

Meeting Agenda
for
Central Virginia Workforce Development Board
April 11, 2023
3 – 4:30 p.m.
At Lynchburg Regional Business Alliance
300 Lucado Place
Lynchburg, VA 24504

1. **Call to Order & Roll Call of CVWDB:** *Nat Marshall, CVWDB Board Chair*
2. **Public Comment**
3. **Approval of Jan. 10, 2023 [Minutes](#)**..... *Nat Marshall, CVWDB Board Chair*
4. **Director’s Report & Joint Regional Workforce Roadmap**..... *Traci Blido, Exec. Dir., CVWDB*
5. **Business Services**.....*Tim Saunders, Business Engagement & Outreach*
6. **Finance Report**.....*Tonya Hengeli, outgoing CVPDC Finance Director & Sandy Dobyms, new CVPDC Finance Director*
7. **Approval of Policy Change; State monitoring**.....*Lori Cumbo, Operations Coordinator*
8. **One-Stop Center/Title I Youth & Adult Reports***Keith Cook, Director of Workforce Operations*
9. **Committee Reports (any applicable):**
 - a. Youth – Dr. Bobby Johnson, Superintendent, Campbell County Schools
 - b. DEI – Christian Wiscovitch, Manager, DARS
 - c. Operations & Performance – Andy Crawford, Bedford County
 - d. Finance – Ron Lovelace, CPA
 - e. Executive – Nat Marshall, BWXT
10. **Adjournment** Next Meeting is Tuesday, July 11, 2023 at 3:00 p.m.

Note: Meetings may be recorded for public viewing and posted at vcwcentralregion.com. Members of the CVWDB may attend virtually via link in email invite, only if unable to attend in person due to illness and when prior notice is given.



Central Virginia Workforce Development Area VII

Serving the City of Lynchburg, and Counties of Amherst, Appomattox, Bedford, and Campbell

Workforce Development Board Meeting

January 10, 2023

3:00 p.m. at

Lynchburg Regional Business Alliance

Draft – until the board approves.

Members Present: Nat Marshall – Chair, Kimberly McIvor, Cheryl Giggetts, Robert Johnson, Ron Lovelace, Michael Hertzler, Scott Francis, John Capps, Andy Crawford, Sterling Wilder, Gary Campbell, Christine Kennedy, Alicia Meador, John Redding, Christian Wiscovitch, Sonya Todd, Jason Shockley (virtual), Cheryl Tolder (virtual), Dana Hogan (virtual), Dorothy White (virtual), Contessa Broadus (virtual), Andrew Tisoskey (virtual), Lauren Anderson, Sierria Phillips – Vice Chair (virtual)

Members Absent, Excused: Richard Russo, Bryan Lyttle, Travis Griffin, Robbie Morrison, Luke Saechao, Samuel Pinn (Tribe), Sam Penn, Sr. (USW)

Chief Elected Officials Present: Drew Wade, John Hinkle, Jon Hardie

Staff Present: Traci Blido, Alec Brebner, Keith Cook, Lori Cumbo (virtual), Tonya Hengeli, Tim Saunders, Sarah Singer, Kirsten Trautman.

Others Present: Shirley Dodson, VEDP

1. Call to order and Greetings from the Chair

Chair Nat Marshall welcomed everyone and opened the meeting at 3 p.m. He introduced the three Chief Local Elected Officials (CLEOs) who were attending and explained that the meeting was a joint meeting with the workforce board and the Council of CLEOs.

2. Elections of 2023 CLEO's and CVWDB Chair & Vice Chair

Nat Marshall called on the CLEOs to elect a regular or interim chair and vice chair for the new election term for the Council, given the vacancy of the chair position following Ms. Treney Tweedy's departure from the Council. Traci Blido added that Bedford County Supervisor John Sharp indicated to her that he was ready for a new local official to take on the Vice Chair position too. A motion was made and unanimously approved to

elect Appomattox County Supervisor John Hinkle as Council Chair and Amherst County Supervisor Drew Wade as Council Vice Chair.

Nat Marshall then opened the floor to nominations of the 2023 Central Virginia Workforce Development Board Chair and Vice Chair positions. Dr. John Capps made a motion to re-elect Nat Marshall as Chair and Sierria Phillips as Vice Chair and moved for the nominations to be closed. Dr. Robert Johnson seconded the motion followed by a full board vote of all in favor.

Chair Marshall then called on the CLEOs for their vote to approve their June 16, 2022 meeting minutes. Jon Hardie made the motion to approve, and John Hinkle seconded the motion. The meeting minutes were approved unanimously.

3. Approval of Oct. 11, 2022 CVWDB Minutes

Cheryl Giggetts made the motion and Scott Francis seconded it to approve minutes from the board's last meeting. All were in favor of approval.

4. Approval of Modification of Local Plan

Nat Marshall called on Traci Blido to speak about the state modification requirement to the workforce board's Local Plan. Traci explained that Title I, Chapter 2, Section 108 of the WIOA establishes the requirement that "each Local Workforce Development Area (LWDA) shall develop and submit to the Governor a comprehensive four-year local plan, in partnership with the CLEOs." She said since the plan was adopted in 2020, it made sense to review it to see what has changed since the pandemic and how the plan needed to be modified. She detailed that both the Workforce Board and CLEO chair would need to sign off on the modification of the Local Plan to be submitted to the state for final approvals. Traci also detailed that the WIOA further requires local plans to be consistent with the Combined State Plan. In 2022, the Commonwealth of Virginia Combined State Plan for July 1, 2020 – June 30, 2024 was modified to reflect updates in the labor market and economic conditions, and workforce development activities. The changes to the Local Plan are consistent with the State Plan. Nat Marshall asked for any public comments and having none, he entertained a motion to approve the authorization. Ron Lovelace made the motion to approve the modification and Gary Campbell seconded. All were in favor.

5. Director's Report

Traci informed that Virginia Secretary of Labor Brian Slater is currently streamlining workforce state agencies and some aspects of the workforce system. She believes the streamlining will have little immediate affects at the local level, but we can expect some changes down the road. She said the changes will mostly be in the form of who we submit our performance reports to and who we get audited by, for example.

Traci then brought up the matter of security at the Lynchburg Center. She stated that we had armed security at the building for some time, however, the grant that was paying for

the security had run out in December. She said the state found some leftover youth funds to make available for security purposes, but it will be at a much smaller scale, going from \$30,000 to \$15,000. We will apply for these funds for an unarmed guard to be on-site for roughly three months at the Center, but there no guarantee we will have any more grant funds for security after that time. Gary Campbell asked if there had always been security at the center. Traci responded by saying no, security was especially needed once the center re-opened to walk-ins at a time when large amounts of people were coming in for pandemic-related unemployment claims. Ron Lovelace asked if there is security at the center now. Traci said she is working on getting an officer ASAP now that the state has identified these limited funds to help us cover the cost. VEC District Manager Kimberly McIvor said for unemployment insurance claims, it is peak time because of seasonal layoffs and cold weather. She anticipates the heavy traffic at the Center continuing at least in this first quarter 2023 and the presence of a security guard will be beneficial. Nat Marshall entertained a motion for authorization to sign the Notice of Obligation for the state security grant. Ron Lovelace made the motion and Mike Hertzler seconded. All were in favor.

Traci continued with her report touching on the recent workforce summit at the Alliance and thanked those board members who attended. She quoted Economist Chris Chmura from the event who said “the economy is slowing, the labor market is tighter, and job ads are down 16.7% that quarter”. Traci said that our region’s labor participation rate is slightly lower than what it was in 2020, at 62.4%, and pre-Covid, the rate was 63.4%. Our region has a slightly higher employment growth increase than the state’s overall, and Traci added that they are adding for the first time, Liberty University employment data, in that count as well. She stated that what they found was when they added the thousands of jobs that have grown through universities, since 2020, our region’s numbers were up by 836 jobs. Christine Kennedy spoke up saying that the ODU economic report was published again without the LU data and she is making everyone aware of this so they could encourage leaders to speak up when they hear negativity about the ODU numbers for Lynchburg. Christine said they have made ODU aware that they need to start including Liberty University data in their reports going forward. Gary Campbell asked if ODU was not aware of the LU data when they did the report and Christine answered saying they didn’t have access to it at that time.

Traci concluded her report saying the Board has received a grant for \$300,000 together with the Roanoke region to expand work-based learning opportunities for youth across both regions. The *Workforce Services Investments in Innovative Activities* grant will expand our region’s capacity to deliver and support Registered Apprenticeship, Youth Registered Apprenticeship, On-the-Job Training, and Internship activities for in school and out of school youth up to age 24. Additionally, Traci signed a document to join with Roanoke and a list of healthcare providers to apply for a U.S. Dept. of Labor Employment and Training Administration Nursing Expansion Grant Program. If awarded, the funding will assist in increasing the capacity of nursing education and instruction in the region.

6. Response to Business Closures

Tim Saunders presented a report showing the four major businesses that have announced closures in our region. He said that he wanted to show everyone how the workforce system is responding to these closures. These responses are in the form of collaborations to address the dislocated workers. Tim gave credit to the Virginia Employment Commission, saying that they had really stepped up to be a key partner in the efforts, along with others like workforce staff, HumanKind staff, DARS, and CVCC.

a. MasterBrand

Tim stated that this business had already closed. In September of 2022, they announced they were closing off of Graves Mill Rd. They employed about 250 people there. Tim said they wanted a larger facility and this was the issue they faced. As a collective group, Tim said Virginia Career Works went in to meet with the impacted workers about the services that could be provided as a team. Employees were told of the basic services that were available and the longer-term services that are provided under the Title One program. The on-site hiring event that was held at the MasterBrand facilities on October 20, 2022 included 18 local businesses and served about 149 of the 250 people affected by the closure.

b. Gunnoe's Sausage

This business closed on November 4, 2022 and affected 33 people. Tim said the Rapid Response briefings started on October 31, 2022. While no hiring event occurred, they were able to connect the people affected with local employers such as Sam Moore Furniture, Fostek, and 7-Hills Foods.

c. Newell Brands

This employer is closing on January 31, 2023, impacting 187 people. The Rapid Response briefings were able to start on December 6, 2022 and the hiring event was on December 8, 2022. They had 20 employers participate in the hiring event.

d. KDC/One

This employer will be closing on December 31, 2023, and will affect 670 people total. The first wave of layoffs will start at the end of March 2023. Tim said that there are no hiring events as of yet; however, the people affected have been connected with CVCC for training during sessions in August and job fairs are being planned.

Tim said he wanted to touch on something good that was happening in the area. He mentioned Virginia Metal Fab was expanding in Appomattox and creating 130 jobs over three years. The Central Virginia Workforce Development Board has contracted to provide \$3,394.55 in federal Incumbent Worker Training funds to support upskilling of existing workers in PY22. He said that in the last two years, since January 1, 2021, we have provided \$38,932.73 to seven different local employers, helping about 40 employees in the region to be upskilled. According to the state monitors, the board has one of the highest expenditure rates of Incumbent Worker Training Funds.

Mike Hertzler asked what KDC/One produces. Tim replied by saying that KDC/One works with chemicals that create lotions, soaps, and things of that nature. Cheryl Giggetts asked Tim if he knew why they were closing. Tim said he was told because of a facility issue; it was no longer meeting their needs. Nat Marshall thanked Tim for all of the information.

7. Financial Report

Nat opened the floor to Tonya Hengeli of the CVPDC for the Finance report.

Tonya showed financials as of December 30, 2022. She started with the Workforce Development Board team, and referenced that since this is through December 30, it should be about 50% through the budget for the year. Overall, the total is around \$207,000 that has been spent to date, Tonya said that they should be at around \$216,000 which means they are under budget. Everything is tracking how it should be for that group. Continuing to the Lynchburg Center, everything was tracking as it should as well. Tonya explained that they have spent \$19,000, and they are about over the halfway mark for the year, they should be at about \$24,000. She said that the program operations line is Humankind, where they should have been at about \$350,000, their total was at around \$276,000. Tonya did mention that they had not received the December invoice from Humankind yet, which is usually around \$46,000-\$49,000. She referenced the Incumbent Worker Training that Tim had discussed, and said that as of December 30, she had invoiced around \$1,800. The number that he had given was going to be worked through in the upcoming weeks. She said considering everything, they were around \$50,000 under budget for half of the year so far. Tonya brought up the line “unallocated”, to clear any confusion, she explained that this line is the difference between the total funding and what they had budgeted for.

Tonya presented a summary of the WIOA funding and asked if there were any questions. Nat Marshall asked if the lower spending numbers from the career center is due to less staff. Keith Cook answered yes.

Tonya went on to explain that in the past we have asked the board for a transfer between dislocated and adult funds. She explained that they have two years to spend the formula funds so they have until June 30, 2023 to spend all of PY21 funds. Currently, we have around \$28,000 in Dislocated Worker funds due to low enrollment. Tonya is concerned that we would not spend it all by June. She made a request to transfer \$25,000 to Adult for PY21 because of this and also requested a transfer of \$100,000 from Dislocated to Adult funds for PY22. She said that would still leave \$148,000 in dislocated funds should we need that to assist unemployed workers.

Traci spoke up saying that they are finding that many of the workers getting these notices of layoffs have been successful at finding other employment without the need for Title 1 dislocated services. However, there are still some adults that have barriers to employment and need help to get skilled for a different job.

Tonya said the board had already estimated a \$50,000 transfer when the budget was approved, however given the current needs, she felt that a \$100,000 transfer would be better suited.

Nat said that everything Tonya had spoken about with the transfer made sense and they did not want to lose out on the funding for the Dislocated Workers. He entertained a motion to transfer \$25,000 of the PY21 funds from Dislocated Worker to Adult funds and \$100,000 transfer from PY22 Dislocated Worker to Adult funds.

Ron Lovelace made the motion and Mike Hertzler seconded it. All were in agreement to approve the transfers.

All-Virtual Public Meetings Provision option

Lori Cumbo explained that currently the board has an electronic policy in place for meetings where some can be online, as long as the majority are attending in person. The state has now come out with an addition to that policy that says we can also have “all virtual” meetings up to two times a year, or 25 percent of meetings in the calendar year, whichever is greater. With the board meeting quarterly, that means we could do one meeting per year as “all virtual” if needed. She explained that she will update the local policy to reflect the update. She did say that in order to have an “all virtual” meeting, the executive committee would need to make the decision to call an all-virtual meeting and the reason would need to be in the committee’s meeting minutes.

Lori also reminded the board that per the standard electronic meeting policy, board members need to notify the executive director Traci Blido in writing/email prior to a meeting if needing to attend virtually for a regular “in person” meeting. Nat Marshall said that the standard policy does allow for someone to attend virtually if there is sickness or other circumstances. Nat entertained a motion to approve the changes in policy. Cheryl Giggetts made the motion and Christine Kennedy seconded the motion. All were in favor.

8. One-Stop Center/ Title I Adult Report

Nat opened the floor to Keith Cook. Keith explained that this was a comparison quarter by quarter (Adult/DLW PY21 & 22 and Youth PY21 & 22). Keith noted that on the youth side they had seen an increase in active participants from last year along with enrollments almost doubling. In work experiences, they were excited to see an increase. In the work experience and leadership development activities, he said numbers are around the same from PY21 to PY22. Nat commended Keith for all the work that is happening at the center. Keith showed a breakdown of workforce center visits. Last year there were 773 visits and this year 2932 visits were counted. Keith explained this increase was due to people coming in needing to verify their ID for VEC unemployment fraud reasons. He also stated that these were not duplicated, such as someone coming in several different times, but actual, unique visits. Keith said they provide basic career services

through the youth program at the different schools, but they also have Jeff Bennett in the community providing basic career services. He does workshops, one-on-one career counseling services, and other services. Jeff had served 178 participants in career workshops in the last six months to help them prepare for employment. Nat asked what the cost of these services was. Keith explained that if someone went through Parkview Mission, the services would be free, and if they are enrolled in Jeff's programs, they are free; however, other venues and events are funded by sponsors.

9. Title 1 Youth Report

Nat introduced Sarah Singer and she shared various success stories of different youth that have gone through the Title 1 youth program.

10. Committee Reports

- a. Youth – Dr. Bobby Johnson said he was pleased with the youth participant numbers and success stories.
- b. DEI – Nat said the DEI chair position is currently vacant.
- c. Operations and Performance – Andy Crawford mentioned the next meeting was rescheduled for March 28.
- d. Finance – Ron Lovelace said Tonya had covered everything earlier in the meeting and he was pleased with the numbers.
- e. Executive – Nat Marshall thanked the CLEOs for being at the meeting and appreciated everyone who attended.

11. Adjournment

Nat asked if anyone had any questions or comments. When hearing none, he entertained a motion to adjourn. John Redding made the motion and Robert Johnson seconded it. All were in favor to adjourn.

**WIOA Source and Use of Funds
Comparison of Budget to Actual
as of March 2023**

SOURCES OF FUNDS	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
LINE ITEM	ADMIN		DISLOCATED		ADULT		Youth		Total	
cash/other income					15,000.00		60,000.00		75,000.00	
PY2021	70,082.62		45,515.84	(24,105.62)	137,354.53	24,105.62	152,669.89		405,622.88	
PY2022	132,170.00		148,877.90	(100,000.00)	515,965.60	100,000.00	524,686.50		1,321,700.00	
WDB Outreach/Awareness										
Total Funding	202,252.62		194,393.74		668,320.13		737,356.39		1,802,322.88	
	0.10		0.11		0.39		0.40			
Workforce Development Board										
Salary	23,742.16	5,761.40	44,706.80	45,230.75	74,721.34	51,167.51	94,251.25	75,526.22	237,421.55	177,685.88
Benefits	6,480.86	2,781.05	12,203.54	9,612.02	20,396.57	11,088.52	25,727.62	16,249.89	64,808.59	39,731.48
Audit	4,600.00	6,000.00							4,600.00	6,000.00
Legal	400.00		1,000.00		1,200.00		1,400.00		4,000.00	0.00
WDB Outreach/Awareness	200.00	1,049.50	500.00		600.00		700.00		2,000.00	1,049.50
Contractual Services	2,000.00	2,417.55	3,600.00	2,132.80	3,800.00	2,562.71	4,700.00	4,221.18	14,100.00	11,334.24
Communications Tel/post	600.00	504.50	1,300.00	611.33	1,400.00	733.62	1,800.00	1,100.60	5,100.00	2,950.05
Ofc & equip lease	1,300.00	889.11	3,600.00	2,895.92	3,800.00	2,635.23	5,000.00	3,523.09	13,700.00	9,943.35
Ofc supplies	175.00	103.89	500.00	125.00	275.00	125.00	350.00	250.00	1,300.00	603.89
Travel/Training/Dues	500.00	1,499.90	2,000.00	1,023.55	3,000.00	1,224.68	3,500.00	1,812.91	9,000.00	5,561.04
Furnishings & computer	1,200.00	98.00	1,000.00	46.04	1,000.00	53.45	1,000.00	80.18	4,200.00	277.67
Fiscal Agent	70,000.00	52,500.00							70,000.00	52,500.00
Miscellaneous	400.00	490.89	800.00	73.68	1,000.00	49.89	1,500.00	103.42	3,700.00	717.88
Total WIB Office	111,598.02	74,095.79	71,210.34	61,751.09	111,192.91	69,640.61	139,928.87	102,867.49	433,930.14	308,354.98
Workforce Center										
Rent/utilities			4,000.00	690.76	14,000.00	2,072.27	12,000.00	3,460.02	30,000.00	6,223.05
IT / Contractural Services			1,000.00	3,313.20	4,000.00	6,562.33	4,000.00	5,828.20	9,000.00	15,703.73
Phone			150.00	139.52	400.00	357.80	350.00	256.26	900.00	753.58
Internet			210.00	165.06	500.00	405.86	400.00	277.90	1,110.00	848.82
Resource Room Copier			200.00	128.70	400.00	386.01	400.00	278.73	1,000.00	793.44
Staff Copier			625.00	462.65	1,600.00	1,375.66	1,320.00	1,068.46	3,545.00	2,906.77
General Supplies			100.00	297.56	200.00	315.95	240.00	584.91	540.00	1,198.42
IT Equip/Software			500.00	97.26	800.00	112.90	1,080.00	169.37	2,380.00	379.53
Facility Total	0.00	0.00	6,785.00	5,294.71	21,900.00	11,588.78	19,790.00	11,923.85	48,475.00	28,807.34
Program Operations (HumanKind)	70,000.00		80,000.00	35,658.43	250,000.00	217,546.50	300,000.00	189,114.52	700,000.00	442,319.45
Incumbent Worker Training			25,000.00	4,547.76					25,000.00	4,547.76
Direct Program Costs (Clients)			60,000.00	19,202.61	200,000.00	159,052.53	150,000.00	165,520.77	410,000.00	343,775.91
Grand Total	181,598.02	74,095.79	242,995.34	126,454.60	583,092.91	457,828.42	609,718.87	469,426.63	1,617,405.14	1,127,805.44
Unallocated	20,654.60		(48,601.60)		85,227.22		127,637.52		184,917.74	0.00
Available Funding Remaining	Available	128,156.83	Available	67,939.14	Available	210,491.71	Available	267,929.76		674,517.44

Contract Balances as of 03/31/2022

		Beginning Balance	Billed Or Accrued To Date	Outstanding Balance
HumanKind	Dislocated	80,000.00	35,658.43	44,341.57
HumanKind	Adult	250,000.00	217,546.50	32,453.50
HumanKind	Youth	300,000.00	189,114.52	110,885.48
		630,000.00	442,319.45	187,680.55
VA's Region 2000 LGC Fiscal Agent		70,000.00	52,500.00	17,500.00
	Total Obligations	630,000.00	442,319.45	187,680.55

**Summary of WIOA Funding
As of 03/31/2023**

APPROPRIATED BUDGET	EXPENDITURES AS OF 03/31/2023	ENCUMBRANCES	REMAINING BALANCE
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WORKFORCE INNOVATION AND OPPORTUNITY ACT

Administrative	202,253	74,096		128,157
Dislocated Worker Program	194,394	126,455	44,342	23,598
Adult Program	668,320	457,828	32,454	178,038
Youth Program	737,356	469,427	110,885	157,044
Total WIOA Funding	1,802,323	1,127,805	187,681	486,837



CENTRAL REGION

Workforce Innovation and Opportunity Act (WIOA) Program Policy #101

Subject: Adult Funding and Universal Priority of Service

Effective Date: November 14, 2012

Revised: January 10, 2018; April 11, 2023

Policy Statement: The purpose of this policy is to establish priority of service provisions for WIOA Title 1 Adult funds which gives priority for services to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient who are served with WIOA adult funds.

This policy also incorporates Veterans' Preference requirements within an overall priority structure that applies to all WIOA funding received in Virginia Career Works Central Region.

BACKGROUND:

The Workforce Innovation and Opportunity Act and the Jobs for Veterans Act require that veterans and eligible spouses receive priority when applying for services under employment and training programs funded by the U.S. Department of Labor's Employment and Training Administration funded programs.

The WIOA Title I Adult program has a statutory priority of service criteria for individuals who are:

- i. Recipients of income-based public assistance; or
- ii. Other low-income individuals; or
- iii. Individuals who are basic skills deficient.

WIOA Section 134 (c)(3)(E) establishes a priority of service requirement for all customers served under the Title I Adult program-formula funds for employment and training activities. Under this section, American Job Center staff when using WIOA Adult funds to provide individualized career and/or training services must give priority to recipients of income-based public assistance, other low-income individuals and to individuals who are basic skills deficient. Under WIOA, priority of service must be implemented regardless of the amount of funds available to provide services in the local area.

GUIDANCE:

Applying Priority of Service

In accordance with federal and state policy, veterans and eligible spouses are given priority of service for the receipt of employment, training and job placement services under all DOL funded job training programs and services, including WIOA Title I programs. Virginia Career Works Centers must prominently display, in all public areas, signage that informs individuals of the priority of service for veterans and eligible spouses.

In addition to veterans and eligible spouses, the WIOA Title I Adult program has three mandatory priority populations, the WIOA Priority Groups. For programs that do not have mandatory priority populations (such as the WIOA Dislocated Worker program), veterans always receive first priority followed by all other participants. All individuals meeting the priority of service, including veterans, must still meet the individual program's eligibility criteria to receive services under the respective employment and training program. Priority of service guidelines shall determine the order of precedence for delivery of individualized career and training services to those who have **been deemed eligible** under the Adult Title I program.

Priority of service applies to the selection procedure for services, to include individualized career and training services, in the following manner: if there is a waiting list for the service, priority of service is intended to require that a person in a priority group goes to the top of that list. Once a person outside any priority group has been approved for funding and accepted/enrolled in a training class, priority of service does not allow a person in a priority group to "bump" the enrolled person from that training class. Staff will complete the WIOA Priority of Service status form (Attachment A) to document the Priority of Service category and maintain the form in the customer's **electronic** file.

When programs are statutorily required to provide priority to a particular group of individuals, as described above, priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the WIOA Priority groups given statutory priority for WIOA Adult formula funds. This means that veterans and eligible spouses who are income-based public assistance recipients, other low-income individuals, or individuals who are basic skills deficient would receive priority for services provided with WIOA Adult formula funds for individualized career services and training services.
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the WIOA Priority groups given statutory priority for WIOA Adult formula funds.
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Fourth, to priority populations established by the Governor and/or Local WDB.
5. Last, to non-covered persons outside the WIOA Priority groups given priority under WIOA.

The established priority of service criteria outlined above does not mean that individualized career and/or training services may only be provided to recipients of income-based public assistance, low-income individuals, and individuals who are basic skills deficient. **Virginia Career Works Central Region will focus on serving eligible individuals facing barriers to employment but may serve eligible individuals that do not fall into a priority group. However, the local area will monitor and adhere to the Department of Labor (DOL) expectation that 75% of participants should fall within these priority groups.**

Note:

When income is selected as a determinant for a priority of service group under the WIOA Adult employment and training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits, must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied when making a determination. Military

earnings are not to be included when calculating income for veterans for transitioning service members for this priority, in accordance with 38 U.S.C.4213.

Procedure:

The contractor shall establish priority of service at the point of entry for each customer through the completion of a WIOA Priority of Service Form (Attachment A). Self-attestation of priority status at point of entry is acceptable. Priority status must be verified when a participant has been made eligible for individualized career or training services. The Career Navigator will upload the completed and verified WIOA Priority of Service Form and supporting documents into the participant's VAWC electronic record.

Attachment A

WIOA Priority of Service Status Form

Purpose: This form is to be used to document the Priority of Service category of a Title I Adult participant.

Participant's Name: _____

State ID: _____ Participation Date: _____

PRIORITY OF SERVICE CATEGORY: (CHECK ONE OF THE FOLLOWING):

A. Veteran or Eligible Spouse:

- a) Veteran: Yes No
- b) Eligible Spouse Yes No
- c) Meets Adult Priority Criteria
 - I. Is currently receiving public assistance Yes No
 - II. Is low income Yes No
 - III. Is basic skills deficient Yes No

B. A non-veteran who:

- a) Meets Adult Priority Criteria:
 - I. Is currently receiving public assistance Yes No
 - II. Is low income Yes No
 - III. Is basic skills deficient Yes No

C. A veteran or eligible spouse of a veteran who is not included in WIOA priority groups:

- a) Yes
- b) No

D. A non-veteran who is not included in WIOA priority groups:

- a) Yes
- b) No

E. Other priority groups identified by the Governor or the Local WDB. Any priority group identified must have been included in the Combined State Plan or the Local Workforce Development Area Plan.

- a) Yes
- b) No

Career Navigator: _____

Date Completed: _____

CENTRAL REGION

Subject: Work Experience

Date of Issuance: February 21, 2013

Revision: January 10, 2018; April 11, 2023

What is a Work Experience?

As defined in 20 CFR § 681.600 work experience is “a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector.”

Work experiences are designed to enable WIOA participants to gain exposure to the working world and its requirements and should help participants acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. (i.e. items such as punctuality, attendance, communication, team work, dependability and task completion). The purpose is to provide the participant with the opportunities for career exploration and skill development and is not to benefit the employer. Instruction in employability skills or generic workplace skills should be addressed by staff and worksites during a work experience. Work experiences may also provide exposure to various aspects of an industry and include progressively more complex tasks.

Youth Work Experience Requirements

WIOA and 20 CFR § 681.590(a) require that a minimum of 20 percent of local area funds for the Title I Youth program be spent on work experience. As explained in 20 CFR § 681.590(b), local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement. Leveraged resources cannot be used to fulfill any part of the 20 percent minimum.

Work experiences must include an educational component WIOA allows for the provision of work experiences (WEX) for eligible youth that includes an academic and occupational education component found in WIOA Section 129 (c)(2)(E) and Title 20 CFR NPRM 681.640.

- a. Each WEX must include an academic and occupational education component (e.g., workforce preparation activities, basic academic skills, and hands-on occupational skills training) with the work experience.

b. The WEX and the educational component may be provided, before, during, or after the WEX, and the educational component must be related to the skills and knowledge needed in the WEX, or related occupation a specific occupation, occupational cluster, or career pathway.

Who may Participate in a Work Experience?

Adults, dislocated workers, and youth who meet eligibility requirements of the Workforce Innovation and Opportunity Act and are enrolled in WIOA may participate in a work experience pending available funding and determination that this activity meets the individual's plan of service. Often a work experience can be correlated to other program components such as completing training or may be performed in conjunction with education or other program expectations. A work experience should not be the first WIOA activity for a participant. Participants must have demonstrated that they can be counted on to fulfill expectations and commitments to be placed in a work experience.

Work experience is generally most beneficial for those individuals:

- a) Who have little to no work history
- b) Who have no recent work history (within the last 5 years)
- c) Who have academic credentials, but lack experience working in the field

Length of Time:

The general length of a work experience should be part-time for a period of two to six months. As appropriate and approved by the WIOA service provider, a work experience may be extended (however, not past six months). In general, participants should not work more than 20-30 hours per week. Length and hours per week should be determined as most appropriate for the worksite while also taking into consideration other commitments such as the participant's school schedule and other circumstances.

Choosing the Worksite

Matching the participant with the right employer is essential to making a work experience successful for the participant and employer. Employers need to have a clear understanding and expectation of the attitudes and habits that a participant may exhibit. They also need to be prepared to spend adequate, quality time with the participant and provide appropriate supervision.

If applicable, worksites must also understand that a portion of the participant's time will be in work readiness training or other WIOA activities and must allow flexibility of scheduling if needed. Efforts should be made to place participants at a worksite that matches their interests and abilities. Keeping in mind that a work experience is designed to provide career exploration and hands on learning, if needed, a participant may be moved from one worksite to another when the worksite is not an appropriate "fit."

It is also expected that worksite supervisors will perform evaluations regularly; notify the WIOA staff of potential issues and/or exceptional performance; and review and approve the participant timesheet to be submitted for payment to WIOA staff. The WIOA staff and worksite must develop a job description individualized to the particular position being filled and complete a worksite contract.

It is required that:

- Participants will not perform work related to a casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool;
- Worksites must ensure that WIOA placements will not displace current workers or be filling the exact position of a vacancy due to layoff status;
- Participants may not be involved in religious sectarian instruction or activities while on the job.

In summary it is expected that worksite supervisors will:

- Provide on-going supervision
- Serve in a mentoring and learning environment
- Ensure that there is meaningful adequate work and provide needed tools/equipment to complete the experience
- Complete regular performance evaluations at agreed upon intervals
- Notify WIOA staff of potential issues and/or exceptional performance
- Review and approve the participant timesheets
- Develop a job description individualized to the particular position being filled
- Complete a worksite contract identifying beginning and ending dates
- Maintain a participant file at the worksite
- Provide general liability insurance coverage
- Participate in a worksite orientation with program staff
- Adhere to Child Labor Laws and OSHA compliance
- Contact the WIOA staff immediately in the case of an accident

Worksite Agreements

A written agreement must be executed between the WIOA service provider and the worksite host entity. The participant must also sign the agreement.

The worksite agreement will address at a minimum:

- The duration of the experience activity (both the total timeframe and hours per day/week)
- Learning objectives for the participant
- Hourly amount of any incentive to be paid
- Activities to be performed
- Supervision and mentoring
- Frequency of supervisor evaluation/reporting
- Health and safety standards

- Termination clause (and conditions to cause early termination)

WIOA Case Manager Responsibilities

WIOA staff will determine eligibility of participants; provide placement of participants and execute worksite agreements with worksites; will be available to address worksite concerns or issues; monitor worksites; provide career coaching and training for participants and maintain detailed participant files. WIOA staff will submit participant timesheet for incentive payment processing.

Staff are to also provide and document an orientation to participants and worksites regarding program expectations and guidance for successful placement and complete worksite/participant agreement forms.

Worksite visits should be made as determined necessary. WIOA staff must ensure that all workplace accidents are reported immediately to the Commonwealth of Virginia.

Supervisors will address this with the participant to correct the behavior. If issues and/or behavior cannot be corrected, the work experience will be terminated.

Health and Safety Standards

The worksite agreement will include an assurance that the health and safety standards established under federal and state law will be followed. Health and safety standards are no different for work experience participants than for employees or the public while on site. The worksite host must agree to and ensure that general liability coverage is in place.

Payments and Employer/Employee Relationship:

The Commonwealth of Virginia has indicated that WIOA payments to work site participants are incentives for progress and attendance, and not compensation for work performed at the worksite. . (Ref. Virginia Workforce Letter #08-11). It is further stated that an employer/employee relationship does not exist between the worksite and the participant.

Under U.S. Department of Labor Wage and Hour Division standards, the work experience must be considered a training situation if the participant is not to be an employee of the worksite. To enroll a WIOA participant into a paid work experience, the case manager must make a determination that the following six items are satisfied:

- a) The training, even though it includes actual operation of the facilities of the employer, is essentially a training experience similar to vocational school;
- b) The participant is the primary beneficiary of the experience;
- c) Regular employees are not displaced and the experience is closely supervised/observed;
- d) The worksite host derives no immediate or significant advantage;

- e) The participant is not necessarily entitled to a job at the conclusion of the experience; and
- f) There is mutual understanding between the participant and the host agency that the participant is not entitled to wages for this time because the activity is essentially a training experience.

Note: If the above 6 items are not satisfied, a worksite agreement may still be executed; however, the situation must be recognized as an employer-employee relationship. As such, the site employer is the employer of record, participants must receive no less than the minimum wage, any related benefits are required, and payroll taxes should be deducted.

Administrative Monitoring of WEX Funds

The local area must monitor and track all funds spent on WEX contracted activities (CFR 681.600-610). The Local Workforce Development Board (LWDB) is responsible for ensuring oversight of the program.

The local area must periodically monitor the participant and the worksite or a host site to ensure that goals are being met and adherence to this guidance and WIOA law and regulations. To maintain administrative monitoring:

- a. Local WIOA youth programs must track program funds spent on paid and unpaid work experiences, including wages and staff costs for the development and management of 4 work experiences, and report such expenditures as part of the local WIOA youth financial reporting.
 - i. The percentage of funds spent on work experience is calculated based on the total local area youth funds expended for work experience rather than calculated separately for in-school and out-of-school youth.
 - ii. Leveraged and in-kind resources cannot be used to fulfill this requirement.
- b. Local youth formula funds may be used for payments provided for WEX in the public, private, for-profit, or non-profit sectors when the participant's objective assessment and individual service strategy (ISS) indicate that a WEX is appropriate.
- c. The local area must specify the length or duration of time for each work experience assignment.
- d. The local area must specify the amount each youth participant will receive during the duration of the WEX contracted period.
 - i. Participants enrolled in a paid WEX shall be compensated on an hourly stipend or hourly rate structure not less than the state or local minimum wage, whichever is higher.
- e. Each participant shall be paid only for hours worked during the WEX as documented on the participant's WEX contract or worksite agreement and participant timesheet and evaluation.

Note: Local area administrative costs are not subject to the 20 percent expenditure requirement.

d. Allowable WEX Program Expenditures TEGE No. 8-15 provides further discussion of allowable expenditures that may be counted toward the work experience expenditure requirement and articulates that program expenditures can be more than just wages paid to youth in work experience.

Allowable work experience expenditures include the following:

- Payments provided for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.