

St. Lawrence County

Local Plan

July 1, 2021 – June 30, 2025

MODIFICATION 2023

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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].

4.22.2021
6/12/21

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

Quarterly Workforce Development Board Meeting held June 9, 2021 - the resolution for two year modification will be acted upon at the full WDB meeting on 6/14/23

- a. Provide an analysis of regional economic conditions, including:
 - i. Existing and emerging in-demand sectors and occupations; and

Demand Sectors Sorted by Number of Openings		
St. Lawrence County, April 27, 2020 - April 26, 2021		
Industry Sector code	Industry Sector	Job Postings
62	Health Care and Social Assistance	1,929
44-45	Retail Trade	789
61	Educational Services	322
31-33	Manufacturing	266
72	Accommodation and Food Services	183
48-49	Transportation and Warehousing	160
52	Finance and Insurance	133
54	Professional, Scientific, and Technical Services	102
92	Public Administration	101
56	Administrative and Support and Waste Management and Remediation Services	94
23	Construction	89

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51	Information	87
53	Real Estate and Rental and Leasing	22
22	Utilities	21
42	Wholesale Trade	20
81	Other Services (except Public Administration)	16
11	Agriculture, Forestry, Fishing and Hunting	7
21	Mining, Quarrying, and Oil and Gas Extraction	6
71	Arts, Entertainment, and Recreation	4
55	Management of Companies and Enterprises	3

Healthcare, Retail Trades & Educational Services remain growth areas, while all other sectors have remained relatively stable. Labor shortages have hit all sectors in some fashion.

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

Demand Occupations, as sorted by number of openings in St. Lawrence County from April 2020-2021 are as reported: Registered Nurses - 444 openings (10%), Retail Salespersons - 270 (6%), Heavy and Tractor- Trailer Truck Drivers - 159 (4%), First-Line Supervisors of Retail Sales Workers - 98 (2%), Patient Representatives - 89 (2%), Stock Clerks, Sales Floor - 88 (2%), Licensed Practical and Licensed Vocational Nurses - 86 (2%), Laborers and Freight, Stock and Material Movers - 83 (2%), Medical and Health services Managers - 82 (2%), Cashiers -80 (2%), Critical Care Nurses - 80 (2%), Nursing Assistants - 74 (2%), and Home Health Aides - 59 (2%). All other job openings were 1 % of the occupations posted.

In total, 24% of the job openings were in the health care field.

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, through the St. Lawrence County IDA, that they are seeking individuals with professional skills, once referred to as "soft skills". Employers state that they can train entry level employees on "job specific" skills, but need candidates that can provide good customer service and are reliable. The region's employers also have a difficult time recruiting professional level candidates due to the area's rural nature and the relatively low pay compared to more urban areas. More recently, it has come to light that the manufacturing sector is seeking employees with maintenance, vocational tech and fabrication skills to ensure that existing business can stay relative and that emerging enterprises are able to garner the skilled laborers necessary to compete in the marketplace.

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

i. Current labor force employment and unemployment numbers;

March, 2021 Jefferson-Lewis LWDA	
Civilian Labor Force total :	53,900
Employed total:	50,000
Unemployed total:	3,900
UI rate total:	7.2%
March, 2021 St. Lawrence County LWDA	
Civilian Labor Force total :	42,500
Employed total:	39,700
Unemployed total:	2,900
UI rate total:	6.7%
March, 2021 North Country LWDA (Clinton, Essex, Franklin & Hamilton)	
Civilian Labor Force total :	168,700
Employed total:	157,300
Unemployed total:	11,400
UI rate total:	6.8%

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

Labor force issues are the top concern locally and nationwide. The size of the labor force was at a historic low in St. Lawrence County before the pandemic. That resulted in additional workers leaving the labor force as labor force participation rates declined. At a peak of approximately 52,000 in the workforce in 2000, a pre-COVID decrease to approximately 44,000 in 2014 and a further decline due to the pandemic speaks to the need to rebuild our local workforce.

Source: New York State Department of Labor Division of Research and Statistics

The working age population is projected to continue to decline in the near future before stabilizing at the end of the decade. This will make it difficult to fill

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openings that require strenuous physical labor in the building and trade industries. The working population between the ages of 24 -55 years of age is projected to decrease from approximately 40,000 in 2020 to 38,000 in 2031. As 18 percent of the workers in the county are between the age of 55 and 64 they can be expected to retire with in the next decade. 40 percent of the county's workers are 45-64. St. Lawrence County's population will continue to age.

Source: Cornell Program on Applied Demographics (PAD)

As net out migration continues in the North Country Region and St. Lawrence County, the primarily source of labor will likely be local. The workforce can be strengthened by increasing labor force participation rates and reducing employee turnover. Both are moved in the right direction with education, training and support services provided by the One Stop Career Center.

"Compared to changing labor force and population trends, reducing employee turnover, or conversely, increasing employee retention is the least problematic, least expensive and quickest way to maintain an employer's workforce.

There are many facets of labor force participation that provide opportunities for increasing the size of the work force.

- Reduced qualifications - Reducing training and educational prerequisite for jobs increase the availability of workers. While some job requirements may be proforma, waiving of others will require training for the employee.
- Women - The labor force participation rate of women grew rapidly from the 1970's through the 2000's, but it has since plateaued and remains below the rate of males. Opportunities exist for reducing issues preventing increased labor force participation of women.
- Minorities - Minority labor force participation remains substantially below the population as a whole and provides an underutilized pool of labor.
- Ex-offenders - While ban the box legislation has been passed, ex-offenders still provide a worker resource.
- Veterans - As many military personnel leave before retirement, veterans provide an additional source of labor.
- Compensation - While increasing wages may not be always possible, non-monetary benefits can bring more workers into the labor force. Benefits such as reduced and flexible hours are equally as important as wages for some workers.
- Older workers - Aging workers with reduced labor force participation rates may stay in or re-enter the labor force with the right monetary and/or non-monetary compensation.
- Disabilities - Workers with disabilities are underrepresented in the labor force, but they can work with reasonable accommodations.
- Low income workers - Barriers to labor force participation increase for workers with the lowest income, reducing impediments for work, education and training can result in increased labor force participation rates.

Given the population as it exists today and will in the future, all the opportunities to reduce turnover and increase labor force participation must be explored.

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There is no one source of labor that can be made available, instead we must consider all potential sources of labor, including those listed above as well as others. "

iii.

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

Graduation Rates - NYSED, August 2020

Clinton County - 833 Total Students, 732 Graduates (88%), Regents Diploma w/Distinction-35%, Regents Diploma 44%, Local Diploma 9%, Drop Out 7%, Credential w/o Diploma 2%

Essex County - 256 Total Students, 230 Graduates (90%), Regents Diploma w/Distinction-39%, Regents Diploma 43%, Local Diploma 9%, Drop Out 5%, Credential w/o Diploma 3%

Franklin County - 510 Total Students, 451 Graduates (88%), Regents Diploma w/Distinction- 37%. Regents Diploma 42%, Local Diploma 10%, Drop Out 4%, Credential w/o Diploma 3%

Hamilton County - 30 Total Students, 26 Graduates (87%), Regents Diploma w/Distinction-37%, Regents Diploma 50%, Local Diploma 0%, Drop Out 7%, Credential w/o Diploma 3%

Jefferson County - 1174 Total Students, 1023 Graduates (87%), Regents Diploma w/Distinction- 39%. Regents Diploma 43%, Local Diploma 5%, Drop Out 7%, Credential w/o Diploma 1%

Lewis County - 312 Total Students, 283 Graduates (91%), Regents Diploma w/Distinction-48%, Regents Diploma 38%, Local Diploma 4%, Drop Out 4%, Credential w/o Diploma 4%

St. Lawrence County - 1128 Total Students, 967 Graduates (86%), Regents Diploma w/Distinction- 39%. Regents Diploma 43%, Local Diploma 4%, Drop Out 6%, Credential w/o Diploma 3%

- 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.

Any evaluation of workforce development activities in the North Country region must begin with the fact that the region is extremely large (12,550+ square miles), rural (approximately 36 people per square mile), and decentralized (its two largest cities, Plattsburgh and Watertown, being located 160 miles apart). Therefore, the region's economic activity - and the employment opportunities created by it - is also decentralized.

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These geo-demographic realities make the task of training and education of the workforce more challenging than would be the case if there was a larger population, living in a smaller area with a core community that focused the area's economic activity. Added to these realities is the fact that much of the land area of the region's seven counties (except Jefferson County) is partly or wholly within the boundaries of the Adirondack Park, whose economy is vastly different from the areas that ring it.

Much of the region has been de-industrialized, with the possible exception of Plattsburgh; a trend that has been underway for 40 - 50 years. That, with the small growth in population, has resulted in a challenging environment in which to educate and train the workforce for jobs for a changing and de-industrialized business climate.

Higher education (ten colleges/universities with a student population of approximately 29,000 in 2017) has been expanding, creating jobs and trained workers for the last two decades. Agriculture, particularly dairy farming, though undergoing consolidation, is still a vital part of much of the region's economy. Because the population is aging, and since the region has at least a dozen hospitals, health care is a growing employer. The Adirondack Park, together with tourist attractions like Lake Placid and the Thousand Islands, are located within the North Country region, so tourism is still strong. While hard-hit by COVID 19, the tourism sector is expected to rebound as pandemic restrictions loosen and people look for ways to return to normalcy.

In light of this, the North Country Regional Economic Development Council continues to strategize and set goals for the region. Their most recent effort's Overall Goal is "to train its workforce to meet our employers' needs today and for the future." Four Strategic Objectives include: 1. Reduce barriers to enable the region to retain and recruit its needed workforce 2. Develop incumbent worker training opportunities in the region to meet current and future employer requirements 3. Recruit and retain the North Country Regional Workforce in order to increase the capacity and capability of the workforce 4. Develop the workforce beginning in our K-12 educational system.

Each of these strategies include the tactics by which they plan to accomplish the objective, the desired outcome, as well as next steps to be taken. This continual re-examination of data, shifting of goal setting and plans of action, as well as evaluation of successes and shortfalls helps to, ultimately, develop a workforce that meets the needs of local employers.

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

The WDB has determined that the educational and training providers in the LWDA - especially SUNY Canton, the SUNY Canton CREST Center and BOCES - offer training programs that could address the education and skills needs of the local workforce, including individuals with barriers to employment, and businesses. It is important to highlight that these organizations, as well as others serving the LWDA, have a history of responding to the needs of local employers - by developing new programs as business needs have evolved.

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It is important to note, however, that there is little competition among educational and training providers in the LWDA - a fact that is to be expected in a sparsely populated rural, county. Thankfully, given the low population density and the decentralization of the population, the County has a wide array of local training and education options available to both workers and businesses. One major exception to this may be that farm worker training is difficult to obtain - possibly because most training for traditional farm employees has been done on the job by the farm owners themselves. However, SUNY Canton is taking action to revive its long-dormant agricultural studies program and BOCES also has an agricultural CTE program initiative focused on training for agricultural jobs located at the St. Lawrence County Cornell Cooperative Extension.

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

The mission of the St. Lawrence County Workforce Development Board, as a partnership of private and public community resources, is to ensure the economic vitality of our county by building and maintaining a quality workforce development system that strengthens and provides economic, educational, and developmental opportunities for all citizens and employers.

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

The LWDA's partner agencies have conscientiously demonstrated their commitment to supporting the WDB's vision. They have continued to find solutions and provide opportunities for education, training and supportive services despite continuing budget reductions, COVID-19 related constraints, and a difficult training and employment climate due to a global pandemic.

- 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?

Despite the difficulty in doing so, the Partners continue to hold monthly meetings to discuss in detail available resources and avenues through which these resources can be delivered to our customers. When appropriate, customers are referred to other agencies for assistance when it is available.

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

The LWDB aligns its goals with Department of Labor performance measures to ensure the economic vitality of our county by building and maintaining a quality workforce development system that strengthens and provides economic, educational and developmental opportunities for all citizens and employers. It encompasses employment, earnings and supporting a viable and educated workforce.

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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;

WIOA Title I Programs: Adult, Dislocated Worker, Year-Round Youth - delivered by St. Lawrence County Title I staff

Adult Education and Family Literacy: delivered by St. Lawrence-Lewis Board of Cooperative Educational Services (BOCES)

Wagner-Peyser: delivered by the New York State Department of Labor (NYSDOL)

Services for Persons with Disabilities: delivered by ACCES-VR

Services to Veterans: delivered by NYSDOL and St. Lawrence County Veterans Department

Services to Older Citizens: Senior Community Service Employment Programs delivered by A4TD

Services to Blind Citizens: delivered by NYS Commission for the Blind

Services to People Suffering from Economic Dislocation: delivered by the St. Lawrence County Department of Social Services (SLCDSS) and the St. Lawrence County Community Development Program

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

SUNY Canton administers and supports activities under the Carl D. Perkins Career and Technical Education Act of 2006.

iii. Other workforce development programs, if applicable.

Trade Adjustment Assistance - administered by St. Lawrence County Title I staff

Summer Youth - administered by St. Lawrence County Title I staff

St. Lawrence County Youth Bureau

St. Lawrence-Lewis BOCES Workforce Development Training Program and Community Career Services Center

Akwesasne Mohawk Tribe

Job Corps

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Workforce Development Institute
St. Lawrence County IDA
New York Power Authority Economic Development

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

The LWDA's primary vehicle for ensuring the continuous improvement of services and service providers is the monthly Partner Meetings. Additionally, information gathered at WDB Directors' meetings, DOL calls/meetings and discussions held with personnel from other WDB areas helps to circulate ideas and methodology that might otherwise remain unexplored.

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

Each of the providers/partners (whose programs are listed above) understand that economic growth in the County cannot occur unless and until the businesses that create and maintain jobs have properly trained workers. A properly trained workforce is as much infrastructure for a business as their utilities and equipment.

All partners understand that they must not just respond to an employers' current training needs, but must aggressively seek information from employers regarding their changing workforce training expectations.

Ongoing conversations with local businesses, the St. Lawrence County IDA and Chamber of Commerce help to drive conversations that help meet local employment needs.

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

All partners bring to the "training table" the resources that their particular programs allow. However, these programs present more than just funding opportunities to the table. For example, some Career Center partners bring physical assets such as classrooms (BOCES, colleges, St. Lawrence Co.), resource rooms, expertise or office space to the equation.

Most important is the professional experience and commitment that the various partners' staff possess. This experience encompasses both program familiarity and working across agencies to provide the most comprehensive service to St. Lawrence County residents.

Workforce Development and Career Pathways

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

The SLCWDB supports the development of career pathways as a workforce building strategy by linking the basic academic education provided by Title II providers to

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occupational skills training programs. When this type of programming is combined with integrated support services from partner agencies, community members are positioned to advance over time to higher level training and education that will enable them to access living wage jobs within local industry sectors. Career pathways are organized as a series of steps that lead community members toward employment with industry recognized credentials, certificates and /or licenses. The selection of specific career pathways is identified locally through business sector engagement and developed collaboratively by the community of partners, specifically occupational training program providers. Pathways will be highlighted by those sectors that need skilled employees and also have local promotional opportunities.

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

Five colleges and universities operate facilities in St. Lawrence County. All offer recognized post-secondary credentials. One of them, SUNY Canton, has built its business plan around preparing the workforce for real world jobs, in St. Lawrence County and elsewhere.

In addition, since a "recognized post-secondary credential" also means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree, all of the certificate based programs offered by the BOCES Adult Education & Workforce Development programs (e.g., CNA, Phlebotomy Technician, EKG Technician, Pharmacy Technician, Administrative Medical Assistant, etc.) would equally qualify. BOCES is also the Designated Lead Education Agency for St. Lawrence County for apprenticeship programs and is the primary provider of the related instruction.

The WDB has regularly ensured that Career Center staff is alerted to opportunities to direct job seekers to post-secondary programs at SUNY Canton and BOCES that will help them achieve their career goals. It is important not only to continue this practice, but to ensure that all partners are also familiar with the career opportunities at the County's other colleges and universities as well. The proper forum for this will continue to be our monthly Partners' Meetings.

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

Yes. The County's colleges are fully accredited, which makes their credit courses transferable. In addition, the County's higher education institutions offer many articulation agreements that build on credentials into more advanced studies. SUNY Canton and the Career Technical Education programs at BOCES offer technical programs that build participants' skill levels and are portable. In particular, the BOCES certificate programs issue State and National industry recognized credentials that are portable.

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anywhere within the state or country. Apprenticeship journeymen cards are also transferable.

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

Yes, these credentials are part of a sequence, especially with BOCES and SUNY Canton. The stackable credentialing consists of certificate programs; complimentary and sequential training that builds competency over time.

The noteworthy examples of this are the BOCES Adult Education & Workforce Development Department. It has stackable credentials programs for Administrative Medical Assistant (which encompasses CPR, First Aid, EKG Technician, Nurses Assistant, Phlebotomy Technician and Clinical Skills for the Medical Assistant). BOCES also offers three Building Maintenance Certificates. In addition, all of the apprentice trades have a sequence of related instruction that is stackable.

Access to Employment and Services

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

The SLC WDB and its partners attempt to expand access to employment, training, education and supportive services through:

Media advertisements - television, radio, emailed bulletins, printed materials (brochures, posters, fliers, etc.) and newsprint

Social media - Facebook, Instagram

Websites - both our own as well as our partners'

Orientations

Job fairs - both in person and virtual through the NYSDOL platform

Targeted employment recruiting

Virtual training and instruction

Literacy and career centers located throughout St. Lawrence County

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

The SLC WDB and its partners attempt to achieve this goal through the use of social media, text, email and ZOOM technology.

Websites (including links to partners' websites) including on-line fillable forms

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Virtual training and learning experiences (Coursera, NYSDOL virtual workshops)

Job fairs at remote locations and virtual job fairs

Purple Briefcase - a new innovative cloud software platform that allows for the creation of interactive profiles that can be made visible to employers

Remote area visits by partner staff

Remote location orientation

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

At the onset of the pandemic, we realized that this is an area that requires some attention, as many of North Country residents have limited access to technology. We currently use teleconferences whenever possible. Additionally, our applications are available on line and are able to be completed and submitted electronically. We also use text messaging and ZOOM as means of communication.

- 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.

All relevant Title I-IV services are available in St. Lawrence County to eligible adults and dislocated workers. In addition to these, the network also makes an effort to coordinate with other non-WIOA financed programs. Examples of these include training programs offered by the local colleges and the BOCES system, any no-cost programs instituted by the St. Lawrence County Health Initiative and the financial literacy programs offered by local banks and credit unions.

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

St. Lawrence County is one of the most sparsely populated counties in NYS, with an average of approximately 42 people per square mile. To make matters more challenging, the largest population center has only about 15,000 residents with smaller towns and villages scattered throughout 2,800 square miles. This makes it very difficult for the existence of public transportation throughout the county region.

The partners' staff, as best they can, make an effort to schedule meetings at the career centers most convenient for the customer to make it possible for clients to utilize the subsidized bus transport services offered by NYSARC (St. Lawrence County Public Transit).

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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.

To the WDB's knowledge, other than the MOU among partners, there are no such replicated cooperative agreements in place in St. Lawrence County.

Nonetheless, ACCES-VR has cross trained staff in the past. ACCES-VR has counselors at all the local One Stops. They are available to provide technical assistance with participants with disabilities as needed or requested. The partners have worked on formalizing the referral process among themselves. The partners also rely on the monthly Partners' Meetings as a mechanism to continue to improve the cooperative process.

Through the NY SC OM Initiative, the WDB has become an Employment Network through the New York Employment Services System (NYESS) and has hired a Disability Resource Coordinator (DRC) to work solely with individuals with disabilities.

- 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.

As a long-term workforce professional, the St. Lawrence County One-Stop System Operator is well acquainted with what is needed to make sure that 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. In addition, the WDB's Executive Director has requested that this matter be kept in the forefront of partner discussions.

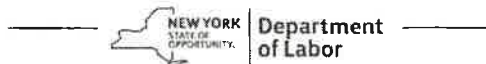
- h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (WIOA) (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

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

The Canton One-Stop Center and other partner facilities comply with all architectural accessibility standards. The One-Stop Network Operator and partners will ensure that individuals with disabilities have the same opportunities to participate in programs and services as those without disabilities by receiving any reasonable accommodations, modifications, and assistive technology as needed. Programs will be administered in the most integrated setting appropriate and at satellite locations that are accessible by public/private transportation. Criteria for programs will be reviewed periodically in the Partners' Meetings to ensure that individuals with disabilities are not unintentionally put at a disadvantage.

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

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Assistive technology, adaptive equipment, auxiliary aides, modified materials, and other supports will be provided to participants with disabilities, as appropriate, to access the services and training programs necessary to achieve their goals. Again, coordination among the partners to make sure that such technologies and materials are provided to individuals with disabilities occurs at the Partners' Meetings.

The LWDB is part of the NY SCION Initiative and has hired a Disability Resource Coordinator (DRC) to coordinate and work with outside agencies to build capacity within the system to better serve individuals with disabilities.

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

Cross training of staff will be provided by partner agencies to include examples of job support strategies and services, disability etiquette, workplace flexibility, and employer negotiations for those who may be facing challenges in employment. This effort will continue to be channeled through Partners' Meetings.

The Disability Resource Coordinator (DRC) meets with other agencies and will provide staff training.

- 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.).

Cross training of staff will be provided by partner agencies. It will include the roles and resource contribution 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.). These efforts will be supported by monthly Partners' Meetings.

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?

The SLC WDB and The County itself have implemented the following initiatives to facilitate business engagement:

Our WDB composition ensures that more than 51% of the membership of the WDB is from the business sector. Currently, the SLCWDB has 11 business members out of 21 and 2 additional members classified as discretionary appointments who are retired business owners.

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The Executive Director of the WDB is in direct contact with members of the St. Lawrence County IDA, REDC and County Chamber of Commerce and has worked collaboratively on several projects including CDL Class A training and childcare concerns.

The WDB recognizes the need to make more extensive use of OJT to specifically help businesses find and develop employees for in-demand sectors and occupations and directly consults with local businesses to encourage these opportunities.

The Executive Director also attends monthly meetings of the St. Lawrence County Economic Development Advisory Board which includes representation from local colleges and universities, St. Lawrence County, St. Lawrence County Chamber of Commerce, St. Lawrence County IDA, the Development Authority of the North Country, ESD, the New York State Power Authority, several local business and agriculture representatives and small business development agencies.

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

We participate in round table discussions with various representatives from the business community and the St. Lawrence County IDA to address local business needs and trends and develop training solutions.

- 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 LWDA's primary method of supporting a local workforce development system that meets the needs of the businesses is to pay close attention to the business intelligence that the County's network of economic developers glean through their day-to-day interactions with businesses throughout the County. Additionally, correspondence and conversations with the Chamber, County IDA, REDC and local employers regarding their needs, along with continual posting of job openings on our website, helps to support our business partners.

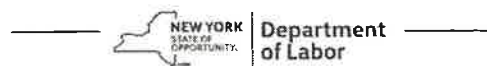
- c. Describe how the local area's workforce development programs and strategies will be coordinated with economic development activities.

Our monthly Partners' Meetings include representation from economic development agencies, employment training program operators, training service providers and human service agencies. Strategies are discussed, evaluated and, if warranted, put into place.

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

By discussing the needs of employers at the Partners' Meetings, we are able to combine the expertise of the training partners and providers to the resources of the economic developers. We develop strategies to support and promote entrepreneurial skills training and microenterprise services.

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

The DOL's rapid response coordinator is able to work at any of the three centers as needed. Both Title I staff and the staff at the One-Stop have frequent interactions with the coordinator.

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?

The SLC LWDA's programs and strategies strengthen the linkages between the One-Stop delivery system and Unemployment Insurance through several approaches including:

Conducting Unemployment Insurance (UI) appointments in three offices in St. Lawrence County, reviewing barriers to employment and promoting supportive services available through the NYSDOL and local workforce partners such as BOCES, ACCES-VR, DSS and local colleges.

Referring UI customers to local classroom training opportunities, on-the-job training programs, job fairs and recruitments, businesses looking for employees, health insurance navigators and other services available through partner programs.

Assisting businesses with hiring grants which target dislocated workers and long-term unemployed individuals.

Assisting businesses in times of downturn by promoting Shared Work programs, Rapid Response Services and the Trade Adjustment Assistance (TAA) Program. Shared Work allows businesses to retain valuable staff and reduce payroll costs by enrolling employees in partial UI benefits. Rapid Response customers are commonly unemployed due to mass layoffs or plant closure and are case-managed by staff until they are once again connected to meaningful employment. TAA is a federal program that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. Staff work with TAA customers to help them obtain weekly benefit payments, wage subsidies and training opportunities.

Sharing information regarding available services relating to UI at Partners' Meetings, meetings with the IDA, workforce development events and on our electronic bulletins for participants and local businesses.

- 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;

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Coordination of relevant secondary and postsecondary education takes place during monthly Partners' Meetings as well as during monthly meetings of the St. Lawrence County Economic Development Advisory Board.

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

Referrals for occupational skills training come directly from training providers such as our local BOCES Adult and Career Education and from the SUNY Canton CREST. We work with our local ACCES-VR office to provide paid Work Experience internships (via WIOA Youth funds) to WIOA eligible youth with disabilities that require job coaching (with job coaches provided by ACCES-VR).

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

Monthly Partners' Meeting discussions will help to avoid duplication of services. Each partner reports on their activities and plans for service development. Thus, partners are able to avoid duplication of services.

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

The monthly Partners Meetings will be the venue at which the SLC network will assure the coordination of services provided in the SLC LWDA 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. Our DOL representative is very active and informative at our Partners' 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.

Aside from the Memorandum of Understanding among the partners, no such agreements exist in SLC. The workforce system partners are able to ensure integration of and access to the entire set of services available to the local Career Center system through regular monthly consultation conducted by the One-Stop Network Operator.

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

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who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.

i. Vision: The St. Lawrence County Workforce Development Board envisions for the St. Lawrence County Local Workforce Development Area (LWDA) a unified workforce development system that is locally coordinated and programmatically seamless, delivering workforce training, business services, and job linkages to all the job seekers and employers in the local area. To do this, the LWDA must address at least three general goals that can be categorized under the following headings: governance, service delivery, and accountability.

ii. Goals:

iii. Governance: Workforce Innovation and Opportunity Act (WIOA) programs in the St. Lawrence County Local Workforce Development Area will be governed in a seamless system that is coordinated with both the State Plan and the regional sector-based workforce strategies that align with the NYS Regional Economic Development Council (REDC) strategic planning. It is a goal of this plan to build partnerships and strategic alliances to create a unified workforce vision that brings government, education, and business into an integrated force. Progress has been made towards integration; however it is important that this continues so that the workforce system can most effectively collaborate on the mission, vision, curriculum, and outcomes.

iv. Service Delivery: Services will meet the needs of businesses through public-private sector partnerships such as education, government, and community, with priority given to removing barriers to employment for individuals with disabilities, veterans, formerly incarcerated persons, disconnected youth, individuals in economically distressed communities, adults with limited literacy or English language proficiency who lack a High School Equivalency (HSE), adults with limited literacy who have a HSE, New Americans including immigrants and refugees, and other special populations. Services will include: job development, job posting, job match and referral, basic skills training, occupational training in career pathways, HSE preparation, and employment support services. Services are easily accessible to provide all individuals with equal opportunity to work or obtain training, and frontline staff is able to seamlessly move individuals to applicable services. The LWDA partners will to the extent possible target adults who have low literacy skills, are English language deficient and those who lack a high school diploma or equivalent utilizing strategies to engage participants in Title II activities. These strategies may include, but not be limited to: the development of a comprehensive marketing and outreach program, sector partnerships, career pathways and the engagement of participants in programs that integrate both basic academic education and occupational skills training.

v. Accountability: Meaningful performance metrics will be reported to support evidence-based and data-driven workforce investments and decisions, and accountable and transparent programs. This includes alignment of technology, metrics, and data systems across programs. The WDB recognizes that the number of the local area's out-of-school youth and adults who have low literacy skills or lack a high school diploma or the equivalent are considerably below State-wide averages and the LWDA's One-Stop Network Partners are determined to improve these metrics, even though they realize that

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to do this will require a long-term concentration on a task that on incremental improvement.

- 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.

i. The St. Lawrence County Workforce Development Board (SLCWDB) will work closely with One Stop Partners within the Local Workforce Development Network Area to identify and recruit eligible Title II participants. The SLCWDB will encourage and support local Title II Service Providers to develop a marketing and outreach program to provide needed employment, training, education and supportive services to community members who lack a high school diploma and/or are basic skills and English-language deficient. The SLCWDB will create opportunities for Title II providers to regularly update One Stop Partners both during monthly partner meetings and through ongoing and direct outreach with agencies providing services to the target populations. Updates will consist of current and upcoming Title II offerings, as well as the various support programs that target specific populations. Through these efforts One-Stop Partners will have the tools to facilitate the marketing of programs to clients and the referring of prospective participants. One-Stop Career Network services are marketed broadly to prospective participants throughout the workforce delivery area. Marketing channels include the Local Workforce Development Network's websites, newsletters, flyers, catalogs and other materials distributed throughout the community to include job fairs, community events, and social media. Resulting applicants recruited through these means are encouraged to provide background information that helps One Stop staff and partners to determine eligibility and initiate referrals. The SLCWDB and partner programs have built close working relationships which ensure that County residents needing education and career services are best served. Using the established referral process, One Stop Career Center staff and partner agencies refer clients who need services to Title II providers for registration/enrollment, which links clients to community career services, training opportunities and supportive services. These referrals include community members who lack a high school diploma and those that are basic skills deficient. These individuals are possible candidates for program activities that include: job search, job readiness assistance, job skills training/vocational education, educational training and work experience. Career counseling/case management is an essential component in the delivery of services within the Local Workforce Development Network. This process facilitates a comprehensive customer-centered delivery system that utilizes the strengths of partner agencies within the workforce development system. The "system" provides job placement, career planning, preparation and training, linkage to supportive services, English language assistance, and job retention activities in order to offer a variety of services beyond those available from any single agency. This results in linkages and strategies that promote interagency communication and coordination for the purpose of improving the balance between participant management and administrative requirements. Career counseling/case management for Title II participants will be driven by an individual's employment plan. The employment planning process is intended pinpoint a participant's specific needs and engages all partners relevant to implementing that plan to ensure the individual is given all the necessary available resources to overcome any identified barriers.

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of Labor

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

i. The SLCWDB supports the development of career pathways as a workforce development strategy to link basic academic education provided by Title II providers to occupational skills training programs. When this type of programming is combined with integrated support services from partner agencies, community members are positioned to advance over time to higher level training and education and to living wage jobs within local industry sectors. Career pathways are organized as a series of steps that lead community members towards employment with industry recognized credentials, certificates and/or licenses. The selection of specific career pathways is identified locally through business sector engagement and developed collaboratively by the community of partners, specifically occupational training program providers. Pathways will be highlighted by those sectors that need skilled employees and also have local promotional opportunities.

- 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.

i. The SLCWDB expects that the key mechanism that will ensure service alignment in St. Lawrence County is the monthly (at least) Network Partner meetings that will be organized and managed by the St. Lawrence County Network Operator. Even prior to the changes wrought by implementing WIOA, the partners in St. Lawrence County worked well together, if only because the sparsely populated rural nature of the area translated into fewer partner organizations and staff members. However, the recent series of meetings among the enlarged list partners focused on developing and understanding the WIOA-mandated Memorandum of Understanding has brought the partners together in a way that has added to their cohesion. The plan is to use this momentum as the partners come to grips with how to maintain and enhance seamless services to all job seekers and employers in the local area. In the decentralized environment sanctioned by WIOA, i.e., where only two required partners must be physically located at the central One-Stop Career Center, the MOU assures that a cohesive service alignment is present.

Youth Activities

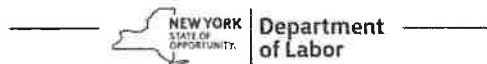
- a. Provide contact details of Youth Point(s) of Contact for your local area including: Name of organization, name(s) of Youth Point(s) of Contact, title, address, phone number, and email address. Youth Point(s) of Contact details are primarily used to refer young adults, parents, and partners about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

St. Lawrence County One-Stop Career Center

Larry Fetcie, Senior Employment Coordinator

Heather Owens - Senior Employment & Training Counselor

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80 State Highway 310, Canton, New York 13617
315.229.3343
315.229.3340
lfetcie@stlawco.org
howens@stlawco.gov

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

39

ii. Carry-over OSY

36

iii. New ISY

4

iv. Carry-over ISY

6

v. Work experiences

36

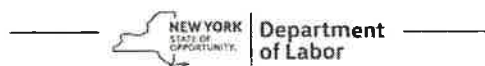
*Please note that PY 2021 enrollments will provide the baseline estimate for the remaining three years of the Plan.

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

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In St. Lawrence County, Title I staff administers the WIOA Youth Program Design Framework Services (intake, eligibility, assessment, etc.). Part of the creating the ISS is to list which of the 14 program element services the individual Youth is receiving and which agency will provide the appropriate services.

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

The LWDB has in place a policy of non-discrimination, which applies to youth with disabilities as well as minorities. The partners, too, have similar policies in place.

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

Referrals for occupational skills training come directly from training providers such as our local BOCES Adult and Career Education and from the SUNY Canton CREST. We work with our local ACCES-VR office to provide paid WE internships (via WIOA Youth funds) to WIOA eligible youth with disabilities that require job coaching (with job coaches provided by ACCES-VR).

- 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.

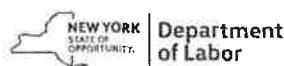
The St. Lawrence County Board of Legislators is responsible for the disbursement of grant funds.

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

The St. Lawrence County Board of Legislators, as the WIOA contract holder, has chosen to manage the Title I administration using County employees. Therefore, no competitive process was necessary.

- 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

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performance of the local fiscal agent (when applicable), eligible providers, and the One-Stop delivery system, in the local area.

The local negotiated performance levels for St. Lawrence County are as follows:

2020 Adult: Emp. 2nd Q = 69%, 4th Q = 64.5%, Med. Earn. 2nd Q = \$5,300.00 Cred.= 46%, MSG = 45%

2020 DW: Emp. 2nd Q = 67%, 4th Q = 63.1%, Med. Earn. 2nd Q = \$5,865.00 Cred.= 46%, MSG = 45%

2020 Youth: Emp. 2nd Q = 73%, 4th Q = 63%, Med. Earn. 2nd Q = \$3,000.00 Cred.= 51.4%, MSG = 50%

2021 Adult: Emp. 2nd Q = 69.5%, 4th Q = 65.5%, Med. Earn. 2nd Q = \$5,400.00 Cred.= 46.5%, MSG = 45.5%

2021 DW: Emp. 2nd Q = 67.5%, 4th Q = 64.1%, Med. Earn. 2nd Q = \$6,047.00 Cred.= 46.5%, MSG = 45.5%

2021 Youth: Emp. 2nd Q = 73.5%, 4th Q = 63.5%, Med. Earn. 2nd Q = \$3,100.00 Cred.= 52.4%, MSG = 50.5%

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

These tasks are ultimately the responsibility of the Executive Director of the SLC WDB.

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i. The SLC WDB is currently certified and its membership has been reviewed at each recent Quarterly Board meeting. The membership is kept apprised of expiring board terms and is asked for input regarding potential board openings.

ii. The local MOU draft has been submitted (3.21) corrected and re-submitted (4.21). It will be fully executed upon DOL approval and the attainment of all necessary electronic signatures. An RFP was issued for the One-Stop Operator and was a failed procurement. An agreement between SLC and the WDB will be signed to fill that position with a Career Center employee by the June 30, 2021 deadline. All required policies are reviewed and implemented by staff. Policies and procedures are discussed and reviewed frequently at weekly staff meetings.

iii. A score of at least 80% in the Career Center Certification process, as we are housed in a public SLC building that meets ADA standards and all other necessary processes and modifications, including equipment, necessary are currently in place.

iv. The SLC LWDA will meet or exceed its performance goals, as we played an intimate role in negotiating our performance measures and felt them to be attainable measures.

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.

All partner agencies deliver their training services directly through their respective staff. Except in unusual circumstances, none contract out with third-party providers.

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

Title I staff make extensive use of ITAs. Utilization and coordination of ITA use throughout the St. Lawrence County network continues to be a regular agenda item at monthly Partners' Meetings.

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

Policies in place direct staff to make their best effort to act as an advocate when advising clients on their career choices. Staff offers only the appropriate tools to customers when evaluating available services. While staff acts in the best interest of the customer, as experienced professionals, they are non-judgemental, nor do they dictate choices for individuals utilizing One-Stop services.

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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.

Advertisements placed in: Watertown Daily Times and North Country Now

Posted on website: June 7, 2021

Reviewed by WDB on: June 9, 2021

Presented to Partner Agencies on: June 15, 2021

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

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.

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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
St. Lawrence County - CEO, William Sheridan	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

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

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

Yes No

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Attachment B: Fiscal Agent

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

Fiscal Agent
Penny Taylor, Assistant Accounting Supervisor St. Lawrence County One-Stop Career Center

ATTACHMENT C: SIGNATURE OF LOCAL BOARD CHAIR

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

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

By virtue of my signature, I:

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

Date:	9/9/2021	Signature of Local Board Chair:	<i>Dallas P. Sutton</i>
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local Board Chair:	Dallas Sutton
Ms.	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Name of Board:	St. Lawrence County WDB		
Address 1:	810 State Highway 310		
Address 2:			
City:	Canton		
State:	NY	Zip:	13617
Phone:	315.386.3276	E-mail:	DSutton@nbtbank.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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Department of Labor

ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

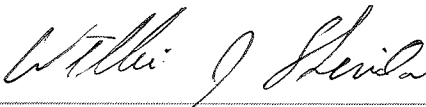
**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
and Wagner-Peyser Programs**

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

By virtue of my signature, I:

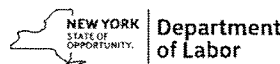
- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in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

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

Date:		Signature of Local Chief Elected Official (CEO):	
10/13/20			
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		William Sheridan	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman, St. Lawrence Co. Board of Legislators		
Address 1:	48 Court St.		
Address 2:			
City:	Canton		
State:	NY	Zip:	13617
Phone:	315.379.2279	E-mail:	wsheridan@stlawco.org
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

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

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Bidder Organization Name: **St. Lawrence County LWDB**

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

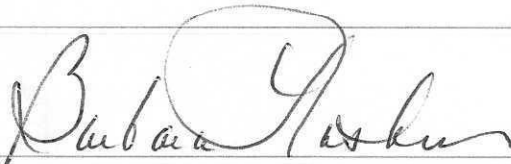
By signing this Contract, the Contractor certifies in accordance with State Finance Law §165-a that it is not on the "Entities Determined to be Non-Responsive Bidder/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at:
<http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

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, SLC WDB
Date:	July 22, 2021

Youth Services

Name of Local Area: *St. Lawrence County*

Name of Organization Providing Youth Services <i>(Provide name of organization)</i>	Phone Number	Type of Agreement <i>(Select from the 3 options in the drop-down menu)</i>	Young & 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).																			
SLC One Stop Career Center	315-386-3276	LWDB	Both	Both	Both	Both	Both	Both				Both	Both		Both		Both			Both	Both	Both
Morristown Central School	315-375-8814	MOA																				
Norwood-Norfolk Central School	315-353-6631	MOA																				
Gouverneur Central School	315-287-1900	MOA																				
SUNY Attain Lab	315-393-1241	MOA							Both	Both	Both											
SLC Youth Bureau	315-379-9464	MOA										I		Both		Both						
Transitional Living Services	315-393-4610	MOA									O				Both			Both				
SLC Office for the Aging	315-386-4730	MOA														Q						
NBT Bank N.A.	315-393-7581	MOA																Both				
Small Business Development Center	315-386-7312	MOA																	Both			
Maximizing Independent Living Choices	315-764-9442	MOA																	Both		Both	
Canton Central School	315-386-8561	MOA																				
Edwards-Knox Central School	315-562-8131	MOA																				
Madrid-Waddington Central School	315-322-5746	MOA																				
St. Lawrence-Lewis BOCES	315-386-4504	MOA											Both									
Ogdensburg Free Academy	315-393-0900	MOA																				
Parishville-Hopkinton Central School	315-265-4642	MOA																				
Potsdam Central School	315-265-2000	MOA																				
SeaComm Federal Credit Union	315-764-0566	MOA																Both				
St. Lawrence Central School	315-389-5131	MOA							Both			Both	Both				Both					
St. Lawrence Health Initiative	315-261-4760	MOA							Both			Both		Both				Both			Both	
St. Regis Falls Central School	518-856-9421	MOA																				
Veteran's Services	315-386-4754	MOA													O							
Massena Central School	315-764-3710	MOA																				

St. Lawrence County

Workforce Development Board

The Local Workforce Development Board (LWDB) has identified the following quantifiable eligibility criteria and associated documentation requirements for the “Requires Additional Assistance Barrier” for in-school youth (ISY) and out-of-school youth (OSY) under the Workforce Innovation and Opportunity Act (WIOA) Sections 129(a)(1)(B)(iii)(VIII) and 129(a)(1)(C)(iv)(VII).

OSY WIOA Sec. 129(a)(1)(B)(iii)(VII) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

ISY WIOA Sec. 129(a)(1)(C)(iv)(VII) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

In addition, there is a limitation in WIOA related to the “additional assistance” criterion that applies only to ISY. WIOA Section 129(a)(3)(B) states that in each local area, not more than 5 percent of the ISY assisted may be eligible based on paragraph (1)(C)(iv)(VII), which refers to the barrier for an ISY who requires additional assistance to complete an educational program or to secure or hold employment.

The following defines the criterion and documentation requirements for the WIOA Youth program “Requires Additional Assistance Barrier”:

<input type="checkbox"/> Has repeated at least one secondary grade level	verified by school
<input type="checkbox"/> Has been referred to or is being treated by an agency for a substance abuse related problem	verified with referral documentation or treatment agency documentation
<input type="checkbox"/> Has been, or is a victim of abuse, or resides in an abusive environment	as documented by a school official or professional
<input type="checkbox"/> Has never held a job	verified by self-attestation/applicant statement
<input type="checkbox"/> Has been fired from a job within the 12 months prior to program application	verified by self-attestation/applicant statement
<input type="checkbox"/> Has never held a full-time job for more than 13 consecutive weeks	verified by self-attestation/applicant statement
<input type="checkbox"/> Resides in a non-traditional family setting (i.e., single parent, lives with guardian, domestic partners, etc.)	verified by self-attestation/applicant statement
<input type="checkbox"/> Lack of transportation	verified by self-attestation/applicant statement

Counselor Signature

Date

St. Lawrence County Workforce Development Board

Youth Basic Skills Deficient Policy

Background

The Local Workforce Development Board (WDB) is required to have a policy to assess the basic skills of workforce applicants for Youth eligibility and for an objective assessment of academic levels, skill levels, and services needs of each participant, with includes a review of basic skills.

Purpose

To establish a policy for the basic skills deficiency component of WIOA law for eligible youth in St. Lawrence County. Basic skills deficient is defined under the provisions of the Workforce Innovation and Opportunity Act.

Reference

Workforce Innovation and Opportunity Act (WIOA) Sections 3 & 134
20 CFR §§ 681.290, 680.600

Definition of Key Terms

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.

Policy

The St. Lawrence County WDB Local Area will determine basic skills levels by utilizing the following methods:

- In-School Youth basic skills will be assessed by utilizing records from the educational institution
- Out-of-School Youth without a High School diploma or equivalent will be considered basic skills deficient if the youth meets the criteria 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. This may be determined by staff interview and observation during assessment.
- Out-of-School Youth with a High School diploma or equivalent can be assessed using ACT scores administered within the past (6) months; or
- Out-of-School Youth with a High School Diploma or equivalent can be assessed by staff interview covering topics including enrollment in education programs, employment history and participation in activities relating to development of basic work skills or occupational skills.

The St. Lawrence County WDB will provide reasonable accommodations, if needed, for the assessment of individuals with disabilities.

PRIORITY OF SERVICE POLICY FOR WIOA TITLE I PROGRAM

BACKGROUND

WIOA states that local programs must have a policy to ensure priority of service is given to Military Veterans and eligible spouses, and to customers most in need of services. This policy will state requirements to serve priority populations and the related priority of service requirements under the Title I Adult Program and as specified in Technical Advisory #23-01.

Priority of service must be given to recipients of public assistance and other low-income individuals, per WIOA section 134(c)(3)(E). Training and Employment Guidance Letter 10-09; Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the US Department of Labor grants priority of service to veterans and eligible spouses. Highest priority is given to Veterans who fall under both stipulations, per the Jobs for Veterans Act, Public Law 107-288.

CATEGORIES OF PRIORITY OF SERVICE

1. Priority Populations under the WIOA Title 1 Adult Program

To comply with WIOA and the United States Department of Labor Employment and Training Administration requirements, the NYS Department of Labor requires at least 50.1 percent of WIOA Title I Adults receiving individualized career or training services in each Local Workforce Development Area to fall into at least one (1) of the following three populations:

- a. Recipients of public assistance
- b. Other low-income individuals
- c. Individuals who are basic skills deficient, which includes English Language Learners

2. Veterans and Eligible Spouses

In addition to the three required populations identified in category one above, veterans and their eligible spouses must also continue to receive priority of service in all NYS Department of Labor funded training program, including WIOA programs.

3. NYS Defined Priority of Service Customers

NYS Department of Labor also considers the following individuals with barriers to employment as priority populations for individualized career and training services, if they do not already fall under on the WIOA-required populations:

- a. Individuals with disabilities
- b. Justice-involved individuals
- c. Single parents

The St. Lawrence County Workforce Development Board will ensure that priority of service is given to individuals accessing the Career Center services in the following prioritized order:

1. 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 recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for individualized and career services with WIOA Adult formula funds.
2. Individuals who are not Veterans or eligible spouses who are included in the three populations given priority for WIOA Adult formula funds.
3. Veterans and eligible spouses who are not included in WIOA's three priority Adult groups (recipients of Public Assistance, Other Low Income Individuals, or individuals who are Basic Skills Deficient).
4. Additional priority populations established by NYS Department of Labor.
5. Non-covered individuals out the populations given priority under WIOA (including the three additional priority populations identified by NYS Department of Labor and underemployed individuals).

This order will be followed when it comes to determining funding for WIOA Adult programs. Services must be prioritized to the priority populations, regardless of the amount of funds available to provide services in the local area. Customer demographic data and all barrier-related information will be recorded in OSOS to ensure customers are being identified as one or more of the priority Adult populations.

The statutory priority only applies to Adult Program funds and only applies to providing individualized career and training services. Funds allocated for Dislocated Worker and Youth are not subject to this requirement. Additionally, there are no restrictions to providing basic career services. They may be provided to any eligible Adult.

Attachments:

Key Terms and Definitions

KEY TERMS AND DEFINITIONS

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

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

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

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

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

(I) the poverty line; or

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

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

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

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

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

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

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

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

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

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

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

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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;

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- (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);

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- General Assistance (GA) State/Local;
- Refugee Cash Assistance (RCA);
- Supplemental Security Income (SSI);
- Social Security Disability Insurance (SSDI); and
- Exhausting TANF within two years.

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