

Finger Lakes Workforce Investment Board

# 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].

05/19/2021

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

Demand Occupation List is reviewed and updated annually by FLWIB Performance & Evaluation Committee. Updated list is submitted to the Executive Committee and the full FLWIB for approval. Last date completed: May 19, 2021

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

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

Manufacturing, Healthcare, Construction, Building Trades, Agriculture, Food Service, Hotel/Tourism, Beer/Wine and Information Technology industries continue to have staffing needs throughout the four-county service area. Healthcare & Social Assistance is the number one job-generator in the 4 county area with a 3 year annual growth forecast of .3% compared to the forecast for all industries in our area (collectively) projected at -.7%. Manufacturing is forecast to lose 635 jobs in the next 3 years but will have a replacement demand of 4,277 jobs - 2nd only to Retail (4,718) - and outpaces Healthcare (4,160) by 117 jobs. At \$60,668 average annual salary, manufacturing jobs pay about 34% more than Healthcare positions at \$45,394.

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

Top 5 in-demand occupations in Agriculture, Forestry, Fishing and Hunting and Farmworkers and Laborers; Crop, Nursery; and Greenhouse workers; Farmers, Ranchers, and Other Agricultural Managers; with average annual salaries ranging from \$29,000 to \$80,700.

Top 5 in-demand occupations in Information Services are Software Developers and Software Quality Assurance Analysts and Testers; Sales Representatives of Services: Editors; Market Research Analysts and Marketing Specialists and Customer Service Representatives with annual average salaries ranging from \$43,100 to \$101,000.

Top 5 in-demand Healthcare and Social Assistance jobs: Personal Care Aides, Home Health Aides, Registered Nurses, Nursing Assistants, Childcare Workers. Average Salary range for these jobs: \$26,700-\$65,400.

Top 5 in-demand manufacturing jobs: Team Assemblers, Packaging and Filling Machine Operators and Tenders, Laborers and Freight, Stock, and Material

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Movers, Hand, First-Line Supervisors of Production and Operating Workers, Machinists. Average Salary range for these jobs: \$32,000-\$63,700.

Top 5 in-deman Construction/Building Trades Complete for Construction/Building Trades are Construction Laborers, Electricians, Carpenters, First-Line Supervisors of Construction Trades and Pipelayers, Plumbers, Pipefitters with annual average salaries ranging from \$41,900 to \$66,800.

Top 5 in-demand Accommodation and Food Services: Fast Food and Counter Workers, Waiters and Waitresses, Restaurant Cooks, First-Line Supervisors of Food Preparation, Serving Workers and Bartenders and annual average salaries ranging from \$25,900 - \$35,400.

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.

Employers report the need for workers with a combination of skill sets covering occupation or technical skills, educational credentials and/or licensing and relevant work history. Additionally, employers tell us of the constant need for communication skills, interpersonal skills, critical/analytical thinking or problem solving, attendance record/dependability.

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

i. Current labor force employment and unemployment numbers;

Current labor Force - The region has a civilian labor force of 131,635 with a participation rate of 62.2%. Of individuals 25 to 64 in the FLWIA, 29.3% have a bachelor's degree or higher which compares with 33.5% in the nation.

Labor Force Participation Rate and Size (civilian population 16 years and over)

|              | Rate  | Size        |
|--------------|-------|-------------|
| Ontario      | 63.2% | 56,782      |
| Seneca       | 56.7% | 16,284      |
| Wayne        | 64.2% | 47,108      |
| Yates        | 59.1% | 11,893      |
| FL 4 -County | 62.4% | 131,635     |
| NYS          | 63.1% | 10,045,829  |
| US           | 63.2% | 163,555,585 |

Unemployment Rates for PY 2020

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| Program Yr. 2020 | July | Aug  | Sept | Oct | Nov | Dec | Jan  | Fe  |
|------------------|------|------|------|-----|-----|-----|------|-----|
| Ontario          | 12.8 | 8.3  | 4.9  | 5.2 | 4.6 | 5.5 | 6.1  | 6.3 |
| Seneca           | 11.7 | 8.9  | 5.3  | 5.5 | 4.9 | 5.7 | 6.9  | 7.2 |
| Wayne            | 11.3 | 8.6  | 5.1  | 5.5 | 4.8 | 5.5 | 6.2  | 6.5 |
| Yates            | 9.5  | 6.9  | 4.1  | 4.5 | 4.1 | 5   | 5.6  | 5.8 |
| FL -County       | 11.3 | 8.2  | 4.9  | 5.2 | 4.6 | 5.4 | 6.2  | 6.5 |
| Roch-MSA         | 12.9 | 9.9  | 6.1  | 6.4 | 5.6 | 6.5 | 7    | 7.1 |
| NYS              | 16   | 12.6 | 9.4  | 9.2 | 8.1 | 8.1 | 10.5 | 8.5 |
| US               | 10.5 | 8.5  | 7.7  | 6.6 | 6.4 | 6.5 | 6.8  | 6.6 |

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

As more people get vaccinated, more businesses are allowed to re-open and/or increase capacity, employers are reporting a shortage of applicants for open positions. This is generally across most industries including manufacturing, healthcare, building and construction trades, retail trade, leisure and hospitality.

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

Of individuals 25 to 64 in the FLWIA, 29.3% have a bachelor's degree or higher which compares with 33.5% in the nation.

Educational Attainment, Age 25-64

|              | No High School Diploma<br>Rate/Size | High School Graduate and Higher<br>Rate /Size |
|--------------|-------------------------------------|---|
| Ontario      | 5.7%/ 3,196                         | 94.3%/ 52,769                                 |
| Seneca       | 15.2%/ 2,777                        | 84.8%/ 15,520                                 |
| Wayne        | 8.8%/4,174                          | 91.2%/43,109                                  |
| Yates        | 14.8%/ 1,733                        | 85.2%/ 9,915                                  |
| FL 4 -County | 8.9%/1,728                          | 91.1%/121,313                                 |
| NYS          | 11.4%/ 1,194,736                    | 88.6%/ 92,89                                  |
| US           | 10.9%/18,550,150                    | 89.1%/151,288,130                             |

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.

System Strengths:

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For program year 2019, 84 out of 92 individuals completed scheduled training (Individual Training Accounts) for a completion rate of 91%. Of the 84 individuals who completed, 59 (70%) found jobs related to training. Training focused primarily on demand occupations including nursing and transportation.

The community college partners have been responsive in developing and delivering training that's demand-driven and addresses current employer needs. Along with programs like Advanced Manufacturing Machinist Training and Mechatronic Technology, the college has a new program, Certified Production Technician, it hopes to start in the fall. The local BOCES programs continue to offer Nurse Assistant Training along with customer service, Guest Service Gold (GSG) certified training. Opioid awarded funds for those impacted by Opioids providing Peer Mentoring training for the first time in the Finger lakes area. Some program participants have continued training in pursuing Certificate in Alcohol and Substance Abuse Counseling (CASAC).

Sector Strategy. The Finger Lakes Workforce Development board has developed a Sector Based strategy that has been in effect for approximately 10 years. This strategy has been responsible for activities and approaches that have yielded countless outcomes benefitting businesses and working families. The board is in the process of reviewing this strategy with an eye toward strengthening current partnerships while building new ones.

#### System Needs:

For the program year 2019, On the Job Training (OJT) programs saw 21 completed successfully out of 25 for a 84% success rate. OJT is a successful method for filling the skills- gap employers are finding with current applicants. The system needs to develop tools that provide better outreach to employers. Employer's report that gaps in applicant's work experience is often a barrier to hiring. System is developing methods to better inform business about OJT so that it can be used to help fill skill gaps employers often find.

New apprenticeship programs; with the growing demand for a skilled workforce companies are looking at different ways to attract talent. Apprenticeship can be another tool in the toll box that could help our businesses grow. The SUNY system is working with partners that will assist local employers develop apprenticeship opportunities.

Currently some of the traditional training options for job-seekers are being delivered on-line or not at all due to the pandemic, limiting training possibilities for working families. We continue to work with partners to develop additional training options creating a greater choice of training options for job-seekers that will fill skill gaps employers are experiencing.

- 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.

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Yes, partnerships both new and old are in place to meet skill needs of the local workforce, including those with disabilities. WIOA has facilitated some of this with local partners while the REDC's focus on workforce development has helped "shine a light" on the importance of a skilled workforce.

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

Board is re-starting two committees designed to increase participation in local system for individuals with disabilities and veterans. We are looking to community partners from all four counties to participate.

The FLWIB continues to coordinate efforts of the one-stop partner programs, especially those programs with expertise in serving special populations, to help businesses identify, hire, and train qualified workers with disabilities, limited English, criminal backgrounds, and other populations that are underrepresented in the workforce. The board is developing a WIOA Transitional Job program to assist individuals with barriers with entering/re-entering where agencies with expertise in serving individuals with barriers can provide some cross-training to career center staff opening up access to program services for such individuals. The system partner referral will also be used by these partners to increase services to this population.

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

Working together the system collects and shares information with our partners in an effort to develop relevant programs befitting both the employers and working families in the region.

- 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?

Trends are identified and collective solutions are designed to ensure that employers are able to access the talent they need to reach their goals.

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

The FLWIB has provided training to career-center staff in an effort to ensure performance indicators are understood by the system.

Primary indicators are:

1. Employment Rate 2nd Quarter After Exit
2. Employment Rate 4th Quarter After Exit
3. Median Earnings 2nd Quarter After Exit
4. Credential Earnings 2nd Quarter After Exit

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- 5. Measurable Skill Gains
- 6. Effectiveness in Serving Employers

By meeting and exceeding these goals it is the board's expectation that the system will be better aligned to meet the needs of businesses while ensuring job-seekers multiple career pathways to a sustainable lifestyle.

## 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;

Core Programs include WIOA Adult, WIOA Dislocated Worker, WIOA Youth, Trade Act, Wagner Pysler, RESEA, Veterans Services, ACCES-VR, TANF Employment Services, BOCES Adult Education and Training, Finger Lakes Community College.

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

Finger Lakes Community College has four locations where job-seekers can access training programs that align with in-demand occupations.

- iii. Other workforce development programs, if applicable.

Additional programs include recently completed regional programs entitled Finger Lakes Hires and America's Promise New York Inspire Grants. These provided short-term training in regional educational and work based programs that provide skill upgrades for our workers and supply our businesses with the talent required for current openings.

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

When possible, system uses customer service feedback regarding services used. Feedback is reviewed regularly to assist with continuous improvements. Training outcomes are reviewed two times a year to ensure customers are completing course work and getting jobs related to the field of training. Concerns are addressed with training providers and a plan for improvement is developed.

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

Eligible providers will meet employment needs of local businesses, workers, and job-seekers by scanning the system for gaps and accessing the services and information provided by the Board. Services such as Eligible Training Provider List can assist providers with the development of in-demand programs that serve both the business and the job-seeker.

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

Our One-Stop Operator convenes quarterly to discuss issues and general information regarding the operation of the career centers. During these meetings any issues regarding referral process are discussed along with information regarding career events and system-wide staff training is reviewed. Additionally, Center managers meet with Board staff to discuss day to day operations of career centers.

## 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 Board currently partners with training providers in the area to develop career pathways by assisting with the convening of local companies to better understand what their needs are relative to technical skills. Working together with industry leaders and training and service providers programs that are responsive to local employers are developed and can be funded with WIOA dollars.

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

The Board will continue to work with our partners to ensure that job-seekers looking to upgrade their skills will have access to the most relative training available. We will do this by closely monitoring approved trainings and the In Demand Occupation List.

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

Programs like Certified Nurse Assistant, Licensed Practical Nursing and Registered Nursing are examples of credentials that are recognized by other occupational groups. Mechatronics and Certified Production Technician also have credentials that are recognized by multiple occupational groups.

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

With funding of our recent Opioid grant we were able to develop a career pathway for people impacted by Opioid Crisis by funding Peer Advocate Training. Graduates from the program were hired through local agencies. Some continued with WIOA funded training with the goal of obtaining their Credentialed Alcoholism and Substance Abuse Counselor (CASAC). This is one example of how we are able to work with providers and employers to benefit the job-seeker in developing career pathways with stackable credentials.

## 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.

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We have a Veterans Committee workgroup comprised of veterans and community agencies that meet regularly to discuss methods for providing better access to system services. We are re-starting our Individuals with Disabilities Committee workgroup in an effort to ensure expanded access to system services for people with disabilities. Additionally, we are scanning programs and community partners for programs designed to assist center staff with developing skills that will help in servicing individuals 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.

Zoom technology has helped in making meetings more accessible. We have used it to present workshops and job fairs to working families. This technology including posting links to our website and our YouTube channel, our career services are accessible 24 hours a day, 7 days a week. Additionally, we have added to our online training (SkillUp Finger Lakes) with the offerings of Coursera. We will continue to explore the use of technology in the provision of career center services in the future.

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

OSOS continues to be the case management system used by center staff. It is enhanced by the use of technology in collecting information for customers either by phone and or email. When possible meetings using Zoom technology is encouraged.

- 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.

Basic Career Services: eligibility; outreach; intake; system orientation; initial assessment; labor exchange services; referral to programs; labor market information; referrals to support services; unemployment insurance information and resources; individual career services; comprehensive assessment; individualized plan for employment; career planning and counseling; short-term pre-vocational services and youth services and access to training. These services ensure working families looking for work or to upgrade their skills have access to the resources needed. One area that needs improvement is services associated with Trade Act. Partners are struggling to provide satisfactory service to customers due to limited resources, continually changing parameters and inadequate training available to staff a counselor.

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

Information is available at all of our career centers relative to public transportation. Additionally, information on private transportation solutions (Enterprise) is also made available.

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- 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.

The One-Stop Operator in accordance with the memorandum of understanding (MOU) has built supportive agreements, enhancing the availability of services to people with disabilities. Staff development sharing best practices have been a result of agreements and the development of positive relationships between center staff and our partners.

- 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.

Current Priority System: Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, including WIOA programs. However, when programs are statutorily required to provide priority for a particular group of individuals, such as this WIOA priority - priority must be provided in the following order:1. First, to veterans and eligible spouses who are also 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 would receive first priority for services provided with WIOA adult formula funds.

2. To non-covered persons (individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.

3. To veterans and eligible spouses who are not included in WIOA's priority groups.

4. To non-covered persons outside the groups given priority under WIOA.

- 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;

All career centers were certified in 2018 and will go through re-certification process in 2021. This process reviews the physical and programic accessibility of programs and services. In order to be certified and re-certified, centers must demonstrate they meet ADA requirements.

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

Each center received adaptive equipment in 2019. Staff received training in that year. In 2021 a review will be afforded staff at career centers

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

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Each center received adaptive equipment in 2019. Staff received training in that year. In 2021 a review will be afforded staff at career centers.

- 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.).

Partners recognize NYS human rights laws prohibit discrimination or harassment against any employee, applicant for employment or customer due to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status.

## 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?

Currently we have four Business Service Representatives (BSR) to coordinate system services. BSRs provide job posting and job matching services including recruitment events designed to attract working families with the required skill sets. On the Job Training programs and Customized training are marketed and delivered by BSRs. FLWIB meets quarterly w/ Economic Developers in an effort to share Labor Market Information so that BSRs are able to respond to business appropriately. Newly developed training programs are marketed to employers as supply line for new talent. BSRs work w/ local chambers to promote each other's services and work together to serve small business. The FLWIB is currently piloting a new effort to recruit job-seekers for specific openings using social media. Training programs include mecatronics, Advanced manufacturing.

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

The Board partners with local Chambers of Commerce to promote business services. Also work closely with FAME (Finger Lakes Advanced Manufacturing Enterprise) to promote programs and services.

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

The BSRs are at the heart of our Business Services engaging partners depending on the need of businesses. Often they act as brokers of services with the idea that if we don't have a solution we will find someone who does, including directly connecting training services needed to our training partners. If involvement is needed in shaping the pipeline of future workers we engage FAME. If they are looking to expand, we engage our economic development partners. Once we have a n understanding of company needs we are able to engage our systems of services.

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

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The FLWIB with Business Services Team and Career Center managers meet with economic developers from all four counties quarterly. General information is shared regarding expansion and contractions of employers throughout the region. Through these meetings plans are developed to address industry issues like transportation and childcare so employers can meet the challenges their workforce presents.

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

Individuals interested in starting a small business are provided information on the SEAP (Self-Employment Assistance Program) that gives job-seekers the opportunity to start a business and create your own job while receiving UI benefits. If accepted into the SEAP, you will work full time at starting your own business and you will not be required to look for other work. There are microenterprise programs specific to a city or town within our four county region that information is also provided for.

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

Rapid response notifies FLWIB when there is a mass layoff and will coordinate strategies for providing Rapid Response activities, including WIOA staff to discuss training options among other services.

## 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?

Providing both services at one location strengthens the connection between the two programs. People are able to receive general information regarding their claim while receiving information on the rest of services the system has to offer.

- 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;

FLWIB Youth Coordinator has strengthened relationships with school districts in the four-county area while coordinating our WIOA youth services. Over the last 14 years FLWIB has engaged schools and their students with various career exploration events serving thousands of high school students in the region.

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

Convening members of specific industries to explore common needs regarding training and exploring solutions with our training providers.

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Engaging educators in the event planning process for career exploration events.

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

Managers/partners meet monthly/quarterly to discuss programs and services to ensure efficiencies throughout the system. Information regarding new programs is vetted during the meetings to avoid service duplication. The MOU provides a guide for services offered, that partners agree to.

- 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.

Local NYSDOL staff are an important partner and are included in all team meetings including the Training Team and the Business Services Team. NYSDOL is also included regarding monthly manager meetings and quarterly One Stop Operating meetings.

- 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.

Administrative Agreements with Ontario. Chief Local Elected Official Agreement with Ontario, Seneca, Wayne, and Yates Counties.

## 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.

Contractors of adult and youth services, working with system partners recruit individuals with barriers including youth who are out of school, adults with low literacy skills English language learners along with individuals who have not completed high school. With training and support these individuals can prove to be a hidden talent pool for local employers. Working with partners, barriers to employment can be eliminated increasing the labor pool with qualified workers.

- 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.

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Finger Lakes Works works closely with Title II partners to assist with the referral of individuals in need of services to our career center system. Over the past two years we have added the on-line program "Skill Up Finger Lakes" with over 5,000 training offerings available. Currently we are developing a Transitional Work Try Out program designed to provide work based training to individuals with serious barriers to employment.

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

The FLWIB is active in facilitating career pathways. A recent example was using a grant for individuals impacted by the Opioid we provided access to Peer Mentoring training for individuals. After completion of training individuals were able to access Credentialed Alcoholism and Substance Abuse Counselor (CASAC) training funded through WIOA training funds. This is one example on how FLWIB has been creative in leverage training funds in an effort to help employers in the region. We will continue to work with partners to identify gaps and work together to close those gaps.

- 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.

The FLWIB has a long history of working with our partners who provide services to individuals with barriers to employment. Many of the partners serve on workgroups that develop, plan and deliver programs and events designed for the people they serve. Career events like "Finger Lakes Work with Their Hands" and "Serving Community Health in the Finger Lakes" and "Where Your Food Comes From" are examples the FLWIB supports the state plan support while working with core program providers.

## 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](#).

Wayne County Workforce Development, Jennifer Weaver, Deputy Director, 1519 Nye Road Lyons NY 14489, 315-946-7270, [jweaver@co.wayne.ny.us](mailto:jweaver@co.wayne.ny.us)

Ontario Co Workforce Development, Wendy Provan, Workforce Specialist, 3010 County Complex Drive Canandaigua NY 14424, 585-396-4027, [wendy.provan@dfa.state.ny.us](mailto:wendy.provan@dfa.state.ny.us)

Yates Co Workforce Development, Chris Yonge, Employment Counselor, 417 Liberty Street Penn Yan NY 14527, 315-536-5140 ext 4, [christine.yonge@dfa.state.ny.us](mailto:christine.yonge@dfa.state.ny.us)

Seneca Co Workforce Development, Annie Mahoney, Deputy Director, 1 DiPronio Drive Waterloo NY 13165, 315-539-1791, [amahoney@co.seneca.ny.us](mailto:amahoney@co.seneca.ny.us)

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Sodus Central School/Wayne County Consortium Schools, Jay Roscup, Director, 2 Maple Street Sodus NY 14551, 315-527-6546, jroscup@soduscscd.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

54

ii. Carry-over OSY

80

iii. New ISY

17

iv. Carry-over ISY

35

v. Work experiences

90

\*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

All youth providers have submitted their "Scope of Work" for PY21 outlining the elements that will be provided in-house and those that will be provided by outside agencies. The WIB will renew current MOA's and add new ones if needed. Youth Providers will abide by the "Objective Assessment Policy" to ensure career interests, basic skills, and ISS are completed before enrollment to establish the best starting point for that youth.

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

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ACCES-VR and NYS Commission of the Blind are MOU partners that help provide training for assistive technology to help youth and job seekers with career readiness. These partner agencies also assist with co-enrolled in WIOA and their program(s) to ensure they are receiving the services they need to succeed. Supportive Services funds can be used to purchase items/software to reduce barriers for youth with disabilities.

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

During the pandemic, a virtual work experience was created on SkillUp Finger Lakes (Metrix) where youth learned career readiness and occupation-specific skills. This virtual work experience will remain an option for youth. Introducing a new youth provider in PY20 has expanded our reach into school districts which has increased ISY and OSY recruitment (new provider is based in a school district). There has been an increase in Youth OJT's this program year as providers continue to build relationships with employers.

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

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.

The Finger Lakes Workforce Investment 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 Dislocated Worker contracts are awarded to the Ontario, Seneca, Wayne and Yates County Offices of Workforce Development to provide all career services, training services, and placement and follow up. Youth contracts are awarded through a competitive RFP process that can be extended based on performance.

- 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.

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| PY20 Measures                            |         |                   |          |
|--|---------|-------------------|----------|
|  | Adult   | Dislocated Worker | Youth    |
| Employment Rate 2nd Qtr After Exit       | 69%     | 67%               | 73%      |
| Employment Rate 4th Qtr After Exit       | 68%     | 67%               | 63%      |
| Median Earnings 2nd Qtr After Exit       | \$5,300 | \$6,500           | \$ 3,000 |
| Credential Attainment 4th Qtr After Exit | 51%     | 51%               | 51%      |
| Measurable Skill Gains                   | 45%     | 45%               | 50%      |

- 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.

All above are met and we will continue to maintain all required WIOA certifications, including membership compliance. The 2020 MOU is currently under review with the Department of Labor and we anticipate providing signatures in a timely manner to complete the process. FLWIB has a signed contract for their One Stop Operator; the Genesee Finger Lakes Regional Planning Council. All local policies are in place and under regular review. All Career Centers are certified.

## 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.

The FLWIB uses a separate Business Services Representative in each county, to provide business services. They are responsible for marketing and delivering On the Job Training, and Customized Training programs to local businesses.

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

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In addition, we have a training team that is responsible for providing Individual Training Accounts for job-seekers consisting of one employment counselor from each of the four counties. Contracts with each county is developed and approved before the start of each program year.

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

Demand Occupation list is posted on FLWIB website. Customers work with staff in developing an Individualized Employment Plan that reflects their interest. When developing the plan the customer is advised of training outcomes of programs and current demand for occupational skills provided through the program.

## 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.

Public notice is available on the website as well as written notice available at the Geneva office.

## 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](#)). 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**

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**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                                 |
| Ontario                  | <input checked="" type="checkbox"/> |
| Seneca                   | <input type="checkbox"/>            |
| Wayne                    | <input type="checkbox"/>            |
| Yates                    | <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.

|  |
|--|
| <b>Fiscal Agent</b>                          |
| Finger Lakes Workforce Investment Board Inc. |

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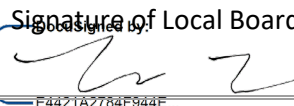
**ATTACHMENT C: SIGNATURE OF LOCAL BOARD CHAIR**

**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.

|   |       |   |  |
|---|-------|---|--|
| 7/1/2021                                | Date: | Signature of Local Board Chair:<br> |  |
| Mr. <input checked="" type="checkbox"/> | Mr.   | Typed Name of Local Board Chair:<br>Rick Plympton   |  |
| Ms. <input type="checkbox"/>            | Ms.   |   |  |
| Other <input type="checkbox"/>          | Other |   |  |
| Name of Board:                          |       | Finger Lakes Workforce Investment Board   |  |
| Address 1:                              |       | 41 Lewis St, Ste 104  |  |
| Address 2:                              |       |   |  |
| City:                                   |       | Geneva  |  |
| State:                                  |       | NY  | Zip: 14456                                 |
| Phone:                                  |       | 315-789-3131  | E-mail: Rick Plympton <Rick@optimaxsi.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)**

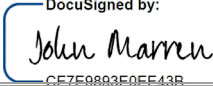
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By virtue of my signature, I:

- 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):  |                                      |
| 7/1/2021   |                                     | <br><small>CE7E9893E0EE43B</small> |                                      |
| Mr.  | <input checked="" type="checkbox"/> | Typed Name of Local CEO:  |                                      |
| Ms.  | <input type="checkbox"/>            | John Marren   |                                      |
| Other  | <input type="checkbox"/>            |   |                                      |
| Title of Local CEO:  |                                     | Chairman of Ontario County Board of Supervisors   |                                      |
| Address 1:   |                                     | County of Ontario   |                                      |
| Address 2:   |                                     | 20 Ontario Street   |                                      |
| City:  |                                     | Canandaigua   |                                      |
| State:   |                                     | NY  | Zip: 14424                           |
| Phone:   |                                     | 585-396-4447  | E-mail: Jack.Marren@co.ontario.ny.us |
| 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)**

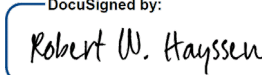
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|  |  |   |                          |
|--|--|---|--------------------------|
| Date:  |  | Signature of Local Chief Elected Official (CEO):  |                          |
| 7/8/2021   |  | DocuSigned by:<br><br>46CD1EB15ADA4C1... |                          |
| Mr. <input checked="" type="checkbox"/>  |  | Typed Name of Local CEO:  |                          |
| Ms. <input type="checkbox"/>   |  | Robert W. Hayssen   |                          |
| Other <input type="checkbox"/>   |  |   |                          |
| Title of Local CEO:  | Chairman, Seneca County Board of Supervisors |   |                          |
| Address 1:   | 1 DiPronio Dr                                |   |                          |
| Address 2:   |  |   |                          |
| City:  | Waterloo                                     |   |                          |
| State:   | NY   | Zip:  | 13165                    |
| Phone:   | 315-539-1700                                 | E-mail:   | rhayssen@rocheter.rr.com |
| Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input checked="" 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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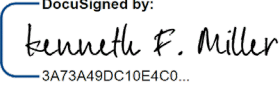
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|  |   |   |       |
|--|---|---|-------|
| Date:  | 7/7/2021                                    | Signature of Local Chief Elected Official (CEO):  |       |
|  |   | <small>DocuSigned by:</small><br><br><small>3A73A49DC10E4C0...</small> |       |
| Mr.  | <input checked="" type="checkbox"/>         | Typed Name of Local CEO:  |       |
| Ms.  | <input type="checkbox"/>                    | Kenneth F. Miller   |       |
| Other  | <input type="checkbox"/>                    |   |       |
| Title of Local CEO:  | Chairman, Wayne County Board of Supervisors |   |       |
| Address 1:   | 1180 Canandaigua Rd                         |   |       |
| Address 2:   |   |   |       |
| City:  | Palmyra                                     |   |       |
| State:   | NY  | Zip:  | 14522 |
| Phone:   | 315-946-5400                                | E-mail: palmyrasupv@palmyrany.com   |       |
| Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input checked="" 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.

**WE ARE YOUR DOL**



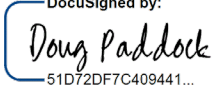
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|  |  |   |
|--|--|---|
| Date:  |  | Signature of Local Chief Elected Official (CEO):  |
| 7/ /2021   |  | DocuSigned by:<br><br>51D72DF7C409441... |
| Mr. <input checked="" type="checkbox"/>  |  | Typed Name of Local CEO:  |
| Ms. <input type="checkbox"/>   |  | <b>Doug Paddock</b>   |
| Other <input type="checkbox"/>   |  |   |
| Title of Local CEO:  | <b>Chair, Yates County Legislature</b> |   |
| Address 1:   | <b>417 Liberty St, Ste 2126</b>        |   |
| Address 2:   |  |   |
| City:  | <b>Penn Yan</b>                        |   |
| State:   | <b>NY</b>                              | Zip: <b>14527</b>   |
| Phone:   | <b>315-536-5150</b>                    | E-mail: <b>dpaddock@yatescounty.org</b>   |
| Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input checked="" 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:

### **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: |  |
| Title:                                  | Executive Director  |
| Date:                                   | 7/1/2021  |

\*\* Lynn Freid signed on behalf of FLWIB.

**Youth Services**

**Name of Local Area:** *(Type the name of local area here)*

| Name of Organization Providing Youth Services<br><i>(Provide name of organization)</i> | Phone Number | Type of Agreement<br><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 | Alternative Sec. School | Occupational Skills Training | Work Experience | Edu. Offered Concurrently | Leadership Development | Supportive Services | Adult Mentoring | Comp. Guidance/ Counseling | Financial Literacy | Entrepreneurial Skills | Labor Market Information | Postsecondary prep./transition | 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). |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        |                     |                 |                            |                    |                        |                          |                                |           |
| Wayne County Workforce Development   | 315-946-7270 | Contract  | B  | B                                 | B                    | B                                    | B                     | B                           |                        |                         |                              |                 |                           |                        |                     |                 |                            |                    |                        |                          |                                |           |
| Ontario County Workforce Development   | 585-396-4020 | Contract  | B  | B                                 | B                    | B                                    | B                     | B                           |                        |                         |                              | B               |                           | B                      | B                   | B               |                            | B                  |                        | B                        | B                              | B         |
| Finger Lakes Community School - Seneca   | 315-483-5201 | Contract  | B  | B                                 | B                    | B                                    | B                     | B                           |                        |                         |                              |                 |                           |                        |                     |                 |                            |                    |                        |                          |                                |           |
| Yates County Workforce Development   | 315-536-5140 | Contract  | B  | B                                 | B                    | B                                    | B                     | B                           |                        |                         |                              | B               |                           | B                      | B                   | B               |                            | B                  |                        | B                        | B                              | B         |
| Sodus CSD/Wayne Consortium of Schools  | 315-483-5201 | Contract  | B  | B                                 | B                    | B                                    | B                     | B                           |                        |                         |                              | B               |                           | B                      | B                   | B               |                            | B                  |                        | B                        | B                              | B         |
| Finger Lakes Community College   | 585-785-1000 | MOA   |  |                                   |                      |                                      |                       |                             | I                      | O                       | B                            |                 |                           |                        |                     |                 |                            |                    |                        |                          | B                              |           |
| Wayne Finger Lakes BOCES   | 315-332-7400 | MOA   |  |                                   |                      |                                      |                       |                             | I                      | O                       | B                            |                 | B                         |                        |                     |                 |                            |                    |                        |                          | B                              |           |
| Ontario County Probation   | 585-396-4222 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        |                     |                 | B                          |                    |                        |                          |                                |           |
| Ontario County Mental Health   | 585-396-4363 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        |                     |                 | B                          |                    |                        |                          |                                |           |
| Ontario County Social Services   | 585-396-4060 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              | B               |                           |                        | B                   |                 |                            |                    |                        |                          |                                |           |
| RTS Ontario  | 585-394-2250 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        | B                   |                 |                            |                    |                        |                          |                                |           |
| Center for Dispute Settlement  | 585-396-0840 | Contract  |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           | B                      |                     |                 |                            |                    |                        |                          |                                |           |
| Summit Federal Credit Union  | 800-724-9282 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        |                     |                 |                            | B                  |                        |                          |                                |           |
| Ontario County Chamber of Commerce   | 585-394-4400 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        |                     |                 |                            |                    | B                      |                          |                                |           |
| NYS Dept of Labor  | 315-789-1771 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        |                     |                 |                            |                    |                        | B                        |                                |           |
| Canandaigua Driving School   | 585-742-2303 | Contract  |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        | B                   |                 |                            |                    |                        |                          |                                |           |
| Cornell Cooperative Extension - Yates  | 315-536-5123 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           | B                      |                     |                 |                            | B                  |                        |                          |                                |           |
| NYS SBDC   | 585-395-8410 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        |                     |                 |                            |                    | B                      |                          |                                |           |
| SCORE of Greater Rochester   | 585-263-6473 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        |                     | B               |                            |                    | B                      |                          |                                |           |
| ACCES-VR   | 315-789-0191 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              | B               | B                         |                        | B                   |                 |                            |                    |                        |                          |                                |           |
| Job Corps  | 585-344-6700 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 | B                         |                        |                     |                 |                            |                    |                        |                          | B                              |           |
| FLACRA   | 315-462-9466 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        | B                   |                 | B                          |                    |                        |                          |                                |           |
| Literacy Volunteers of Ontario and Yates   | 585-396-1686 | MOA   |  |                                   |                      |                                      |                       |                             | I                      | O                       |                              |                 |                           |                        |                     |                 |                            |                    |                        |                          |                                |           |
| Literacy Volunteers of Wayne County  | 315-946-5333 | MOA   |  |                                   |                      |                                      |                       |                             | I                      | O                       |                              |                 |                           |                        |                     |                 |                            |                    |                        |                          |                                |           |
| CareNet Penn Yan   | 315-536-7333 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           | B                      |                     |                 |                            |                    |                        |                          |                                |           |
| Restart Solutions  | 407-222-4854 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           | B                      |                     |                 |                            |                    |                        |                          |                                |           |
| Finger Lakes Community Health  | 315-531-9102 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        |                     |                 | B                          |                    |                        |                          |                                |           |
| Family Counseling Services of the Finger Lakes   | 315-789-2613 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        | B                   |                 | B                          |                    |                        |                          |                                |           |
| Wayne Behavioral Health Network  | 315-946-5722 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           | B                      |                     | B               |                            |                    |                        |                          |                                |           |
| Reliant Federal Credit Union   | 800-724-9282 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        |                     |                 |                            | B                  |                        |                          |                                |           |
| Lyons National Bank  | 315-781-5000 | MOA   |  |                                   |                      |                                      |                       |                             |                        |                         |                              |                 |                           |                        |                     |                 |                            | B                  |                        |                          |                                |           |
| Finger Lakes Community Action Program  | 315-333-4155 | MOA   |  |                                   |                      |                                      |                       |                             |                        | O                       | B                            | B               |                           | B                      | B                   | B               | B                          | B                  |                        | B                        | B                              |           |
| Wayne County Pre-Trial Services, Inc   | 315-331-0794 | MOA   |  |                                   |                      |                                      |                       |                             | I                      | O                       |                              |                 | B                         | B                      | B                   | B               | B                          |                    |                        |                          | B                              | B         |
| Scarlet Thread Ministries  | 315-294-3669 | MOA   |  |                                   |                      |                                      |                       |                             |                        | O                       |                              | B               | B                         | B                      | B                   | B               |                            |                    | B                      |                          | B                              | B         |
| Sodus Community Library  | 3154839292   | MOA   |  |                                   |                      |                                      |                       |                             | I                      | O                       | B                            | B               | B                         | B                      |                     | B               |                            | B                  |                        | B                        | B                              |           |
| Wayne County Partnership for Strengthening Families                                    | 315-310-0867 | MOA   |  |                                   |                      |                                      |                       |                             | I                      | O                       |                              | B               | B                         | B                      | B                   | B               | B                          |                    |                        | B                        | B                              |           |





## Finger Lakes WIOA Youth Objective Assessment Policy – PY21

The purpose of this policy is to set a guideline for Service Providers (contractors) to complete all required steps of the Objective Assessment as defined by TEGL 21-16 and the Individual Service Strategy (ISS – attached to this policy) before youth are enrolled in the WIOA Youth Program:

**Basic Skills, Occupational Skills, Prior Work Experience, Employability, Interests, Aptitudes, Supportive Service Needs, Developmental Needs, and Strengths.**

### **Options for Assessing Basic Skills:**

**Option 1:** A High School Diploma, High School Equivalency (HSE/GED), or passing report card\*/transcript\*\* dated within 6 months prior to date of enrollment identifies the youth as **not** Basic Skills Deficient (BSD).

*\*Passing report card is an overall grade of 65 or higher*

*\*\*Passing transcript is a GPA of 2.0 or higher*

*(Grades below 65 or 2.0 would identify the youth as BSD)*

**Option 2:** TABE 9D Survey scores dated within 6 months prior to date of enrollment\*\*\*  
*(this option cannot be used for the EFL Measurable Skills Gain)*

**Option 3:** TABE 11-12 scores dated within 6 months prior to date of enrollment\*\*\*\*

*\*\*\*\*TABE scores of 9.0 and above identifies the youth as **not** BSD.*

*(Grades below 9.0 on TABE 9D or 11-12 identifies the youth as BSD)*

### **Options for Assessing Interests:**

**Option 1:** CareerZone Section 02 Interest Profiler [www.careerzone.ny.gov](http://www.careerzone.ny.gov) (computer version)

**Option 2:** O\*NET Interest Profiler (computer <https://www.mynextmove.org/explore/ip> or paper version)

Occupational Skills, Prior Work Experience, Employability, Aptitudes, Supportive Service Needs, Developmental Needs, and Strengths are all addressed in the ISS provided by Finger Lakes WIB. CareerZone and O\*NET can assist in assessing some of these areas as well if needed.

**All youth must complete the requirements for assessing Basic Skills and Interests, and the ISS before being enrolled in the youth program (before first service, 1 of the 14 elements, is entered in OSOS).**

**FINGER LAKES WORKFORCE INVESTMENT BOARD  
UNDER THE WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)**

**NAME OF POLICY:** Serving Priority Populations and Priority of Service under the Workforce  
Innovation and Opportunity Act (WIOA) Title I Adult Program **WIOA-5**

**APPROVAL DATE:** January 18, 2017

**EFFECTIVE DATE:** January 18, 2017

**REVISED DATE:** May 17, 2023

**PURPOSE**-Provide guidance to the workforce development system regarding: (1) the requirement to serve priority populations under the WIOA Title I Adult Program; (2) priority of service requirements under the WIOA Title I Adult Program; and (3) data entry and data element validation (DEV) requirements.

**POLICY**

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

To comply with WIOA and United States Department of Labor Employment and Training Administration (USDOL ETA) requirements, the New York State Department of Labor (NYSDOL) requires at least 50.1 percent 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) to fall into at least one (1) of the following three (3) priority populations:

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

**2. Priority of Service Requirements Under the WIOA Title I Adult Program**

In addition to the three (3) required populations identified in Policy 1. above, veterans and their eligible spouses must also continue to receive priority of service in all NYSDOL-funded training programs, including WIOA programs. 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 (1) of the WIOA-required populations:

- i. Individuals with disabilities;
- ii. Justice-involved individuals; and
- iii. Single parents.

Local Workforce Development Boards (LWDBs) must develop, review and/or revise their local policy for applying priority of service when funding WIOA Title I Adult Program individualized career and/or training services to align with all of the designated priority of service populations in this Workforce Development System (WDS) Technical Advisory (TA).

**3. Data Entry and DEV Requirements**

One-Stop Career Center staff must follow procedures outlined in the following One-Stop Operating System (OSOS) Guides to ensure Adult priority of service demographic data is recorded consistently and accurately:

- i. Creating a Basic Customer Record; and
- ii. Comprehensive Assessment and Supplemental Data.

Staff must follow both OSOS Guides to ensure customers are being identified as a

member of one (1) or more Adult priority populations at the time of enrollment.

**Note: All demographic data must be entered into OSOS prior to recording a staff assisted service/activity.**

One-Stop Career Center staff must always prioritize services to the priority populations, regardless of the amount of funds available to provide services in the local area.

The local policy must also include the additional three (3) priority populations identified by NYSDOL (individuals with disabilities, justice-involved individuals, and single parents).

#### **4. Applying Priority of Service Requirements**

Recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and veterans and their eligible spouses must receive priority of service in all NYSDOL-funded training programs, including WIOA programs. However, as described in TEGL No. 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority for Adult funds, priority must be provided in the following order:

- i. First, to veterans and eligible spouses who are included in the groups given statutory priority for WIOA Adult formula funding. 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;
- ii. Second, to non-covered persons (individuals who are not veterans or eligible spouses) who are included in the three (3) populations given priority for WIOA Adult formula funds;
- iii. Third, to veterans and eligible spouses who are not included in WIOA's three (3) priority Adult groups;
- iv. Fourth, to additional priority populations established by NYSDOL and/or the LWDBs; and
- v. Last, to non-covered persons outside the populations given priority under WIOA (including the three (3) additional priority populations identified by NYSDOL and underemployed individuals).

#### **5. Adult Priority of Service Performance Requirement**

One-Stop Career Center staff must record accurate customer demographic data and all barrier-related information into their appropriate case management system to ensure customers are being identified as one (1) 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.

#### **REFERENCES:**

**New York State Department of Labor Workforce Development System  
Technical Advisory #23-01 January 20, 2023**

**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.