance, and that all necessary governance actions have been accomplished. NYS DOL has not yet released the Career Center Certification Process. The LWDA has met or exceeded all performance goals in the past.

Training Services

- a. Describe how training services will be provided in the local area. This may include incumbent worker, on-the-job, and customized training programs.

Training services will be delivered through the HMO Workforce New York Career Center. Training services will include classroom/occupational skills training, On-the-Job Training, Customized Training and when funds are available Incumbent Worker Training. Staff and the customer complete an Initial Assessment, Comprehensive Assessment, Career Research including Demand Occupation List review, training program and provider research, any required applications, any pre-training assessments necessary and the ISS.

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- b. Describe how contracts will be coordinated with the use of Individual Training Accounts (ITAs).

Individual Training Accounts are issued for approved training in demand occupations and provided by Eligible Training Providers. Contracts are utilized for On-The-Job Training, Customized Training and Incumbent Worker Training.

- c. Describe how the LWDB will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

After a thorough assessment of skills and needs customers are directed to the local Demand Occupation list in addition to the Eligible Training Provider list. Utilization of a customer centered process ensures customer choice.

Public Comment

- a. Describe the process used by the LWDB to provide a period of no more than 30 days for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.

As per NYSDOL Technical Advisory 17-8, there is a public comment period of no more than 30 days. There are electronic mailings to all partners, Center Staff, HMO Workforce Development Board Members, and Chief Elected Officials indicating that the Local Plan has been posted on the HMO Workforce Development Board website for public review and comment. Legal notices are published in local newspapers and an announcement of posting is published on the HMO Workforce Development Board Facebook page. In addition to being available electronically, a paper copy of the Local Plan is available to view at the various One-Stop Centers.

List of Attachments

Please complete all attachments listed below.

Attachment A – Units of Local Government

Attachment B – Fiscal Agent

Attachment C – Signature of Local Board Chair

Attachment D – Signature of Chief Elected Official(s)

Attachment E – Federal and State Certifications

Attachment F – Youth Services Chart

Original signature pages for Attachments C, D and E, must be delivered to NYSDOL in one of the following two ways:

- Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act ([ESRA](#)).

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LWDBs choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.

- Mail original versions – Hard copies of traditional signature pages may be sent to:

Attn: Local Plan
New York State Department of Labor
Division of Employment and Workforce Solutions
Building 12 – Room 440
W. Averell Harriman Office Building Campus
Albany, NY 12240

All other attachments must be submitted via email with the LWDB Local Plan Template.

In addition to these attachments, LWDBs must provide copies of the agreements listed in the Program Coordination section of this template under [\(d\)](#). If possible, it is preferable to provide a list of hyperlinks to these agreements available on the LWDB website.

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Attachment A: Units of Local Government

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the CEO Grant Recipient has designated a local grant subrecipient to administer WIOA pursuant to WIOA § 107, please indicate the unit of local government that is the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on Attachment B.

Unit of Local Government	Grant Subrecipient
	Yes
Herkimer County	<input checked="" type="checkbox"/>
Madison County	<input checked="" type="checkbox"/>
Onedia County	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

§107(6)(B)(i) - When a local workforce area is composed of more than one unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials.

If your local workforce area is composed of more than one unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

Yes No

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Attachment B: Fiscal Agent

WIOA §117(d)(3)(B)(i)(II) indicates that the chief elected official Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds. If the CEO identified a fiscal agent to assist in the administration of grant funds, please provide the name of the agent.

Fiscal Agent
Herkimer County

ATTACHMENT C: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
and Wagner-Peyser Programs**

In compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and federal laws, regulations, and policies;
- Affirm that the composition of the Local Board is either in compliance with the law, rules, and regulations and is approved by the State or, will be in compliance within 90 days of Local Plan submission;
- Affirm that this Plan was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected Official(s) on behalf of the Local Board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Date:	8/18/2021 8:39 AM EDT	Signature of Local Board Chair: <i>Elizabeth Bowers</i>
Mr. <input type="checkbox"/>	Ms. <input checked="" type="checkbox"/>	Other <input type="checkbox"/>
Typed Name of Local Board Chair:		Elizabeth Bowers, Board Director
Name of Board:	Workforce Development Board HMO County Inc.	
Address 1:	209 Elizabeth Street	
Address 2:		
City:	Utica	
State:	New York	Zip: 13501
Phone:	315-207-6951	E-mail: eabowers3@gmail.com

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

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ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

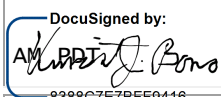
**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
and Wagner-Peyser Programs**

In compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the Local Board is either in compliance with the law, rules, and regulations and is approved by the State or, will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Note: A separate signature sheet is required for each local Chief Elected Official (CEO). If additional pages are necessary, please replicate this document for each CEO.

Date:		Signature of Local Chief Elected Official (CEO):	
8/6/2021 10:05 AM EDT		DocuSigned by: 8388C7E7BFF9416	
Mr. <input checked="" type="checkbox"/>	<input type="checkbox"/>	Typed Name of Local CEO:	
Ms. <input type="checkbox"/>	<input type="checkbox"/>	Vincent J. Bono	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman of Herkimer County Legislature		
Address 1:	109 Mary Street		
Address 2:			
City:	Herkimer		
State:	New York	Zip:	13350
Phone:	315-894-4334	E-mail:	legvjbono@herkimercounty.org
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

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ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)


**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
and Wagner-Peyser Programs**

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By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the Local Board is either in compliance with the law, rules, and regulations and is approved by the State or, will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Note: A separate signature sheet is required for each local Chief Elected Official (CEO). If additional pages are necessary, please replicate this document for each CEO.

Date:		Signature of Local Chief Elected Official (CEO):	
8/27/2021	7:17 AM	DocuSigned by: 	
Mr. <input checked="" type="checkbox"/>	Ms. <input type="checkbox"/>	Typed Name of Local CEO: John Becker	
Title of Local CEO:		Chairman of Madison County Board of Supervisors	
Address 1:		138 N. Court St.	
Address 2:			
City:		Wampsville	
State:		New York	Zip: 13163
Phone:		315-366-2201	E-mail: John.Becker@madisoncounty.ny.gov
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

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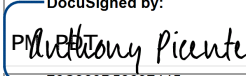
ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
and Wagner-Peyser Programs**

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- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
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- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Note: A separate signature sheet is required for each local Chief Elected Official (CEO). If additional pages are necessary, please replicate this document for each CEO.

Date:		Signature of Local Chief Elected Official (CEO):	
8/6/2021	12:01 PM EDT	DocuSigned by:  <small>76C360D58697445...</small>	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO:	
Ms.	<input type="checkbox"/>	Anthony Picente	
Other	<input type="checkbox"/>		
Title of Local CEO:	Oneida County Executive		
Address 1:	800 Park Ave		
Address 2:			
City:	Utica		
State:	New York	Zip:	13501
Phone:	315-798-5900	E-mail:	apicente@ocgov.net
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

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Bidder Organization Name: **Workforce Development Board Herkimer Madison Onieda County Inc.**

ATTACHMENT E: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by the United States Department of Labor which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. By signing this Contract, the prospective lower tier participant certifies, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall provide an explanation.
3. The prospective lower tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By signing this Contract, the Contractor hereby certifies, to the best of his or her knowledge and belief, that :

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. DRUG FREE WORKPLACE

By signing this Contract, the Contractor certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 94, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at the Contractor's office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act (WIOA), the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in a program or activity that receives financial assistance under Title I of WIOA;

(2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;

(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contractor also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

E. BUY AMERICAN NOTICE REQUIREMENT

In accordance with Section 502 of the WIOA, none of the funds made available under the WIOA may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

F. SALARY AND BONUS LIMITATIONS

No federal funds appropriated annually under the heading 'Employment and Training' shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in 2 CFR 200.330. See Training and Employment Guidance Letter number 5-06 for further clarification. Where applicable, the Contractor agrees to comply with the Salary and Bonus Limitations.

G. VETERANS' PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the Contractor agrees to comply with the Veteran's Priority Provisions.

STATE CERTIFICATIONS**H. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS**

By signing this Contract, the Contractor, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- a) No principal or executive officer of the Contractor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- b) The Contractor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- c) The Contractor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

I. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"

By signing this Contract, the Contractor stipulates that in accordance with the MacBride Fair Employment Principles (Chapter 807 of the laws of 1992), the Contractor, or any individual or legal entity in which the contractor holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the contractor, either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

J. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

K. IRAN DIVESTMENT ACT

By signing this Contract, the Contractor certifies in accordance with State Finance Law §165-a that it is not on the "Entities Determined to be Non-Responsive Bidder/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at:

<http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

The Contractor further certifies that it will not utilize on this contract any subcontractor that is identified on the Prohibited Entities List. The Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certification, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Agreement, and to pursue a responsibility review with the Contractor should it appear on the Prohibited Entities List hereafter..

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:	DocuSigned by: <i>Alice Savino</i> C608C6313FE54AA...
Title:	Executive Director
Date:	8/6/2021 8:52 AM PDT

Name of Organization Providing Youth Services <i>(Provide name of organization)</i>	Phone Number	Type of Agreement <i>(Select from the 3 options in the drop-down menu)</i>	Youth & Young Adult Recruitment	Case Management/Pathways Coaching	Intake & Eligibility	Data Entry in Case Management System	Objective Assessments	Individual Service Strategy	Tutoring/ Study Skills	AlternativeSec. School	OccupationalSkills Training	WorkExperience	Edu. Offered Concurrently	Leadership Development	Supportive Services	Adult Mentoring	Comp. Guidance/ Counseling	Financial Literacy	Entrepreneurial Skills	Labor Market Information	Postsecondary prep./transit	Follow-Up	
			Please review the program elements listed above and mark "O" for Out-of-School Youth (OSY), "I" for In-School Youth (ISY) or "Both" for both ISY and OSY for all program elements provided by the organization(s).																				
Center for Family Life & Recovery	315.768.2646	MOA										O		O	O	O	O						
GPO Federal Credit Union	315.737.2921	MOA																BOTH		BOTH			
BRIDGES, Madison County Council on Alcoholism and Substance Abuse, Inc.	315.697.3947	MOA												O									
Madison County Workforce Development	315.363.2400	LWDB	O	O	O	O	O	O				O	O		O		O			O	O	O	
Madison-Oneida BOCES	315.361.5805	MOA							BOTH		BOTH		BOTH		BOTH		BOTH	BOTH			BOTH	BOTH	
Herkimer-Fulton-Hamilton-Otsego BOCES (Career and Technical Education/Special Education)	315.867.2079	MOA							BOTH	BOTH	BOTH		BOTH		BOTH		BOTH	BOTH			BOTH	BOTH	
Herkimer-Fulton-Hamilton-Otsego BOCES (Adult Literacy Program)	315.867.2079	MOA	O	O					O	O			O		O						O		
JCTOD Outreach Inc.- Johnson Park Center	315.734.9608	MOA							BOTH			O		O									
Mohawk Valley Community College	315.793.2674	MOA									BOTH	BOTH	BOTH					BOTH	BOTH		BOTH		
Oneida County Probation Department	315.798.5914	MOA													O	O							
Young Scholars Liberty Partnership Program	315.792.3237	Contract							I			I	I	I	I		I	I			I	I	
Mohawk Valley Community College- Office of Corporate and Community Education (CCED)	315.792.5321	Contract							O		O	O	O	O	O		O	O	O		O		
Child Care Council of Cornell Cooperative Ext	315.223.7850	MOA													O		O						
Rome Access Site	315.334.8001	MOA									BOTH							BOTH			BOTH	BOTH	
The ARC Oneida Lewis Chapter- Employment Services	315.272.1617	MOA									O	O	O		O						O	O	
The ARC Oneida Lewis Chapter- College Works Program	315.792.5465	MOA							I		I	I						I			I		
The ARC Oneida Lewis Chapter- School to Work Programs	315.272.1617	MOA									BOTH	BOTH	BOTH		BOTH						BOTH		
Mohawk Valley Community Action Agency	315.624.9930	Contract	O	O					O		O	O		O	O			O				O	
Utica Career Center	315.793.2229	LWDB	BOT H	BOT H	BOT H	BO TH	BO TH	BOT H			BOTH	BOTH		BOTH							BOTH	BOTH	BOTH
Rome Career Center	315.356.0662	LWDB	BOT H	BOT H	BOT H	BO TH	BO TH	BOT H			BOTH	BOTH		BOTH									
Herkimer Career Center	315.867.1400	LWDB	BOT H	BOT H	BOT H	BO TH	BO TH	BOT H				O			O		O	O		O	O	O	
Herkimer College	315.866.0300	MOA	BOT H	BOT H	BOT H	BO TH	BO TH	BOT H	BOTH		BOTH			BOTH				BOTH		BOT H	BOTH		
Catholic Charities	315.894.9917	MOA	BOT	BOT										BOTH	BOTH	BOTH		BOTH					
Herkimer County Probation	315.867.1160	MOA	O	O											O		O					O	
Oneida County Workforce Development	315.798.5543	LWDB	BOT H	BOT H	BOT H	BO TH	BO TH	BOT H															
People First	315.735.5246	MOA										O		O				O				O	

Herkimer, Madison & Oneida

WORKFORCE DEVELOPMENT BOARD

POLICY #17-02: Local Definition – “Requires Additional Assistance”

DATE: June 23, 2017

APPLIES TO: WIOA Title I-B – Youth Programs

History

As provided for under the Workforce Innovation and Opportunity Act (WIOA) and the WIOA Final Rules (not yet published), the Herkimer, Madison & Oneida Workforce Investment Board has defined the term “requires additional assistance”.

Purpose

The purpose of this policy is to communicate the local definition of a case in which a youth is said to possess the barrier described as “requiring additional assistance to complete an educational program, or to secure and hold employment” (WIOA sections 3(46) and 129(a)(1)(B).)

Policy

WIOA section 129(a)(1) provides new eligibility requirements for the WIOA Youth Program.

An individual shall be eligible to participate in WIOA **Out of School Youth Services** if he/she meets the following criteria: (1) is not attending any school (as defined under State law), (2) is not younger than 16 or older than age 24 at time of enrollment, **and** (3) is an individual who is one or more of the following:

1. A school dropout
2. A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter
3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner
4. An individual who is subject to the juvenile or adult justice system
5. A homeless individual, a runaway, and individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement
6. An individual who is pregnant or parenting
7. An individual with a disability
8. A low-income individual who **requires additional assistance** to complete an educational program, or to secure and hold employment

An individual shall be eligible to participate in WIOA **In School Youth** Services if he/she meets the following criteria: (1) must be attending school, (2) is not younger than 14 or older than age 21 at time of enrollment, (3) is low income, **and** (4) is an individual who has one or more of a list of barriers provided in WIOA section 129(a)(1)(C)(iv):

1. Basic skills deficient
2. An English language learner
3. An offender
4. A homeless youth or runaway, in foster care or has aged out of the foster care system
5. Pregnant or parenting
6. A disability
7. **Requires additional assistance** to complete an educational program, or to secure and hold employment

The following list defines the criterion of the “requires additional assistance” barrier for either WIOA OSY or ISY. An individual shall be determined eligible using this barrier where it has been documented that one of the following specific conditions exist:

1. Has repeated at least one secondary grade level;
2. Is an emancipated youth;
3. Has been referred to or is being treated for a substance abuse related problem;
4. Has experienced recent traumatic events, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional;
5. Has never held a job (OSY);
6. Has been fired from a job within the 12 months prior to program application (OSY);
7. Has never held a full-time job for more than 13 consecutive weeks (OSY);
8. Has a family history of chronic unemployment, including long-term public assistance;

During the eligibility determination process, identification and verification of the criterion of the term “requires additional assistance to complete an educational program, or to secure and hold employment” will be accomplished through initial assessment of the individual.

Supportive documentation is required; examples of additional and acceptable documentation verifying a youth requiring additional assistance may include, school records stating that the individual repeated at least one secondary grade level, telephone verification, a written statement from an agency that is aware of the individual’s barrier(s), Applicant’s Statement, case notes of “observable condition” documented in the Comments tab of OSOS, etc.



Workforce Development Board, Herkimer, Madison, Oneida(HMO), Inc.

Youth Basic Skills Deficiency Policy

Purpose

This policy determines the definition of basic skills deficiency for WIOA youth program eligibility

Background

WIOA identifies specific eligibility criteria for youth to participate in WIOA programs. The Workforce Development Board Herkimer, Madison, Oneida (HMO), Inc., policy identifies specific criteria for Adult, Dislocated Worker (DW), and Trade Adjustment Act (TAA) participants to qualify for WIOA Individual Training Accounts for classroom training. Individuals who are found to be basic skills deficient will be referred for informal or formal basic skills remediation.

Policy

The WIOA Final Rule states that youth are Basic Skills Deficient (BSD) if they “(1) have English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (2) are unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society.” WIOA further states that “in assessing basic skills, local programs must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities.” WIOA Youth customers are considered to be Basic Skills Deficient based upon the WIOA Final Rule and acceptable assessments listed in this policy.

Acceptable Assessments: WIOA requires that a valid, reliable assessment must be used to determine basic skills deficiency status. The career counselor will select the assessment which is most 2 appropriate for a particular customer, based on the customer’s abilities and career goals. Assessment options may include the following:

- Test of Adult Basic Education (TABE)
- Wide Range Achievement Test (WRAT)
- Armed Services Vocational Aptitude Battery (ASVAB)
- A recent school report card or Individualized Educational Plan (IEP) showing the youth is performing below the 8th grade level or is unable to compute/solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society
- Other valid, reliable assessments

Note> LWDBs may use previous basic skills assessment results if the assessments were conducted within the past six (6) months.

Documentation: WIOA career counselors and WIOA youth service providers will follow NYS Department of Labor (NYSDOL) guidance regarding source documents required to support the eligibility components. Documentation of basic skills deficiency (either a copy of assessment scores from test administrator, or copy of the assessment itself) must be placed in the youth's case file. Assessment results must be entered in the One-Stop Operator System (OSOS) in compliance with NYSDOL guidelines. Both an OSOS Comment and Service must be entered for assessment administration and results.

REFERENCES

- [Workforce Innovation and Opportunity Act](#)
- [New York State Department of Labor Technical Advisory 19-2](#)

INQUIRIES

HMO WDB Executive Director
asavino@working-solutions.org



Policy –Priority of Service Requirements under WIOA Title I Adult Program

References: WIOA Final Rule, §680.650, 680.600, 680.201(d), and 134(c)(3)(E); TA12-12.4; TA23-01

Background: WIOA states that local programs must have a policy to ensure priority of service is given to Military Veterans and eligible spouses, and to customers most in need of services. Military Veterans and eligible spouses as defined under WIOA sec 3(63)A and 38 USC 101 and TA 23-01 must receive priority of service in all Department of Labor funded training programs under 38 USC 4215 and described in 20 CFR part 1010. A Military Veteran or eligible spouse must still meet each program’s eligibility criteria to receive services under the respective employment and training program.

Priority for individualized career services and training services funded with WIOA Title I Adult funds must be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient in the local area. The law does not necessarily mean that these services may only be provided to individuals meeting the priority of service qualifications. Individuals must still meet each program’s eligibility criteria to receive services under the respective employment and training program.

The related Adult Priority Population performance measure extends to Adults receiving Individualized Career Services or training services under WIOA.

I. Requirement to Serve Priority Populations under WIOA Title I Adult Program

To comply with WIOA and US Department of Labor Employment and Training Administration (**USDOL ETA**) requirements, NYSDOL requires at least 50.1% of WIOA Title I Adults receiving individualized career or training services (defined in Attachment A: Key Terms and Definitions) in each Local Workforce Development Area (LWDA) fall into at least one of the following three priority populations:

1. Recipients of public assistance;
2. Other low-income individuals (see definition in Attachment A); and
3. Individuals who are basic skills deficient (see definition in Attachment A), which includes English Language Learners.

II. Priority of Service Requirements under WIOA Title I Adult Program

In addition to the three required populations identified in Priority I. above, **veterans and their eligible spouses** must also continue to receive priority of service in all NYSDOL-funded training programs, including WIOA programs. See Section IV below for guidance on applying Priority of Service.

NYSDOL also considers the following individuals with barriers to employment (as defined in Attachment A) as priority populations for individualized career and training services, if they do not already fall under one of the WIOA-required populations:

1. Individuals with disabilities;
2. Justice-involved individuals; and
3. Single parents.

Although considered Priority Populations by NYSDOL, these additional demographic categories by themselves, do not count toward the Priority of Service performance measure noted in Priority I.

III. Local Workforce Development Area (LWDA) Definitions

Eligible Military Veteran: A Military Veteran who served at least one day in the active United States military, naval, or air service, and who was discharged or released from service under any status but Dishonorable. This definition includes Federal activation of a Reserve Component, other than active duty for training. See TA12-12.4 for a full list of Eligible Military Veterans and eligible spouses.

Self-sufficiency wage rate: The wage rate established by the Workforce Development Board HMO (WDB) to reflect a self-sustaining hourly wage within the local area. WDB established self-sufficiency wage rate is \$30 per hour.

Unemployed: Not working at the time the customer is accessing services.

Part-time Employment: Working less than 30 hours per week.

Underemployed: Earning less than self-sufficiency wage rate, or working part time and earning less than self-sufficiency wage rate.

Full-time Employment: Working 30 hours per week or more.

Priority of Service: Customer will be served first by the next available staff member. Customer will be given priority over non-covered persons for the receipt of employment, training, and placement services for which the customer is eligible and qualified. If resources are limited, the customer will receive access to the service instead of or before the non-covered person.

Additional key terms and definitions are included in Attachment A to this policy.

IV. Policy

The Workforce Development Board HMO (WDB) will ensure that priority of service is given to individuals accessing the Career Center services in the following prioritized order:

1. First, to Veterans and Eligible Spouses who are included in the groups given statutory priority for WIOA Adult formula funds. This means that Veterans and Eligible Spouses who are also recipients of Public Assistance, Other Low-Income individuals, or individuals who are Basic Skills Deficient receive first priority for individualized and career services with WIOA Adult formula funds;
2. Second, to individuals who are not Veterans or Eligible Spouses who are included in the three populations given priority for WIOA Adult formula funds (recipients of Public Assistance, Other Low Income individuals, or individuals who are Basic Skills Deficient);
3. Third, to Veterans and eligible spouses who are not included in WIOA's three priority Adult groups (recipients of Public Assistance, Other Low Income individuals, or individuals who are Basic Skills Deficient);
4. Fourth, to additional priority populations established by NYSDOL (Individuals with Disabilities, Justice-involved Individuals, and Single Parents) and/or the LWDBs; and
5. Last, to non-covered persons outside the populations given priority under WIOA (including the three additional priority populations identified by NYSDOL listed in item 4 above and underemployed individuals).

The LWDB for Herkimer, Madison & Oneida has opted to create no additional priority populations.

One-Stop Career Center staff must record accurate customer demographic data and all barrier-related information in OSOS to ensure customers are being identified as one or more of the priority Adult populations. Accurate data reporting will ensure appropriate enrollments, positive performance outcomes, OSOS data integrity, and identification of potential fiscal and programmatic system vulnerabilities.

The statutory priority only applies to WIOA Adult Program funds and only applies to providing individualized career and training services. Funds allocated for WIOA Dislocated Workers and WIOA Youth are not subject to this requirement.

There are no restrictions to providing basic career services; they may be provided to any eligible WIOA Adult. Basic career services are generally entered into OSOS as activities and are located in the L1: Service Definitions OSOS Guide under "L1 – Staff Assisted Basic" category (see <https://dol.ny.gov/system/files/documents/2021/03/l1-service-definitions.pdf>).

Attachment A (Page 1 of 3)

NYSDOL KEY TERMS AND DEFINITIONS

1. Low-Income Individual (Workforce Innovation and Opportunity Act (WIOA) Sec. 3(36)(A))

(A) IN GENERAL.—The term “low-income individual” means an individual who—

(i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;

***Note:** Local income-based public assistance programs may be used to determine whether someone is low-income. Local Workforce Development Boards (LWDBs) must include these local income-based public assistance programs in their local Adult Priority of Service policy.

(ii) is in a family with total family income that does not exceed the higher of—

(I) the poverty line; or

(II) 70 percent of the lower living standard income level;

(iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));

(iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);

(v) is a foster child on behalf of whom State or local government payments are made; or

(vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

***Note:** Under WIOA, there is no exclusion of payments for unemployment compensation, child support payments, and old-age survivors insurance benefits from the income calculations for determining if an individual is low-income. These exclusions that were previously provided under [Workforce Investment Act] WIA sec. 101(25) no longer apply.

2. Basic Skills Deficient (WIOA Sec. 3(5))

(5) BASIC SKILLS DEFICIENT.—The term “basic skills deficient” means, with respect to an individual—

(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or

(B) who is a youth or **adult**, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

***Note:** Individuals who are English language learners meet the criteria for basic skills deficient and must be included in the priority populations for the Title I Adult Program.

3. Individuals with Barriers to Employment (WIOA Sec. 3(24) and TEGL No. 19-16)

The populations included in the “individuals with barriers to employment” in WIOA sec. 3(24) include:

- (a) Displaced homemakers (as defined in WIOA sec. 3(16));
- (b) Low-income individuals (as defined in WIOA sec. 3(36));
- (c) Indians, Alaska Natives, and Native Hawaiians (as defined in WIOA sec. 166(b));
- (d) Individuals with disabilities, including youth who are individuals with disabilities (as defined in WIOA sec. 3(25) (includes individuals who are in receipt of Social Security Disability Insurance));
- (e) Older individuals (age 55 and older) (as defined in WIOA sec. 3(39));
- (f) Ex-offenders (“offender” as defined in WIOA sec. 3(38));
- (g) Homeless individuals or homeless children and youths;
- (h) Youth who are in or have aged out of the foster care system;
- (i) Individuals who are:
 - (1) English language learners (WIOA sec. 203(7)),
 - (2) Individuals who have low levels of literacy (an individual is unable to compute or solve programs, or read, write, or speak English at a level necessary to function on the job, or in the individual’s family, or in society); and
 - (3) Individuals facing substantial cultural barriers;
- (j) Eligible migrant and seasonal farmworkers (as defined in WIOA sec. 167(i)(1-3));
- (k) Individuals within two years of exhausting lifetime TANF eligibility;
- (l) Single parents (including single pregnant women);
- (m) Long-term unemployed individuals (unemployed for 27 or more consecutive weeks); and
- (n) Such other groups as the Governor involved determines to have barriers to employment.

4. Individualized Career Service (§678.430)

Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These services include the following services, as consistent with program requirements and Federal cost principles:

- (1) Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
 - (i) Diagnostic testing and use of other assessment tools; and
 - (ii) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- (2) Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, the eligible training providers (as described in § 680.180 of this chapter);
- (3) Group counseling;
- (4) Individual counseling;
- (5) Career planning;
- (6) Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- (7) Internships and work experiences that are linked to careers (as described in § 680.170 of this chapter);
- (8) Workforce preparation activities;
- (9) Financial literacy services as described in sec. 129(b)(2)(D) of WIOA and § 681.500 of this chapter;
- (10) Out-of-area job search assistance and relocation assistance; and
- (11) English language acquisition and integrated education and training programs.

5. Training Services (§680.200)

Types of training services are listed in WIOA sec. 134(c)(3)(D) and in paragraphs (a) through (k) of this section. This list is not all-inclusive and additional training services may be provided.

- (a) Occupational skills training, including training for nontraditional employment;
- (b) On-the-job training (OJT) (see §§ 680.700, 680.710, 680.720, and 680.730);
- (c) Incumbent worker training, in accordance with WIOA sec. 134(d)(4) and §§ 680.780, 680.790, 680.800, 680.810, and 680.820;
- (d) Programs that combine workplace training with related instruction, which may include cooperative education programs;
- (e) Training programs operated by the private sector;
- (f) Skills upgrading and retraining;
- (g) Entrepreneurial training;
- (h) Transitional jobs in accordance with WIOA sec 134(d)(5) and §§ 680.190 and 680.195;
- (i) Job readiness training provided in combination with services listed in paragraphs (a) through (h) of this section;
- (j) Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with training services listed in paragraphs (a) through (g) of this section; and
- (k) Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training (see §§ 680.760 and 680.770).

6. Recipients of Public Assistance

Examples of public assistance include:

- Temporary Assistance for Needy Families (TANF);
- Food stamps/ Supplemental Nutrition Assistance Program (SNAP);
- General Assistance (GA) State/Local;
- Refugee Cash Assistance (RCA);
- Supplemental Security Income (SSI);
- Social Security Disability Insurance (SSDI); and
- Exhausting TANF within two years.