

Dutchess County

Local Plan

July 1, 2021 – June 30, 2025

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Strategic Planning Elements

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

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

June 11, 2021

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

This information was shared with the Dutchess County Workforce Development Board on June 22, 2021 and presented at the Board Meeting on June 24, 2021.

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

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

The Mid-Hudson Region's work initiative seeks to attract and retain quality jobs in mature and emerging clusters including biotech, advanced and high-tech manufacturing, information technology, financial and professional services, and distribution. In Dutchess County, five targeted industries have been identified: Including IT and IT Related Industries, Advanced Manufacturing, Healthcare and Biotechnology, Aviation, and Administrative and Support Services.

IT AND RELATED IT INDUSTRIES

Software Developers, Applications (15-1132)

Computer User Support Specialists (15-1151)

Network and Computer Systems Administrators (15-1142)

ADVANCED MANUFACTURING

Maintenance and Repair Workers, General (49-9071)

Welders, Cutters, Solders and Brazers (51-4121)

Computer controlled machine tool operators metal and plastic (51-4011)

Computer Hardware Engineer (17-2061)

HEALTHCARE

PCA (39-9021)

Home Health Aid (31-1011)

CNA (31-1014)

Registered Nurses (29-1141)

Dental Assistants (31-9091)

Medical Assistant (31-9092)

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AVIATION

Commercial Pilots (53-2012)

Aircraft Mechanics and Service Technicians (49-3011)

ADMINISTRATIVE and SUPPORT SERVICES

Janitors and Cleaners (37-2011)

Security Guards (33-9032)

Customer Service Representative (43-4051)

Bookkeeping, Accounting and Auditing Clerks (43-3031)

Office Clerks (43-9061)

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

In May 2021 Dutchess County had 11,108 unique job postings across all sectors as compared to 6,003 in 2017.

IN THE PAST TWO YEARS IN DUTCHESS Top 5 Job Postings- CDL Truck Drivers, Registered Nurses, Licensed Practical Nurses, Delivery Drivers, Baby Sitters

Top Posted Occupations: Heavy and Tractor-Trailer Truck Drivers, Registered Nurses, Retail Salesperson, First Line Supervisors of Retail Sales Workers, Home Health and Personal Care Aides, Light Truck Drivers, Customer Service Representatives, Physicians, Childcare Workers, Stockers and Order Fillers, and Postsecondary Teachers.

Top Posted Job Titles: Truck Drivers, CDL Drivers, RNs, Retail Sales Associates, Owner Operators, Sales Managers, Customer Service Rep, Flatbed Drivers, Over the Road Drivers and Customer Service Associates

In Demand Skills: Merchandising, Nursing, Basic Life Support, Selling Techniques, Restaurant Operating, Auditing, Customer Service, CPR, Homecare and Caregiving

Top Companies Hiring- Health Quest, CRST International Inc., C.R. England Inc., HealthCare Employment Network, Ethan Allen Workforce Solutions, The Home Depot, U.S. Xpress Inc., Westchester Medical

Top Cities- Poughkeepsie, Wappingers Falls, Fishkill, Rhinebeck, Hyde Park, Beacon, Hopewell Junction, Lagrangeville, Millbrook, Pleasant Valley

Unique Job Postings- 87,651
Median Advertised Salary- \$24.68

IT AND RELATED IT INDUSTRIES-
Average monthly job postings -382
Average Monthly Hires- 100

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Advertised Salary- \$29.97/hr

With the most positions: Hired

Top Job Title: Software Engineers

Top Companies Posting include: Hired, IBM, Jobot, Health Quest, Central Hudson, Marist College, Computer Task Group, Inc., Dish Network, Global Foundries, CyberCoders, Inc

Jobs available in Poughkeepsie, Fishkill, Wappinger Falls, Hopewell Junction, Hyde Park, East Fishkill, Beacon, Arlington, Millerton and Dover Plains

ADVANCED MANUFACTURING

Average monthly job postings - 986

Average Monthly Hires- 828

Advertised Salary- \$23.20

With the most positions: Maintenance and Repair Workers, General

Top Job Title: Maintenance Workers

Top Companies Posting include: GlobalFoundries, C.R. England, Marist College, Vassar College, IBM, Ethan Allen Workforce Solutions, Gap, Inc., HomeAdvisor, Council of Industry and Amazon.

Jobs available in Poughkeepsie, Fishkill, Wappinger Falls, Hopewell Junction, Millbrook, East Fishkill, Hyde Park, Lagrangeville

AVIATION* (NEW-looked at regionally)

Average monthly job postings-27

Average Monthly hires-38

Advertised Salary- \$31.63

Top Job Title:

Top Companies Posting include: Lockheed Martin, U.S. Department of the Army, Aviation Academy, Glasair Aviation, Atlas Air, Textron Inc

Jobs Available in: Wappinger Falls, Poughkeepsie, Newburgh, White Plains, New Rochelle, Yonkers

HEALTHCARE

Average monthly job postings - 405

Average Monthly Hires- 360

Advertised Salary- \$17.05

With the most positions: Registered Nurses (2nd- Travel Nurses)

Top Job Title: Maintenance Workers

Top Companies Posting include: Care.com, Health Quest, LHC Group, Westchester Medical Group, Ethan Allen Workforce Solutions, Arch Care, Mycnajobs, CareInHomes, Marquis Homes and Mission Café.

Jobs available in Poughkeepsie, Rhinebeck, Fishkill, Wappinger Falls, Beacon, Castle Point, Hyde Park, Hopewell Junction, Lagrangeville, Amenia

ADMINISTRATIVE SUPPORT SERVICES

Average monthly job postings - 681

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Average Monthly Hires- 717
Advertised Salary- \$17.05
With the most positions: Customer Service Representatives
Top Job Title: Customer Service Representatives
Top Companies Posting include: Health Quest, Hudson Valley Federal Credit Union, Ethan Allen Workforce Solutions, The Home Depot, Aerotek, Inc., Westchester Medical Center, H & R Block, Robert Half International, Vassar College, Domino's Pizza
Jobs available in Poughkeepsie, Wappinger Falls, Fishkill, Rhinebeck, Hyde Park, Lagrangeville, Beacon, Hopewell Junction, Millbrook and Amenia

- 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.

Software Developers, Applications (15-1132)
Knowledge -Computer and electronics, Engineering and Technology, Mathematics
Skills-Programming, Systems Analysis, Systems Evaluation
Abilities- Information Ordering, Mathematical Reasoning, Selective Attention

Computer User Support Specialists (15-1151)
Knowledge Computers and Electronics, Telecommunications, Engineering and Technology
Skills-Systems Analysis, Monitoring, Complex Problem Solving
Abilities- Information Ordering, Inductive Reasoning, Fluency of Ideas

Network and Computer Systems Administrators (15-1142)
Knowledge Computers and Electronics, Mathematics, Engineering and Technology Skills- Systems Evaluation, Equipment Maintenance, Critical Thinking Abilities- Information Ordering, Selective Attention, Mathematical Reasoning

Maintenance and Repair Workers, General (49-9071)
Knowledge -Mechanical, Public Safety and Security, Building and Construction
Skills-Equipment Maintenance, Operation and Control, Quality Control Analysis
Abilities- Information Ordering, Selective Attention, Manual Dexterity

Welders, Cutters, Solders and Brazers (51-4121)
Knowledge- Engineering and Technology, Building and Construction, Production and Processing

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Skills-Operation and Control, Coordination, Equipment Maintenance
Abilities- Manual Dexterity, Arm-Hand Steadiness, Multilimb Coordination,
Computer controlled machine tool operators metal and plastic (51-4011)
Knowledge- Production and Processing, Engineering and Technology
Skills-Operation Monitoring, Equipment Maintenance
Abilities- Near Vision, Reaction Time

Computer Hardware Engineer (17-2061) Knowledge- Computers and Electronics
Physics
Mathematics Skills-Coordination
Systems Evaluation
Critical Thinking Abilities- Mathematical Reasoning
Selective Attention
PCA (39-9021)
Knowledge- Customer and Personal Service
Skills-Social Perceptiveness, Active Listening
Abilities- Inductive Reasoning, Information Ordering
Home Health Aid (31-1011)
Knowledge- Customer and Personal Service
Skills-Service Orientation, Monitoring
Abilities- Arm-Hand steadiness, Inductive Reasoning

CNA (31-1014)
Knowledge- Customer and personal service, Psychology Skills-Coordination, Monitoring,
Social Perceptiveness
Abilities- Trunk Strength, Deductive Reasoning, Arm-Hand Steadiness

Registered Nurses (29-1141)
Knowledge- Medicine and Dentistry, Biology, Sociology and Anthropology

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Skills-Judgement and Decision Making, Social Perceptiveness

Abilities- Memorization, Trunk Strength, Deductive Reasoning

Dental Assistants (31-9091)

Knowledge- Medicine and Dentistry, Psychology

Skills-Social Perceptiveness, Monitoring

Abilities- Arm-Hand Steadiness, Finger Dexterity

Medical Assistant (31-9092)

Knowledge- Medicine and Dentistry, Psychology, Mathematics

Skills-Social Perceptiveness, Time Management

Abilities- Information Ordering, Written Expression

Janitors and Cleaners (37-2011)

Knowledge- Customer and Personal Service

Skills-Active Listening

Abilities- Manual Dexterity, Trunk Strength

Security Guards (33-9032)

Knowledge- Public Safety and Security, Customer Service

Skills-Critical Thinking, Social Perceptiveness

Abilities- Selective Attention, Perceptual Speed

Aircraft Mechanics and Service Technicians (49-3011)

Knowledge- Mechanics, Aircraft Maintenance, Federal Aviation Administration, Electrical Systems, Federal Aviation Regulations

Skills- Disassembler, Troubleshooting, Basic Math, Customer Service

Abilities- Power Tool Operator

Commerical Pilots (53-2012)

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Knowledge- Flight Planning, Federal Aviation Administration, PIC Microcontrollers, Federal Aviation Regulations, Aviation, Aviation Flight, Aviation Safety and Turbines

Skills- Operations Support Systems, Business Relationship Management

Abilities- Planning, Coordinating

Customer Service Representative (43-4051)

Knowledge- Clerical, Computer and Electronics, Customer and Personal Service Skills- Reading Comprehension, Critical thinking, Time Management

Abilities- Speech Clarity, Inductive Reasoning, Bookkeeping, Accounting and Auditing

Clerks (43-3031)

Knowledge- Economics and Accounting, Mathematics, Customer Service

Skills-Time Management, Mathematics, Critical Thinking

Abilities- Information Ordering, Mathematical Reasoning

Office Clerks (43-9061)

Knowledge- Clerical, Customer and Personal Service Time

Skills-Management, Social Perceptiveness

Abilities- Oral Comprehension, Selective Attention

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

i. Current labor force employment and unemployment numbers;

The population in Dutchess County grew to 294,502 which is 463 more over the last 5 years. It is projected to grow by 1,093 over the next 5 years. Total regional employment is 120,447, which is a reduction of 6,872 jobs- however job growth is projected to be 1,883 over the next 5 years. The median household income was \$81.2K in 2019, \$18.4K more than the National median household income.

The April 2021 unemployment rate for the Hudson Valley Region is 5.3 percent. That is down from 6.0 percent in March 2021 and down from 15.7 percent in April 2020. In April 2021, there were 59,600 unemployed in the region, down from 67,100 in March 2021 and down from 167,100 in April 2020. Year-over-year in April 2021, labor force increased by 54,300 or 5.1 percent to 1,116,400.

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In April 2021, the Unemployment Rate in Dutchess County was 5.1 percent- this is a decrease from the 14.1 percent UI rate in April 2020.

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

The 993 Industry Occupations in Dutchess County showed 112,636 jobs. The top 10 jobs include: Office and Administrative Support Occupations, Educational Instruction and Library Occupations, Sales and Related Occupations, Food Preparation and Serving Related Occupation, Health Care Support Occupations, Transportation and Material Moving Occupations, Healthcare Practitioners and Technical Occupations, Business and Financial Operations Occupations, Management Occupations and Building and Grounds Cleaning and Maintenance Occupations.

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

Educational Attainment by Level			
Education Level	2021 Population	2026 Population	2021% of Population
Less Than 9th Grade	6,333	6,049	3%
9th Grade to 12th	11,738	11,061	6%
High School Diploma	56,316	57,254	27%
Some College	37,497	36,608	18%
Associate's Degree	23,684	25,369	11%
Bachelor's Degree	40,426	41,773	19%
Graduate Degree	34,659	36,709	16%
	210,652	214,823	100%

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

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

The ETPL list (Eligible Training Provider List) is updated frequently and offerings change based on the needs of the community concentrating on the needs of the individual and the needs of the business community. Career center staff works closely with individuals to identify career pathways and then works with training providers to add existing training to the ETPL list or to develop training to fit an identified need. The business community is actively involved in education and training and works with the DCWIB staff and DCWBD Board and Career Center staff to identify both current and future workforce needs.

Through our County Executive, Marcus Molinaro’s, vision for a successful consolidated system that is more efficient, the Th!nk Dutchess Alliance for Business formed and includes the Workforce Investment Board as a valued partner. Dutchess County has a vibrant workforce that is home to some of New York State’s hardest working talent. The County has the grit to compete with multinational tech companies and supports small business, building on the region’s natural resources.

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ROBUST TRAINING AND PROVIDER LIST

Dutchess County is active with numerous education and training activities. Currently there are 34 training providers on the ETPL list with 268 course offerings in Dutchess County. Our region (Orange County, Ulster County, Putnam County and Westchester County) offers an additional 600+ course offerings within driving distance of Dutchess County. In addition, Adults, Dislocated Workers and Youth have access to courses on Metrix and Coursera and can utilize IBM's Skills Build website to take assessments, trainings and earn badges.

NEW* Aviation Program at Dutchess Community College provides an immersion experience for students in a state-of-the-art Aviation Education Center.

WORLD CLASS COLLEGES INCLUDE:

Dutchess Community College, Marist College, Vassar College, Bard College and the Culinary Institute of America.

EDUCATION LEVELS ARE A STRENGTH

27% have a high school diploma or equivalency, 18% have some college, 11% possess an Associate's degree, 19% attained a Bachelor's degree and 16% have completed their graduate studies.

High School Equivalency classes are taught by both BOCES and Dutchess Community College and are available at locations throughout the County. Classes are offered throughout the day, including evening classes. In addition, classes are offered in Spanish.

PARTNERSHIPS & COLLABORATION

The many partners working together in the employment and training system meet on a quarterly basis. Goals include creating a universal referral form, establishing one point of access for participants and working together with local business owners and managers to discuss the needs and training programs to fill current and anticipated future job needs.

- 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.

Dutchess County has the capacity to address the education and skill needs of the local workforce including individuals with barriers to employment. The One Stop Career Center offers comprehensive services to job seekers including assessments, career counseling, skills training, resume development, hands-on job search workshops, mock interview practice, job placement and follow up services. Individuals with barriers to employment such as English Second Language learners, individuals who are basic skills deficient, individuals with a disability, individuals who have been incarcerated, individuals who are homeless are "met where they are" and are provided services tailored to their specific needs. Partner referrals are made when an individual expresses the need for additional assistance. The DCWDB works closely with our identified target populations which includes individuals on TANF and veterans.

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

The DCWDB’s mission is to foster a skilled, flexible and competitive workforce that meets the needs of employers while offering individuals a living wage. This is done by promoting an understanding of workforce trends and issues in a dynamic economy and to facilitate lifelong learning for individuals and businesses.

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

By meeting regularly with local employers and facilitating discussions the DCWDB works to ensure that the strategic vision and goals are met. The success of this first step is contingent on follow up and by working closely with the educators and the business community to create dynamic and effective training that addresses the full needs of the employer.

The success of our workforce requires engaged individuals in what can be a life-long process of learning and developing new skills. Career Center staff work together to bring meaningful programming to the participants and listen closely to the needs of the job seeker. By developing Career Pathways, Career Center staff can assist the individual to set goals based on customer choice. Working with the unemployed and the under-employed to understand the possibilities and to set goals that are flexible, Center staff begins to maintain a strong, viable workforce.

- 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?

Through the MOU process, DCWDB has worked diligently with our partners to understand their visions and goals and is working to incorporate these partners into the Career Center on a regular basis. Through our Systems Partner Meetings and our Across the Systems staff training, Dutchess County employment and training partners come together to create a roadmap to success for Dutchess County. The focus is on the customer and we are working to reduce and ultimately eliminate the duplication of services*. A referral system has been agreed upon by the partners and is utilized. The long-term goal is to increase the presence of our partners in the Career Center.

*Duplication of services- The DCWDB recognizes that many agencies offer similar services, often in different ways, to better serve the individual and does not include these unique services in the definition of “duplication of services”.

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

Performance Accountability is measured in a variety of ways.
COMMON MEASURES AND PERFORMANCE INDICATORS
NYS DOL negotiates the common measures with local areas based on who is being served. These performance measures are watched closely and DCWDB works to meet and/or

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exceed these goals for adults, dislocated workers and youth. In addition, the number of youth served and the type of youth served are central to our youth programming in Dutchess County. The DCWDB prides itself on serving the hardest to serve youth and maintains robust caseloads in our Youth One Stop.

PERFORMANCE ACCOUNTABILITY EXTENDS TO THE WORKFORCE

The DCWDB is committed to provide a full range of wrap around services to employers. In addition to programs such as On-the- Job Training, the Board recognizes the importance of maintaining a skilled and trained workforce. Therefore, accountability extends to our relationship to the business community and our ability to assess current employer needs while preparing for the future. To support regional economic growth and self-sufficiency for our County’s workforce, the DCWDB strives to pair employers with skilled workers.

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 Core Program- Career Center and/or Partners
 Title I Adult & Dislocated Worker- Smart Staffing and Career Center
 Title II Youth- The Chamber Foundation, Smart Staffing and the Career Center
 Title II Adult Ed- BOCES
 Title III Wagner-Peyser NYS DOL local
 Title IV Access VR- Access-VR and the Commission for the Blind

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

Dutchess Community College (DCC)

 NOTE: The DCWDB Executive Director sits on the DCC Perkin’s Career and Technical Education Advisory Committee.

iii. Other workforce development programs, if applicable.

Other Workforce Development Programs	Local Provider
Temporary Assistance for Needy Families Family Services	Department of Community and Family Services
Job Corps	Delaware Vally Job Corp
Youth Build	New Directions II
Re-entry Employment Opportunities	Exodus and Project Moore
Migrant and Seasonal Workers	Pathstone
Community Action E & T	DC Community Action

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

PARTNERS

Through quarterly partner meeting led by our System's Operator the workforce system in Dutchess County is streamlining its approach to customer service.

CAREER CENTER/ONE STOP STAFF AND YOUTH ONE STOP STAFF

Staff identifies gaps on the ETPL provider list and works with local educators to increase offerings based on customer and employer needs.

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

The DCDWB continues to provide information to the partners to foster the breaking down of silos to ensure that the employment needs of employers, workers and job seekers are met. Eligible providers can meet employment needs by using available information and by providing services to individuals.

USING INFORMATION

Using Labor Market Data Information and the Demand Occupation List to offer relevant training, Developing and updating Career Pathways, Using information from Job Postings to analyze job trends

OFFERING SERVICES

Referring eligible students to the One Stop for career counseling, Referring individuals to the One Stop for Training funding, Having a presence at the One Stop

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

NYS DOL local

Co-located. Share workshops.

Access-VR and the Commission for the Blind

Contribution: Referrals and staff education

Dutchess County Department of Community and Family Services

Contribution: Referrals

Partners Contributing to the Referral Process include:

Delaware Valley Job Corps, New Directions II (Nubian), Exodus and Project Moore Pathstone, Dutchess County Community Action and BOCES

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Workforce Development and Career Pathways

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

Working with local employers and educators, the DCWDB utilizes a career pathway to work model. Taking a no-wrong-path philosophy, the Board concentrates on the needs of the employer, worker and job seeker. Job seekers have the ability to participate in transitional jobs and on-the-job training, when combined with a training component a pipeline is created- Training to Employment.

Partnerships are key to the success of the Career Pathways approach. Co-enrollment is encouraged in instances where an individual can benefit from distinct services offered by a partner agency (example co-enrollment in Acces-VR).

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

Micro Credentials are an important component to establishing a competitive workforce. Dutchess Community College (DCC) is located in the heart of Dutchess County and offers many courses leading to postsecondary credentials. Career Center staff is available to discuss options with interested individuals, focusing first on customer choice. DCC has materials available for individuals at the Career Center. DCC offers High School Equivalency classes and DCC staff is available to talk to youth about attending college. In addition, there are many colleges in Dutchess County and the surrounding area. Information is available at the Center and online. BOCES offers recognized postsecondary credentials.

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

Most credentials are transferable to other occupations or industries. Someone trained as a Certified Nursing Assistant could work as a Medical Office Assistant or a Direct Care Worker. Someone trained in Bookkeeping and attaining a credential could go on and get their Associate's degree in Accounting or could go into business and work as a supervisor or manager in a business or agency.

Career Center staff are trained to help individuals identify and articulate their transferable skills. These are incorporated in a resume, used on a job interview and used to change or advance their skills in a training program (certificate or degree).

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

Credentials are definitely stackable, in the same way that a high school diploma, leads to an Associate's degree, to a Bachelor's degree to a Graduate degree and ultimately a Doctorate degree, training programs have a progression. Someone on a college pathway may find they start in Business and end up in Accounting, or start in Psychology and end

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up in Public Administration. The same is true of stacking credentials. Someone with a certificate in Bookkeeping may find themselves working in a hospital where they become interested in being a Surgical Technician. A benefit of career pathways is that there is not a single answer and customer choice plays a significant role. There are thousands of ways to stack credentials and each pathway is the right way to go. The newest trend is micro credentialing. These are courses that an individual takes and stacks in order to be more competitive in the workplace. It also benefits business, as these workers come equipped with valuable skills.

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.

Individuals with barriers to employment are a priority for the Board and the partners in Dutchess County. One of the goals of the System’s Operator and the quarterly partner meetings is to develop a referral system to ensure a continuity of service. The DCWIB's first priority is veterans on TANF, second is anyone on TANF, third is all veterans and fourth is low-income individuals.

The use of technology has expanded our services. Remote services and Virtual services have increased our ability to service job seekers and businesses. Using platforms such as Zoom- we are able to provide "face-to-face" services. In addition, job seekers and incumbent workers can take advantage of online courses to increase their skill set.

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

Resources have been allocated to support remote learning. Utilizing the online platform, and programs such as Zoom- job seekers and businesses can access our services.

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

NYSDOL's OSOS is currently used and will continued to be used by Dutchess County to track all customer activities and efforts for workers and job seekers.

- 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 of the required employment and training activities (WIOA Sec. 134(C)) are available in Dutchess County. Basic Career Services, Individualized Services and Business Services are available.

BASIC CAREER SERVICES

Resource room usage and access to job search software, resume writers and resource room materials including videos and brochures.

Internet access to <https://www.dutchessonestop.org> and other job information and training searches systems.

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Outreach, intake and orientation to information and other services available through the One Stop Job Center System.

Assistance with applying for benefits.

Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs.

Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including the following:

- Job vacancy listings by labor market area
- Information on job skills necessary to obtain those jobs. Information related to local occupations in demand and the earnings and skill requirements for such occupations.
- Provision of performance information and program cost information on eligible providers of training services including adult education, vocational rehabilitation programs, youth employment and training activities, post-secondary vocational education activities and vocational education activities available to school dropouts.
- Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the Job Center delivery system in the local area.
- Provision of accurate information relating to the availability of supportive services, including child care and transportation available in the local area and referral to such services, as appropriate.
- Provision of information regarding filing claims for unemployment compensation.
- Assistance in establishing eligibility for welfare-to-work activities available in the local area and programs of financial aid assistance for training and education programs that is not funded under WIOA and is available in the local area.

INDIVIDUALIZED CAREER SERVICES

Assessment of knowledge, skills and abilities. Review and discussion of assessment results as the first step in identifying a career path.

Explanations of the services and stages within the career pathway process to ensure customer understanding.

Individual job development.

Job Clubs.

Screened referrals.

Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities under Title I who are placed in unsubsidized employment, for not less than twelve (12) months after the first day of employment as appropriate.

Provision of comprehensive and specialized assessments of the skill levels and service needs including diagnostic testing and use of other assessment tools and

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in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

Group and/or individual counseling and career planning.

Individual employment plans, to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the participant to achieve the employment goals.

Case management for participants seeking training services.

Short-term pre-vocational services and workshops including, development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment.

Stand-alone GED/HSED training or literacy activities related to basic workforce readiness.

Internships and apprenticeships. Work experience - Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time, which may be paid or unpaid. A work experience workplace may be in private-for-profit, non-profit or public-sector organization.

BUSINESS SERVICES

Occupational Skills Training.

Programs combining workplace training with related instruction.

On the Job Training (OJT) - Subsidized wages paid to business to promote skill development and placement.

Partnering with training programs operated by the private sector.

Skill upgrading and retraining.

Entrepreneurial training.

Apprenticeships -providing referrals and assistance with enrollments.

Adult education and literacy activities provided in combination with services described above.

Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Business outreach in sectors to assess the needs of the business community (sector based).

Customer Service for Business Members on OJT and Customized Training Accounts.

FOLLOW UP SERVICES

Available for 12 months following the participant's first date of employment.

Follow up services can be useful for participants in order to maintain employment. Title I staff can provide workplace information and tips for success in a workplace environment. Additionally, follow up services provide a continuing link between the participant and workforce system; these services allow the One Stop to assist with other services the participant may need once he or she obtains employment. Examples may include assistance with employer benefits, health insurance, and financial literacy and budgeting assistance.

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SUPPORTIVE SERVICES

Supportive services may be available for eligible Title I participants defined in WIOA Sections 3(59), 134(d)(2), and (3) and based on our current Local Policy.

RAPID RESPONSE SERVICES

Assist in providing Rapid Response services. Rapid Response activities are necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible following either a permanent closure, mass layoff, or a natural or other disaster resulting in a mass job dislocation. Business Services in a coordinated effort with system partners and the Economic Development Advisory Council the provider of services will help employers find workers with the necessary skills or the training programs that can prepare talent. In conjunction with NYSDOL Regional Business Service teams, collaborations will be required to meet the needs of regional employers or programs.

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

Public Transportation is available on the Route 9 corridor and throughout the county, Dutchess County is working to increase rural transit access. Workers and job seekers have access to route maps and schedules at the Career Center. Information can also be found online. Referrals are made to partners who provide bus passes for job search, training, interviews and work. Transportation services may be available based on our Supportive Services Policy.

- 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.

Upon execution, the Memorandum of Understanding for Service Delivery outlines the roles of partners within the employment and training system in Dutchess County.

DCWDB has cooperative agreements that enhance the quality and availability of services to people with disabilities. Currently quarterly partner meetings are held to provide Across the Systems Training for WIOA partners and other employment and training services providers in the region. The intent of these meetings is to educate front line staff to better serve all workers and job seekers in the system.

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

The DCWDB establishes priority populations that currently include TANF recipients and other low-income individuals. Determining if an individual is basic skills deficient requires testing. The DCWDB has worked with BOCES to offer testing services for individuals seeking funding for training to establish their reading and math grade level equivalent. Individuals who test below 9th grade for reading and/or math are referred, with their consent, to a partner in order to increase their scores.

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The Career Center staff use the priority population list to determine an individual's eligibility for training funding. Procedures are in place to serve low income individuals and those who are basic skills deficient. Consideration is given to their unique barriers.

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;

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND SECTION 188 OF WIOA:

PHYSICAL ACCESSIBILITY

The One-stop centers maintains a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, is striving to meet the latest standards of accessible design. Services are available in a convenient, high traffic, and accessible locations, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor spaces are designed in an "equal and meaningful" manner providing access for individuals with disabilities. The DCWDB is currently working to fix wheel chair accessibility.

PROGRAMMATIC ACCESSIBILITY

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

ii. Technology and materials for individuals with disabilities; and

VIRTUAL ACCESSIBILITY

The Dutchess County WDB works to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information is clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information. Partners have either have their own web presence via a website and/or the use of social media, or work out a separate agreement with the Dutchess WBD to post content through its website.

COMMUNICATION ACCESSIBILITY

Communications access, for purposes of the local plan, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing

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with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

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

At Across the Systems trainings, held quarterly, the unique needs of individuals with disabilities will be addressed. Staff trainings is based on the needs of the Career Center staff and staff at the partner agencies. The DCWDB also runs Dutchess County's quarterly Think Jobs Roundtables- designed to educate business on the benefits of (and importance of) hiring individuals of all abilities. In addition, the Think Jobs coordinator distributes job postings for individuals of all abilities weekly. Staff is encouraged to attend.

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.).

Outlined in the executed partner MOU's.

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?

Several strategies and programs are in place and being developed to facilitate engagement of businesses:

PROGRAMS

On the Job Training, Customized Training, Incumbent Worker Training
These programs are covered by DCWDB policies.

STRATEGIES

STAFF- The Career Center has designated a staff member to work with local businesses. Career Center and WIB Staff strive to provide information to employers in the area.

BOARD- The DCWIB Board members work to educate and inform local business owners, managers and supervisors on the employment and training services available through the WDB and WIOA.

PRINTED MATERIAL/WEBSITE- The Website and printed material are used to disseminate information in the community.

IN-DEMAND SECTORS and OCCUPATIONS- The DCWDB is actively working with local health care providers to determine staffing needs and to match training providers and programs with the need for human talent. The intent is to duplicate efforts in other high and medium demand sectors.

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

Th!nk Dutchess Alliance for Business is the premier one-stop shop for business development needs and activities in Dutchess County. A business-led, nationally

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recognized economic development corporation, Th!nk Dutchess Alliance for Business brings together 10 agencies to offer a single point of contact for a multitude of programs for entrepreneurs, businesses and site selectors including:

- Business Retention and Expansion
- Business Attraction
- Site Selection
- Workforce Development
- Financial Counseling and Deal Structuring
- State and Local Incentives
- Permitting, Zoning and Advocacy
- Commercial Real Estate Listings and Analytics
- Technology and Innovation
- Strategic Marketing and Networking

(Bold- Program services directly affecting Workforce Development activities)

In 2015, the Th!nk Dutchess brand defined the invigorated economic development efforts of Dutchess County. This robust identity represents business retention, expansion and attraction and the alliance that is working together to advance the Dutchess County economy. Ten Partners include: Dutchess County Government, Dutchess County Local Development Corporation, Dutchess County Workforce Investment Board, Dutchess County Industrial Development Agency, Dutchess Community College, Dutchess Tourism, Dutchess County Regional Chamber of Commerce, Empire State Development, America’s SBDC New York and Women’s Enterprise Development Center.

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

For decades, Dutchess County has been home to thriving industries and entrepreneurial endeavors. Today, Dutchess effortlessly mixes big names in corporate America like IBM, Global Foundries, and Gap Inc. with innovative startups and small- to medium-businesses that draw energy from the boundless opportunity in the region.

PROGRAMS AND STRATEGIES

The same strategies that are directed toward businesses (employers) and training providers are designed to support a strong robust local workforce development system. DCWDB pairs EMPLOYERS with TRAINING PROVIDERS and JOB SEEKERS to strengthen the business community, support our local educators and assist all job seekers to achieve their employment and training goals.

Dutchess County is an ideal location for business thanks to a strong economic environment, talented workforce, world-class universities and accessible business-friendly location.

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

The DCWDB is a partner in the Th!nk Dutchess Business Alliance and is co-located with our Local Development Corporation at 3 Neptune Road in Poughkeepsie NY. The DCWIB Executive Director participates in EDAC meetings to develop career pipelines.

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

TH!NK DUTCHESS PARTNER
Women’s Enterprise Development Center (WEDC)
 Start or grow a business, finance your business, certify your business as an M/WBE

- 60+ Hour Entrepreneurial Training Program
- Small Group Sessions
- Path to Entrepreneurship Program
- Business Topic Workshops & Webinars
- Advanced Business Training Programs
- Free One on One Business Counseling
- Free M/WBE Certification Assistance
- MWBE Business Growth Accelerator Program
- Financial Assistance (Qualifications for a BOC Capital Microloan)

COMMUNITY PARTNERS
Empire State Development

- Entrepreneurial Assistance Program (EAP)
- Small Business Programs – Business Express
- Business Mentor NY

America’s SBDC New York

- Provides small business and entrepreneurs in New York with the highest quality, pro-bono, confidential business counseling, training and business research
- Offers business plan development, accounting, marketing, financial planning, cost-analysis, legal business structures, loan packaging, e-commerce, entering international markets, employee management
- Division of Small Business
- Individual appointments
- Offers Small Group Training
- On-going Services available
- Entre Skills

SCORE

- ☐ Identify your business questions, work on your business goals
- ☐ Mentoring
- ☐ Workshops

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

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The DCWDB continues to work closely with the NYSDOL Rapid Response Team to provide dislocated worker services.

The Dutchess County Workforce Investment Board works with DC Government to respond to announcements of layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers in an effort to minimize impacts of the layoff.

Through the DC One Stop workers can receive career counseling and job search assistance, resume preparation and interviewing skills workshops, information on the local labor market, accessibility to unemployment benefits (co-located with DOL), information about education and training opportunities, information on health benefits and many other services as a proud partner of America’s Job Center.

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?

Reemployment services are delivered to unemployment insurance recipients at the Dutchess County One Stop. Career Center staff work closely with NYSDOL staff to establish common procedures in order to coordinate the delivery of employment and training services. Through regular communication and information sharing at staff meetings and trainings a seamless delivery system is ensured. Examples of services include career counseling and job search assistance, resume preparation and interviewing skills workshops, information on the local labor market and information about education and training opportunities.

- 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;

BOARD- Representatives from Dutchess Community College and BOCES are members of the DCWDB and participate in board meetings and discussions.

SUB COMMITTEES- Community partners including staff of secondary and postsecondary education programs are invited to participate in DCWDB sub committees.

FRONT LINE STAFF- Career Center staff, particularly staff working with individuals who are seeking training interact with front line staff at Dutchess Community College and BOCES. Other training providers are consulted based on customer interest in an effort to broaden customer choice.

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

Matching training to job opportunities is a priority for the DCWDB. Discussions are held at Executive Committee Meetings, Sub Committee Meetings and DCWDB Board Meetings.

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In addition, DCWIB staff and Board Members seek out employers to identify potential skills gaps and to learn more about the Knowledge, Skills and Abilities (KSA's) required for each position. This information is used to communicate directly with educators to strategize and enhance training services offered in Dutchess County.

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

Open communication is the key to avoiding duplication of services. Through regular meetings and discussions with partners at the Across the Systems Trainings, agencies are encouraged to share information and discuss services provided.

NOTE: It may be necessary for an individual to work with multiple agencies depending on the needs of the individual. The DCWDB is customer centered and is aware that job readiness training may be new to some individuals and having multiple points of contact and support may be necessary. This is not considered a 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.

Through co-location of staff and regular communication the DCWDB is working to improve service delivery to the individual while avoiding duplication of services.

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.

DCWDB has completed a service delivery MOU in 2021.

Title II Program Coordination

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

The DCWDB works closely with Title II providers to offer assessments, referrals and training scholarships for OSY and Adults with low literacy skills, English Language Learners and individuals who lack a high school diploma or equivalency.

In addition, the DCWDB assists NYSED in reviewing applications for the WIOA Total II Procurement process.

- 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.

Through workshops and the use of technology, the DCWDB is working to expand access to Career Center services for Title II Participants.

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

Co-enrollment is encouraged and often occurs through the referral process. The DCWDB will continue to work with partners to serve job seekers wishing to utilize our services.

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

The State plan is used as a guide by the DCWDB to ensure that we are in alignment with the vision of the state including the Carl D. Perkins Career and Technical Education Act.

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](#).

Provider 1- The Chamber Foundation, Katrina Gobins, Vice President of Workforce Development, 1 Civic Center Plaza, Poughkeepsie NY 12601, katrina@drcoc.org, 845-454-1700

Provider 2- Smart Staffing, Cecilia Cook, Owner, 82 Washington Street, Poughkeepsie, NY 12601, cecilia@smartstaffinggroup.com, 845-433-0700

- 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

40

- ii. Carry-over OSY

75

- iii. New ISY

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0

iv. Carry-over ISY

17

v. Work experiences

Dutchess County will begin a 50/50/30 Work Experience Opportunity for Youth:

50- Upon enrollment, youth will go on payroll and participate in job shadows, work crews, job tours and short internships for up to 50 hours at minimum wage.

50- Youth who are attending school or a training will participate in up to 50 hours of work experience at minimum wage

30- Youth who have completed a training will participate in an externship of up to 30 hours at minimum wage

*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

Youth are provided with a “Menu of Services” that include all 14 elements offered in Dutchess County. Based on customer choice and goals, youth incorporate elements into their ISS.

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

Youth One Stop staff are trained to pay attention to additional needs and/or barriers while maintaining focus on the youth’s goals. Special care is taken that youth with disabilities receive the same service levels and do not experience different treatment. All youth services are individualized.

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

The Dutchess County Youth One Stop offers both in-person and remote services through Zoom. We have successfully recruited both OSY and ISY youth. Engagement occurs through personal connections made by the Youth One Stop staff. Focusing on ISS goals and employment ensures that the youth has a voice.

- 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 disbursal of grant funds as determined by the Chief Elected Official(s) (CEOs) or Governor.

The Dutchess County Workforce Development Board.

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

The DCWDB follows the procurement policies and procedures set by the Board. WIOA Title I activities are subject to the RFP process.

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

- PY 20: Adult Employment Rate 2nd Qtr After Exit: 69%
- PY 20: Dislocated Worker Employment Rate 2nd Qtr After Exit: 67%
- PY 20: Youth Employment Rate 2nd Qtr After Exit: 73%
- PY 20: Adult Employment Rate 4th Qtr After Exit: 68%
- PY 20: Dislocated Worker Employment 4th Qtr: 67%
- PY 20: Youth Employment 4th Qtr: 63%
- PY 20: Adult Median Earnings 2nd Qtr After Exit: \$5,565
- PY 20: Dislocated Worker Median Earnings: \$6,825
- PY 20: Youth Median Earnings 2nd Qtr After Exit: \$3,000
- PY 20: Adult Credential Attainment 4th Qtr After Exit: 51%
- PY 20: Dislocated Worker Credential Attainment: 51%
- PY 20: Youth Credential Attainment: 46.5%

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- PY 20: Adult Measurable Skills Gains: 45%
- PY 20: Dislocated Worker Measurable Skills Gains: 45%
- PY 20: Youth Measurable Skills Gain: 50%

- PY 21: Adult Employment Rate 2nd Qtr After Exit: 69.5%
- PY 21: Dislocated Worker Employment Rate 2nd Qtr: 67.5%
- PY 21: Youth Employment Rate 2nd Qtr: 73.5%
- PY 21: Adult Employment Rate 4th Qtr After Exit: 68.5%
- PY 21: Dislocated Worker Employment Rate 4th Qtr: 67.5%
- PY 21: Youth Employment Rate 4th Qtr: 63.5%
- PY 21: Adult Median Earnings 2nd Qtr After Exit: \$5,565
- PY 21: Dislocated Worker Median Earnings: \$6,825
- PY 21: Youth Median Earnings: \$3,100
- PY 21: Adult Credential Attainment 4th Qtr After Exit: 51%
- PY 21: Dislocated Worker Credential Attainment: 51%
- PY 21: Youth Credential Attainment: 46.5%
- PY 21: Adult Measurable Skills Gain: 45.5%
- PY 21: Dislocated Worker Measurable Skills Gain: 45.5%

- PY 21: Youth Measurable Skills Gain: 50.5%

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

The DCWDB strives to be in compliance with WIOA regulations. We have addressed all governance actions and items and are in the process of executing our MOU. Our One-Stop Systems Operator has been procured with funds attached and we are implementing all policies.

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.

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ITA's are as the name implies, a training plan developed with an individual and their career counselor. Funding is on a first come, first served basis based on our priority of service list.

The DCWDB establishes the amount available for training and on the on-the job training each PY year and sets limits and priorities. Individuals follow the procedures set up in the Career Center.

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

Through the research phase of the ITA process the individual looks at available trainings, in the area, for their career of interest and is encouraged to talk to multiple training providers. The paperwork asks for a minimum of two providers to be listed. This will foster independence in their selection of a training provider.

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

Through the research phase of the ITA process the individual looks at available trainings, in the area, for their career of interest and is encouraged to talk to multiple training providers. The paperwork asks for a minimum of two providers to be listed. This will foster independence in their selection of a training provider.

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.

Post to the Website: For no more than 30 days per NYSDOL guidelines (June 28, 2021 through July 6, 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:

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- 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.

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
Dutchess County Government	<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
Marcus Molinaro, Dutchess County Executive

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ATTACHMENT C: SIGNATURE OF LOCAL BOARD CHAIR**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
and Wagner-Peyser Programs**

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

By virtue of my signature, I:

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

Date: 11/1/2021	Signature of Local Board Chair:  C97A5EFDA2F3460...	
Mr. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Other <input type="checkbox"/>	Typed Name of Local Board Chair: Sheila Appel	
Name of Board:	Dutchess County Workforce Development Board	
Address 1:	3 Neptune Road	
Address 2:		
City:	Poughkeepsie	
State:	NY	Zip: 12601
Phone:	845-463-0517	E-mail: lmcloughlin@dcwib.org

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

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

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

By virtue of my signature, I:

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

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

Date: 10/29/2021	Signature of Local Chief Elected Official (CEO): DocuSigned by: <i>Marcus Molinaro</i> FC4617AACC744BE...	
Mr. <input checked="" type="checkbox"/>	Typed Name of Local CEO: Marcus Molinaro	
Ms. <input type="checkbox"/>		
Other <input type="checkbox"/>		
Title of Local CEO:	Dutchess County Executive	
Address 1:	22 Market Street, 6th Floor	
Address 2:		
City:	Poughkeepsie	
State:	NY	Zip: 12601
Phone:	845-486-2000	E-mail: CountyExec@DutchessNY.gov
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

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

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Bidder Organization Name: **Dutchess County Workforce Investment Board**

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:	 43399EF729CE4E0...
Title: Executive Director	
Date:	11/2/2021

Youth Services

Name of Local Area: *Dutchess*

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>	Intake & Eligibility	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
			<i>(Mark "x" for all program elements provided by the organization)</i>																
The Chamber Foundation	845-454-1700	Contract	X	X	X	X	X	x	x	x	x	x		X	x			x	x
Smart Staffing	845-433-0700	Contract	X		x			x	x	x	x	x	x		x	x	x	x	

DEMAND OCCUPATION LIST

SOC	Description	High/med/low
15-1132	Software Developers, Applications	High
15-1142	Network and Computer Systems Administrators	High
15-1151	Computer User Support Specialists	High
17-2061	Computer Hardware Engineer	High
29-1141	Registered Nurses	High
29-2061	Licensed Practical and Licensed Vocational Nurses	High
31-1011	Home Health Aid	High
31-1014	CNA	High
31-1131	Nursing Assistants	High
31-9091	Dental Assistants	High
31-9092	Medical Assistants	High
31-9099	Healthcare Support Workers, All Other	High
33-3012	Correctional Officers and Jailers	High
33-3051	Police and Sheriffs Patrol Officers	High
33-9032	Security Guards	High
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	High
37-2011	Janitors and Cleaners	High
39-9021	PCA	High
41-1011	First-Line Supervisors of Retail Sales Workers	High
41-3021	Insurance Sales Agents	High
41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	High
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	High
43-1011	First-Line Supervisors of Office and Administrative Support Workers	High
43-3031	Bookkeeping, Accounting, and Auditing Clerks	High
43-4051	Customer Service Representatives	High
43-5061	Production, Planning, and Expediting Clerks	High
43-6011	Executive Secretaries and Executive Administrative Assistants	High
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	High

43-9061	Office Clerks	High
47-2031	Carpenters	High
47-2061	Construction Laborers	High
47-2111	Electricians	High
49-3023	Automotive Service Technicians and Mechanics	High
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	High
49-9071	Maintenance and Repair Workers, General	High
51-4011	Computer controlled machine tool operators metal and plastic	High
51-4121	Welders, Cutters, Solderers, and Brazers	High
53-3032	Heavy and Tractor-Trailer Truck Drivers	High
53-3033	Light Truck Drivers	High
53-3052	Bus Drivers, Transit and Intercity	High
53-2012	Commercial Pilots	High
49-3031	Aircraft Mechanics and Service Technicians	High
15-1232	Computer User Support Specialists	Medium
25-2011	Preschool Teachers, Except Special Education	Medium
25-3021	Self-Enrichment Teachers	Medium
35-1011	Chefs and Head Cooks	Medium
43-3021	Billing and Posting Clerks	Medium
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	Medium
47-2152	Plumbers, Pipefitters, and Steamfitters	Medium
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	Medium
49-2098	Security and Fire Alarm Systems Installers	Medium
51-1011	First-Line Supervisors of Production and Operating Workers	Medium
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	Medium
53-1047	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	Medium
53-3058	Passenger Vehicle Drivers, Except Bus Drivers, Transit and Intercity	Medium
53-4011	Locomotive Engineers	Medium
53-4031	Railroad Conductors and Yardmasters	Medium
53-7051	Industrial Truck and Tractor Operators	Medium
53-7081	Refuse and Recyclable Material Collectors	Medium

11-9051	Food Service Managers	Low
13-1031	Claims Adjusters, Examiners, and Investigators	Low
15-1231	Computer Network Support Specialists	Low
15-1257	Web Developers and Digital Interface Designers	Low
17-3011	Architectural and Civil Drafters	Low
17-3023	Electrical and Electronic Engineering Technologists and Technicians	Low
19-4099	Life, Physical, and Social Science Technicians, All Other	Low
21-1094	Community Health Workers	Low
23-2011	Paralegals and Legal Assistants	Low
27-4011	Audio and Video Technicians	Low
29-1292	Dental Hygienists	Low
29-2034	Radiologic Technologists and Technicians	Low
29-2041	Emergency Medical Technicians and Paramedics	Low
29-2055	Surgical Technologists	Low
29-2056	Veterinary Technologists and Technicians	Low
29-2057	Ophthalmic Medical Technicians	Low
29-2098	Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other	Low
31-1133	Psychiatric Aides	Low
31-2021	Physical Therapist Assistants	Low
31-9011	Massage Therapists	Low
33-1011	First-Line Supervisors of Correctional Officers	Low
33-1012	First-Line Supervisors of Police and Detectives	Low
33-1099	Miscellaneous First-Line Supervisors, Protective Service Workers	Low
33-2011	Firefighters	Low
33-3011	Bailiffs	Low
33-3021	Detectives and Criminal Investigators	Low
33-9093	Transportation Security Screeners	Low
37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers	Low
37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	Low
37-3013	Tree Trimmers and Pruners	Low

39-1098	First-Line Supervisors of Personal Service and Entertainment and Recreation Workers, Except Gambling Services	LOW
39-5012	Hairstylist/Cosmetologist	Low
39-6012	Concierges	LOW
39-9031	Exercise Trainers and Group Fitness Instructors	Low
41-1012	First-Line Supervisors of Non-Retail Sales Workers	LOW
41-2022	Parts Salespersons	Low
41-3011	Advertising Sales Agents	LOW
43-3011	Bill and Account Collectors	LOW
43-3051	Payroll and Timekeeping Clerks	LOW
43-4031	Court, Municipal, and License Clerks	LOW
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	LOW
43-4199	Information and Record Clerks, All Other	LOW
43-5032	Dispatchers, Except Police, Fire, and Ambulance	LOW
43-5052	Postal Service Mail Carriers	LOW
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators	LOW
43-6012	Legal Secretaries and Administrative Assistants	LOW
43-6013	Medical Secretaries and Administrative Assistants	LOW
43-9022	Word Processors and Typists	LOW
43-9041	Insurance Claims and Policy Processing Clerks	LOW
45-2091	Agricultural Equipment Operators	LOW
47-2051	Cement Masons and Concrete Finishers	LOW
47-2073	Operating Engineers and Other Construction Equipment Operators	LOW
47-2081	Drywall and Ceiling Tile Installers	LOW
47-2141	Painters, Construction and Maintenance	LOW
47-2211	Sheet Metal Workers	LOW
47-2221	Structural Iron and Steel Workers	LOW
47-4011	Construction and Building Inspectors	LOW
47-4041	Hazardous Materials Removal Workers	LOW
47-4051	Highway Maintenance Workers	LOW
47-4061	Rail-Track Laying and Maintenance Equipment Operators	LOW

49-2011	Computer, Automated Teller, and Office Machine Repairers	LOW
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	LOW
49-3021	Automotive Body and Related Repairers	LOW
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	LOW
49-3043	Rail Car Repairers	LOW
49-9012	Control and Valve Installers and Repairers, Except Mechanical Door	LOW
49-9041	Industrial Machinery Mechanics	LOW
49-9051	Electrical Power-Line Installers and Repairers	LOW
49-9052	Telecommunications Line Installers and Repairers	LOW
49-9094	Locksmiths and Safe Repairers	LOW
49-9099	Installation, Maintenance, and Repair Workers, All Other	LOW
51-4041	Machinists	LOW
51-9041	Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders	LOW
51-9141	Semiconductor Processing Technicians	LOW
53-4022	Railroad Brake, Signal, and Switch Operators and Locomotive Firers	LOW
53-6051	Transportation Inspectors	LOW



WIB

Dutchess County Workforce Investment Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

“Building Partnerships for Workforce Solutions”

YOUTH NEEDS ADDITIONAL ASSISTANCE POLICY- Adopted 6/27/17

BACKGROUND

Eligibility criteria for WIOA Youth Services consist of two primary components income eligibility, and employment barriers as found in WIOA Section 129 (a)(1)(B).

The Workforce Innovation and Opportunity Act (WIOA) allows local areas to provide services to youth who are low income, but do not meet one of the WIOA identified barriers. These participants are considered “youth who need additional assistance” to complete an educational program or to secure and hold employment.* Providers of Title I Youth services should only use this barrier if none of the other WIOA recognized barriers apply.

NEEDS ADDITIONAL ASSISTANCE

The DCWIB local policy defines “youth who needs additional assistance” for out of school youth based on an assessment of ongoing needs of youth in our communities and are designed to meet the needs of low-income youth who need to enter or complete an educational program or to secure and hold employment.

The circumstances include:

- Has a documented poor work history; **or**
- Is currently unemployed and has been fired from a job in the last 6 months, **or**
- Is currently employed but lacks the necessary skills for advancement; or lacks skills as listed in the Regional Demand Occupations list and has at least one or more of the following additional barriers:
 - Unstable housing;
 - Lack of family support;
 - Lack of transportation to school or work;
 - Lives alone or is primary household support; **or**
- Has previously been placed in foster care for more than 6 months between the ages of 16-21; **or**
- Has experienced the loss of a primary caregiver (parent or guardian) due to debilitating health issues death, incarceration or military service; **or**
- Has been mandated by court or referred by agency to complete training and/or secure employment; **or**
- Has experienced recent traumatic events, is the victim of abuse or suffers from serious emotional or medical problems; or
- Has dropped out of a post-secondary educational program during the last 12 calendar months.

*The programs provided by this agency are partially funded by moneys received from the County of Dutchess
EOE/P auxiliary aids and services are available upon request to individuals with disabilities*


DCWIB

Dutchess County Workforce Investment Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

“Building Partnerships for Workforce Solutions”

DOCUMENTATION

Program staff must record in OSOS that the eligible youth is a youth who needs additional assistance, as defined by the local policy. An OSOS Comment must be entered confirming if the additional assistance is to enter or complete an educational program or to secure and hold employment. The information must be recorded at the time of enrollment or at the first youth service in the youth program. A copy of the source documentation (including self-attestation where applicable) must be retained in the customer folder. Please refer to the current technical guidance issued by the New York State Department of Labor regarding Data Element Verification.

Self-attestation, except where it is prohibited by Federal or State Guidelines is an acceptable data element validation method. Self-attestation must include the following signed statement:

“I certify that the information provided on this document is true and accurate to the best of my knowledge. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA funded program and/or penalties as specified by law.”

Barrier	Date Element Verification
Attendance patterns	Records from educational institution (i.e. diploma, GED/HSE certificate, transcripts, attendance record, dropout letter, or documentation from school. Self-attestation is not allowable.
Foster Care	Documentation/confirmation from Dutchess County Department of Community and Family Services.
Loss of primary parent/guardian	Record from authorizing agency, public record search, cross reference with public record search or Dutchess County Department of Community and Family Services or self-attestation.
Work history and Employment Status	Employment status at participation, pay stubs, Unemployment Insurance field population, Employment Verification Form (Attachment A) or self-attestation.
Additional Barriers	Self-attestation.
Mandated participation or referral	Documentation/confirmation from Dutchess County Department of Community and Family Services, court or referral letter from program/agency (i.e. rehabilitation, recovery, etc.)
Traumatic events or medical issues	Record or documentation from school official or other qualified professional or self-attestation.
Gang activities	Court record, juvenile justice record, or self-attestation.

***REFERENCE:**

WIOA Section 129 (1)(B)(iii)VIII)

20 CFR 681.300

Plus additional guidance as it comes down from USDOL and/or NYSDOL



WIB

Dutchess County Workforce Development Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

“Building Partnerships for Workforce Solutions” Policy – Basic Skills Deficiency

References: WIOA Final Rule, § 681.290

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

Policy:

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

ITA Training for WIOA Adult/DW/TAA Customers: WIOA ITA customers are considered to be Basic Skills Deficient if they do not have literacy and numeracy at 8th grade level or above. Customers seeking training in Welding or Machinist must score at the 10th grade level or above, customers seeking training in Certified Nursing Assistant must score at the 9th grade level for reading. Please refer to the Individual Training Account (ITA) Policy for more details.

Acceptable Assessments:

WIOA requires that a valid, reliable assessment must be used to determine basic skills deficiency status. The career counselor will select the assessment which is most appropriate for a particular customer, based on the customer’s abilities and career goals. Assessment options may include but not be limited to the following:

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

Documentation:

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