

# Local Plan Modification

July 1, 2009 – June 30, 2010

**Division of Employment and  
Workforce Solutions**



**NYS  
DEPARTMENT  
OF LABOR**

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## **General Instructions for Modifying the Existing Local Plan**

The Workforce Investment Act Local Plan Modification for Program Year 2009-2010, for Workforce Investment Act Title I-B and Wagner Peyser programs, must be submitted to the New York State Department of Labor (NYSDOL) no later than **September 18, 2009**, in accordance with the Planning Guidelines issued by NYSDOL on behalf of the State Workforce Investment Board and the Governor. The Plan Modification must be developed by the Local Workforce Investment Board (Local Board) in partnership with the Local Chief Elected Official(s).

The Plan Modification, generated through this process, will amend and extend: the approved Local Plan, which originally covered the period July 1, 2005 – June 30, 2008; the local area's approved Functional Alignment Addendum; and the local area's previous plan modification, which extended the existing Plan and Addendum to June 30, 2009. Therefore, this Local Plan Modification will extend the existing Plan and Addendum to June 30, 2010 and will become the basis for local area policy and monitoring.

### **Plan Modification Guidelines**

The Plan Modification Guidelines are available and can be downloaded on New York's Workforce Development System website at:

[http://www.labor.state.ny.us/workforcenypartners/wfnyp\\_index.shtm](http://www.labor.state.ny.us/workforcenypartners/wfnyp_index.shtm)

The guidelines are attached to Technical Advisory # 09-16, dated May 26, 2009.

### **Publication**

The Local Board must make copies of the proposed Plan Modification available for public comment through such means as public hearings, local news media, and local websites. The general public must have access to the proposed Plan Modification; there must be 30 days from the date of publication and/or availability in which the general public may comment. When the Plan Modification is submitted for approval, any comments received in disagreement must be attached. In addition, the Plan Modification must explain how those disagreements were addressed.

### **Submission**

The draft Plan Modification is due **September 18, 2009**. NYSDOL requests local areas to complete the submittal process electronically by posting the draft Plan Modification, any comments received and the manner in which the comments were addressed, to the local area's workforce website. Specifically, local areas are required to **send an e-mail by cob September 18, 2009** to [WDTDLocalPlans@labor.state.ny.us](mailto:WDTDLocalPlans@labor.state.ny.us), with a copy to your state representative, which includes the following:

- Notice that the local Plan Modification, any comments received and information on the manner in which comments were addressed, are posted on the local website and available for State review;
- Indication of the URL and location of the Plan Modification document(s) on the website;
- Statement of the dates the Plan Modification was made available for public comment;
- Provision of contact information in the event there are problems accessing the Plan Modification; and

- Affirmation that no changes will be made to the document once it has been posted for NYSDOL review.

Should a local area be unable to comply with this method of submission, email a request for assistance to: [WDTDLocalPlans@labor.state.ny.us](mailto:WDTDLocalPlans@labor.state.ny.us). Please use “Request for Assistance with Local Plan Submission” in the Subject line.

**Time Table**

Plan Modification Guidelines Issued	May 26, 2009
Latest Date for Publishing Plan for Public Comment	<b>August 20, 2009</b>
Local Plan Modifications due to NYSDOL	<b>September 18, 2009</b>
NYSDOL approval or request for information	No later than <b>December 17, 2009</b>

**Required Attachments**

The required Attachments include:

- Attachment A: Signature of Local Board Chair
- Attachment B: Signature of Chief Elected Official
- Attachment C: Signature of WIB Director
- Attachment D: Units of Local Government
- Attachment E: Fiscal Agent/Grant Subrecipient
- Attachment F: One Stop Operator Information
- Attachment G: Federal and State Certifications

If any of the following have changed, please also attach:

- Chief Elected Official Agreement (if applicable)
- Local Board By-Laws
- One Stop Operator Agreements


**Note: Hard copies of the required attachments and signature pages must be mailed to the address below. These attachments and signature pages must be received no later than September 18, 2009.**

**Attn: Karen A. Coleman  
Local Plan Modification**

New York State Department of Labor  
Division of Employment and Workforce Solutions  
Building 12 ~ Room 450  
W. Averill Harriman Office Building Campus  
Albany, New York 12240

## **Instructions for Filling out the Plan Modification Document**

There are two main sections of the Local Plan Modification, each beginning with a short narrative and followed by instructions and questions. **A shaded area is provided into which the details of your response should be typed.**

For the check boxes and forms, you may want to lock the form to easily tab from box to box and insert an “**X**” where appropriate. If the forms toolbar is not visible, click “**View**” - “**Toolbars**” - “**Forms**” and click on the  symbol to lock or unlock the form.

It is recommended that you save this document to your computer as your working document using the following naming convention: “**LWIA NAME – Plan Modification.**” Save your document frequently during its completion.

Technical assistance regarding the development of the Local Plan Modification should be directed to your State Representative. If you need any assistance with the form, please contact Sharon Zapp at (518) 457-5189.

## **Workforce Investment Act Local Plan Modification July 1, 2009 – June 30, 2010**

In compliance with the Workforce Investment Act (WIA), each local workforce investment area is required to have a Comprehensive Local Plan in place. With the passage of the federal American Reinvestment and Recovery Act (Recovery Act), NYSDOL has determined that each local Workforce Investment Board will develop a One-Year Plan Modification to extend the current plan to now cover the period July 1, 2005 - June 30, 2010. The Plan Modification will allow for short-term changes, development of strategies and efficiencies for effectively utilizing increases in funding, and alignment with updated Federal, State and local priorities.

New York State shares the vision outlined in the Recovery Act; creating and preserving jobs, promoting economic recovery, and assisting those most impacted by the recession. Workforce development activities will play an integral role in achieving these three goals for both New York State and the nation as a whole. As workers increasingly find themselves dislocated, unemployed, and underemployed, they will need assistance to find new jobs, better jobs, and training opportunities to prepare them for these jobs.

It is crucial to maintain transparency and accountability at all levels. Recovery Act funds must be tracked accurately and separately from other sources of funding, and frequent communication regarding the use of these funds will be required. Needless to say, the funding from the Recovery Act, used concurrently with normal sources of funding, will allow a substantial increase in the number of services provided to customers in the One-Stop system. In particular, the number and proportion of customers receiving training services will increase.

The need for economic recovery also comes with an opportunity to ensure economic competitiveness in the long term. To this end, New York State has designated three demand sectors which will provide many job openings and are believed to be important to economic growth in the future:

- **Green and Renewable Resources**

This sector is comprised of a wide variety of industries and occupations; New York is primarily focused on Solar Power, Wind Power, and Weatherization. Each of these industries offer career paths, with solar and wind power focusing on the installation of small-scale power generation and weatherization providing construction and building renovation jobs. With rising energy costs and commitments on all levels of government to prevent environmental damage, green jobs are expected to grow substantially in the coming years. Furthermore, as the alteration of existing buildings and construction of new buildings cannot be performed overseas, these jobs are highly resistant to outsourcing.

- **Health Care (including the Life Sciences and BioTech/BioScience Industries)**

A substantial amount of labor market information identifies health care as a rapidly growing sector, in part due to the aging population. There are a number of entry-level jobs with the potential for career advancement in this industry in fields such as nursing, pharmaceuticals, and home or hospice care.

- **Advanced Manufacturing**

Manufacturing jobs that use high-tech processes, in industries such as Nanotechnology, Bioinformatics, and Medical Device manufacturing, are high growth and vital to the US economy, according to the US Department of Labor. The State also sees strong investment in such industries. This sector includes both high-tech jobs and lower-skill jobs that provide career ladders.

Many customers will have barriers to participating in training, such as transportation issues. It is expected that staff will work with customers to identify and remove barriers to participation through the provision of supportive services and needs-related payments. This is especially relevant for adults who are low-income, displaced, and under-skilled, as well as disconnected youth; in fact, many provisions in the Recovery Act are designed to target these populations, and there is a Priority of Service in effect for recipients of public assistance and other low-income individuals. These groups have been starkly affected by the economic recession and are greatly in need of assistance to get on a pathway out of poverty. Youth, also often at risk, can be served with a Summer Youth Employment Program. Given the fact that individuals up to age 24 can be considered “youth” for the purposes of spending Recovery Act funds, this presents an excellent opportunity to assist our young adult customers.

The Plan Modification will allow Local Boards the opportunity to re-evaluate their current system’s delivery of employment and training services in light of funding considerations, new initiatives and performance. In developing those new strategies and policies, local areas should consult with their region’s Labor Market Analyst to review updated data and trends that may impact planning efforts and to use demographic information provided to assure workforce related needs of special populations. In addition, occupational demand lists should be carefully reviewed with attention to current economic conditions. The Plan Modification consists of two parts, the Strategies and Policy Updates, and WIA Compliance sections.

#### Section I: Strategies and Policy Updates

The Strategies and Policy Updates section is in the form of questions that will address:

1. Priority of Service for recipients of public assistance, other low-income individuals, veterans, and eligible spouses of veterans;
2. Supportive services and needs-related payments;
3. Youth activities;
4. Reemployment services under the Wagner-Peyser Act;
5. Training; and
6. Continued emphasis on services for special needs populations.

#### Section II: WIA Compliance

The WIA Compliance section deals with the Local Board Policies that are regulated by the Workforce Investment Act. In this section, local boards are asked to verify that the policies contained in their current Plan and in their Functional Alignment Addendum remain in effect, or indicate that the policy has changed. Where policies have changed or new policies have been instituted, the policy must be attached.

During the State review process, local areas may be asked for clarification or additional information. **Responses will become part of the local plan, and will be considered policy.**

## **Section I. Strategies and Policy Updates**

### **1. Priority of Service**

Local Boards must incorporate priority of service for veterans and eligible spouses as mandated under federal regulations that went into effect on January 19, 2009. In addition, the Recovery Act requires a statutory priority for recipients of public assistance and other low-income individuals.

It is important to understand that veterans' priority of service is not intended to displace the core mission of any particular program. More specifically, a priority of service within a priority is created for those programs that are derived from a federal statutory mandate (such as the Recovery Act) that requires a priority or preference for a particular group of individuals. As an example, when you collectively compare recipients of public assistance and other low-income individuals with veterans and eligible spouses of veterans, the following priority order is applicable:

1. The first population to receive intensive and training services is public assistance and low-income veterans (or eligible spouses of veterans);
2. The second priority is for public assistance and low-income non-veterans;
3. The third priority is for veterans (or eligible spouses of veterans) who are not low-income or receiving public assistance;
4. The last priority is for adults who are non-veterans who are not low-income or receiving public assistance.

To this end, Local Boards are required to show evidence that strategies and policies are in place (or will be in place) addressing priority of service.

#### **a. Public Assistance and Low-Income Populations:**

Priority use of WIA Recovery Act funds for intensive and training services must apply to recipients of public assistance and other low-income individuals. This requirement is a major shift from current state guidance for non-Recovery Act WIA Adult formula funds which gives the Local Board discretion to enact priority of service.

In order to better understand current guidance regarding priority of service it is helpful to look back at historical guidance on this topic. The "Planning Guidelines for the Comprehensive Three-Year Local Plan (Program Year 2005 to 2007)" issued by the Department in February 2005 required Local Boards to describe the criteria used to determine whether funds allocated for employment and training activities are limited, and the process by which any priority of service will be applied. This guidance did not mandate that priority of service be enacted. Subsequently, the "Local Plan Modification for Program Year 2008" required the Local Board to submit any changes to current priority of service policy (if applicable) and to indicate if the Local Board has since declared a priority of service to be in effect.

Based on this historical guidance, it is possible that a Local Board has never declared priority of service to recipients of public assistance and other low-income individuals. The Recovery Act now

requires every Local Board to declare priority of service to recipients of public assistance and other low-income individuals. Only WIA Adult funds are covered under this provision of the Recovery Act, as priority of service to recipients of public assistance and other low-income individuals does not apply to youth, dislocated worker, Wagner-Peyser, and Reemployment Services grant funds.

The Local Board must show clear evidence that priority of service is provided for intensive and training services under Recovery Act WIA Adult funds to recipients of public assistance and low-income individuals. As such, please respond to the questions below. Additionally, the Local Board is encouraged to develop a separate policy guidance document to be distributed to all impacted One-Stop Career Center staff members. Please find a sample policy provided in Attachment I.

1. Describe the method(s) that will be used to identify an individual as a priority customer. Please include:

- a. A description of how the appropriate documentation is collected and maintained when an individual self-identifies as a public assistant recipient or other low-income individual;
  - b. The parameters to be used that qualifies someone as an low-income individual (note – income earned while on active duty status is required to be disregarded in eligibility determinations); and
  - c. The estimated percentage/number of WIA Adult customers that will qualify for priority of service during the program year.
  - d. If applicable, indicate how it was determined there are sufficient local resources for employment and training activities to serve all customers, so that a priority of service does not need to be applied for customers served by non-Recovery WIA Adult funds.
- 
- a. **When discussing training options with interested customers, staff will review the OSOS application and verify if an individual is potentially eligible as a low income individual. If there is an indication that this is a possibility, staff will request documentation prioritized in the following sequence: (1) - request confirmation from the local DSS for those receiving cash PA and food stamps, (2) - Request documentation related to individuals who have self identified as having a disability and requesting individual income information using pay stubs, employer statements and other sources as indicated in the data validation guidelines per TA #08-8, (3) - Request the same income information as that specified in (2) only for all family members in the household including self attestation as to the name and relationship of each family member in the household, (4) – when not expedient and beneficial to the provision of program services to the customer we may also accept self attestation (applicant signed statement) verifying the income sought in (2) and (3) above. All documentation received will be maintained in an individual customer hard file.**
  - b. **Per the WIA definition of low income individuals, we shall include those who are (1) - receiving cash payments from a federal, state or local income based public assistance program or from an individual who is a member of a family receiving such payments, (2) - a member of a household that receives food stamps or has been determined eligible to receive food stamps within the past six months prior to the**

**application date (3) – qualifies as a homeless individual per the Stewart B. McKinney Homeless Assistance Act, (4) – has family income for the six month period prior to the application date that does not exceed the higher of the following for an equivalent period of time: the applicable poverty level or 70% of the lower living standard income level. Such income will be exclusive of unemployment compensation, child support payments, cash payments from a public assistance program as described above, old age and survivor insurance benefits under the social security act, and income earned in active duty service. The application date for all the above will be the date of the first intensive service or at a later date that may allow an individual to qualify using the above criteria.**

**c. We estimate that 16 (20%) individuals will qualify for training under priority of service**

**d. We will monitor the expenditure of both formula and recovery act funds to determine if and when the depletion of those resources justifies declaring a priority of service for formula funds.**

2. If your local area will not be applying priority of service to all adults, describe the procedure(s) that will be used to differentiate between Recovery WIA Adult and non-Recovery WIA Adult customers for purposes of Priority of Service. [Note: depending on local policy, priority of service may not be mandatory when services are provided with non-Recovery WIA Adult funds]

**All adults will be reviewed for potential inclusion as a priority customer. For those eligible, they will be targeted for enrollment under the recovery act funding. As described below in #6, recovery act funds will be serving both priority and non-priority of service customers.**

3. Describe the internal monitoring process, including subrecipient monitoring, that will be initiated to ensure federal priority of service requirements under the Recovery Act are successfully implemented and adhered to.

**The area will initiate a monthly listing and review of numbers enrolled as priority and non priority customers compared to the process described in this plan. Also, the grant recipient will sample records of sub recipients during the course of the program year to determine the process used for a priority determination compared to the process explained herein. Finally, as requests are reviewed internally at each center for funding approval we will track the number of priority versus non-priority customers being served to ensure compliance.**

4. Describe the modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

**Priority customers will be defined for all staff in the center so that we can address**

**requests for training funds and make an appropriate accounting of the number of priority customers being served. Data validation needs will also be defined. Those who meet priority may be given priority access to comprehensive assessment as needed. No other changes are foreseen at this time to functional alignment or customer flow.**

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing priority of service in the daily operations.

**A separate policy guidance will be issued to staff that includes specific steps to take to implement priority of service. This shall include the timing for priority, the services affected by priority, the documentation steps required and the internal approval process for funding requests. We will reference this plan, WIA regulations related to low income and priority, and the data validation technical advisory. In addition, we may create an internal Q&A to be shared between all centers within the LWIA that is updated as new questions are received and answered.**

6. Please include relevant information not mentioned above that supports the Local Board's strategy for providing priority of service to recipients of public assistance and other low-income individuals.

**Initially we intend to enact priority of service for recovery act funding only and monitor as described above. Further, priority under recovery act funds will initially apply to customers receiving training services only. We intend to serve all interested and appropriate adults in intensive services until such time that it is determined that we may need to enact priority for that level of services as well. For those customers receiving training services, we will serve both priority and non priority adult customers. The sequence of priority of services will follow the sequence referenced in the beginning of this section of the planning directions as it is applied to low income and veteran customers. Our area will identify targeted training programs that we wish to enroll individuals into including health occupations and advanced manufacturing. We will enroll interested and appropriate adults into those programs including those who meet priority of service to the extent such individuals pursue such programs. If we are unable to serve all interested adults by the closing date for consideration for each program we will reserve slots for those who meet priority of service to the extent those qualifying have expressed an interest.**

**For all other ITA's offered with recovery act funds the following approach will be used. To ensure that we commit funds timely and meet enrollment goals in targeted training sectors, we will enroll both priority and those who do not meet priority. At such time that training funds need to be restricted by a center due to declining funds, a given center will enroll primarily priority customers. This will be reviewed after 9/1/09 and again after 1/1/10 by the centers to evaluate the availability of training funds and the need to restrict for only priority customers or if others may be served to meet**

**expenditure and enrollment goals. We will continue to identify priority customers from the pool of interested training candidates as they are assessed. Also, any new OJT contracts in PY '09 will be issued with the intent to promote primarily active priority customers. Others may be served if there are sufficient funds available. Finally, we plan to develop skill building training sessions to address basic computer skills and work readiness skills to assist individuals least prepared to better participate in the local labor market.**

**b. Veterans & Eligible Spouses of Veterans:**

The United States Department of Labor implemented veterans' priority of service via regulation that went into effect on January 19, 2009. As a result of this regulation, all One-Stop Career Centers will need to have clear strategies for providing veterans and eligible spouses of veterans with the highest quality of service at every phase of services offered. Comprehensive guidance has been provided by the Department under the Workforce Development System Technical Advisory #09-14 released on April 29, 2009.

The federal regulation requires that Local Boards develop and include in their strategic local plans, policies implementing priority of service for the local One-Stop Career Centers and for service delivery by local workforce preparation and training providers. These policies must establish procedures to ensure that covered persons are given an opportunity to identify themselves as a veteran or eligible spouse at the point of entry thus allowing them to take full advantage of priority of service. Please note, federal regulations currently provide direction that verification of the status of an individual as a veteran or eligible spouse at the point of entry is not required.

More specifically, policies implementing priority of service shall ensure that covered persons are aware of: (1) their entitlement to priority of service; (2) the full array of employment, training, and placement services available under priority of service; and (3) any applicable eligibility requirements for those programs and/or services. Under this context, local policy should detail the strategies and procedures to be invoked that will satisfy the requirements as found in Federal regulation. For additional guidance, you are strongly encouraged to view the Federal regulations as found at 20 CFR Part 1010, published at *Federal Register* 78132 on December 19, 2008.

The Local Board must show clear evidence that priority of service is provided for veterans and eligible spouses of veterans. As such, please respond to the questions below. Responses become part of the local plan, and are considered policy. Additionally, the Local Board is encouraged to develop a separate policy guidance document to be distributed to all impacted One-Stop Career Center staff members.

1. Describe the policies that will be established to ensure covered persons are identified at the point of entry thus allowing them to take full advantage of priority of service. [Responses should include the procedures that are in place to ensure signage is properly displayed and the procedures that are in place to identify covered persons who physically access or virtually access service delivery points.]

**The SWW One Stop Centers will prominently place signage that encourages veterans and eligible spouses to identify themselves when they enter our centers so that priority of service may be provided. NYS DOL will design, publish, and distribute high**

**quality signage for this use (TA #09-14). Sign in sheets will provide a place for veterans to self identify as well. All staff will be trained in the definition of a veteran and eligible spouse covered under Jobs for Veterans Act.**

2. Describe the enhancements that will be made to local area websites advising self-service users of priority of service.

**An update of the SWW website, thejoblink.org is currently in the planning stages. The site will include a special section advising that service to veterans is a priority and will detail how veterans can access services.**

3. Describe the procedures that are in place to ensure all contract templates, RFP, and sub-contract agreement language is revised to include priority of service language.

**The SWW Grant Recipient will monitor member counties to ensure that all RFP's, contracts and sub-contracts are revised to include priority of service language.**

4. Describe modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

**SWW does not anticipate major changes to veterans flow or changes in Functional Alignment at this time.**

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing veterans' priority of service in the daily operations. [Training should include defining the terms "veteran", "eligible veteran", "covered person", "eligible spouse", and "qualified job training program". Technical Advisory #-09-14 provides specific guidance on the information that should be shared with staff.]

**The Vet Services Team of SWW will be responsible for ensuring that all frontline staff receives in-service training regarding definitions of the terms veterans, eligible veterans, covered person, eligible spouse, and qualified job training program. These definitions will be added to staff "Policy Manuals".**

6. Describe the outreach strategies (if any) that will be incorporated into local policy in an effort to "get the word out" about veterans' priority of service. [Outreach strategies may also be targeted to employers in an effort to gain support and interest for the hiring of veterans. In addition to the existing Work Opportunity Tax Credit veteran target group, the Recovery Act added "unemployed veterans" as a targeted category. An employer who hires an unemployed veteran (defined as discharged from active duty in the Armed Forces at any time during the five-year period ending on the hiring date, and receiving unemployment compensation for at least four weeks during the year prior to being hired by the employer) may qualify for a federal tax credit incentive.]

**The Vets Service Team will maintain a network of area veteran-serving agencies with plans to host an annual workshop to update staff on workforce programs and priorities. Currently an email network exists to promote programs and services throughout our veterans' service community.**

**Employers will be provided information regarding WOTC by our Employer Services Representatives, OJT coordinators, and vets outreach staff. Veterans receiving UI benefits will be invited to attend UI Orientations (Veterans) when they initiate their claim. Vet staff will review OSOS Registration forms and Interest Inventories and contact vets when appropriate.**

7. Describe the internal monitoring process that will be initiated to ensure federal veterans' priority of service requirements are successfully implemented and adhered to.

**SWW One Stop Center management staff currently holds monthly meetings to discuss problems, disseminate information etc. This would be an appropriate place to monitor the implementation of "veteran's priority of service" issues on a regular basis.**

8. Please include relevant information not mentioned above that supports the Local Board's strategy for providing veterans and eligible spouses of veterans with priority of service.

**The SWW One Stop Centers have always considered veterans to be our local heroes. Close working relations exist with our NYS Divis of Veterans Affairs, County Veteran's Service Agencies, NYS CivilService, USDOL VETS Program, and local Homeless Vets Program.**

**The SWW DVOP/LVER will continue to publicize workforce programs and priority of services information in quarterly newsletters distributed to veterans. The US DOD provides servicemen with a Transition Assistance Program (TAP) which is located at the Saratoga Naval Station. This four day program is co-managed by our Vets staff and the local DoD staff. When staffing permits, our SWW Vets Team will man a "Hire A Vet First" booth at local job fairs promoting workforce services to veterans and employers.**

## **2. Supportive Services and Needs Related Payments**

The Recovery Act places a strong emphasis on providing increased services and training for workers in need. Further, the Recovery Act and New York State policy require the use of funds for supportive services and needs-related payments that are necessary to ensure that participants are able to fully avail themselves of appropriate employment and training opportunities. Needs related payments must be made available to enable participants to pursue training of sufficient duration to acquire skills and credentials of value that will connect them to emerging jobs as the economy recovers.

As USDOL – ETA has acknowledged, differentiating between individuals served with Recovery Act and non-Recovery Act funds is challenging, since eligibility requirements are the same, and the

funds must be spent concurrently. Accordingly, it is expected that local areas will make supportive services and needs related payments available to participants served by both Recovery Act and non-Recovery Act funds.

Local areas are therefore directed to develop policy guidelines for the administration of supportive services which include the following:

### **Definitions and Descriptions of Local Policy:**

#### **a. Supportive Services:**

WIA §663.800 (Ref: §101(46) and 134(e)(2)) defines supportive services for adults and dislocated workers as those that include transportation, child and dependent care, housing and needs related payments which are necessary to enable individuals to participate (or continue to participate) in activities authorized under WIA Title 1B and which are not available through other programs.

Supportive services for youth are defined in the WIA Rules and Regulations at §664.440 as including, but not limited to:

1. linkages to community services;
2. assistance with transportation costs;
3. assistance with childcare and dependent care costs;
4. assistance with housing;
5. referrals to medical services; and
6. assistance with uniforms or other appropriate work attire and work related tool costs, including such items as eyeglasses and protective eyewear.

Supportive Services can only be provided to individuals currently enrolled in a WIA program, except for Youth who may continue to receive Supportive Services during Follow Up at the discretion of the local area, per §664.450(a)(1).

1. Supportive service categories may be administered separately and distinctly from one another or disallowed completely by Local Boards. Describe how the Local Board will administer the following categories: Housing, Child and Dependent care, Transportation, Other payment categories, and Other supportive services specific to youth as defined in §664.440:

#### **Referral services include:**

- a) **Linkages to community services by making materials such as handouts, brochures or other materials available in the One Stop Centers. Client may also speak with a Counselor or attend a workshop or information session hosted at a center.**
- b) **Assistance with childcare and dependent care costs by referral to local Agencies that are licensed for childcare in New York State.**
- c) **Assistance with housing by referral to local Agencies that provide HUD or DSS related services.**
- d) **Referrals to medical services by hosting Medical providers in out One Stop**

**Centers or hosting a workshop for customers to attend; and**

**Direct Services include:**

- a) **Assistance with transportation costs by providing gas cards to eligible customers. (See related Gas Card policy & Mileage reimbursement Policy).**
- b) **Assistance with uniforms or other appropriate work attire and work related tool costs, including such items as eyeglasses and protective eyewear or other items related to training or employment.**
- c) **Financial Assistance: Cash assistance as a stipend to provide support to individuals while in training.**

2. Describe how the LWIA will establish initial and continuing eligibility for Supportive Services:

**Clients in the One Stop system will complete the OSOS registration form during their first visit. Review of eligibility will occur every 90 days throughout the period that the customer is enrolled in a WIA activity.**

3. Describe the following:

- a. Timing and frequency of services;
- b. Duration of services
- c. Priority of funding;
- d. Service adjustments;
- e. Exceptions; and
- f. Referrals to alternative sources of assistance, including use of local partnerships.

**Timing and frequency of services; Supportive services may be provided only when necessary for enabling an individual to participate in WIA activities. After application for service is completed the SWW will have 20 days to respond to the applicant's request.**

**Duration of services: A Supportive services may be received throughout the period that the customer is enrolled in WIA activity with the exception of Youth who may receive services for a period of 12 months after exit.**

**Priority of funding: Priority of funding will follow the same criteria as stated in the Priority of Service Policy (attached)**

**Service adjustments; Review of eligibility will occur every 90 days throughout the period that the customer is enrolled in a WIA activity.**

**Exceptions: No exceptions to this policy are allowed without the express written consent of the WIB Executive Director. An applicant may file an appeal in writing at the One Stop Center who will forward the appeal to the WIB Executive Director.**

**Referrals to alternative sources of assistance, including use of local partnerships. Referrals to community or public service agencies will be supported by making materials such as handouts, brochures or other materials available in the One Stop Centers. Within the One Stop Centers, working with Partner agencies, client will also be able to apply for assistance with medical expenses, rent, heat and housing, and food in cases of emergency.**

4. Describe the accountability measures and methods of documentation of supportive services (by funding category):

**Within each SWW WIB policy documentation standards and accountability measures are in place.**

- a) **Assistance with transportation costs by providing gas cards, mileage reimbursement, bus tokens and taxi cab fare to eligible customers. (See related Gas Card & Mileage reimbursement policies.)**
- b) **Assistance with uniforms or other appropriate work attire and work related tool costs, including such items as eyeglasses and protective eyewear for the amount not to exceed \$500. (See related ITA & Supportive Services policies.)**

**b. Needs-Related Payments (NRP):**

The goal for One-Stop Career Centers should be that no individual approved to attend training should have to refuse or abandon such training because he or she cannot afford living expenses. Needs-related payments (NRPs), a sub-category of supportive services, are a means of allowing trainees to pursue or continue full-time training when they do not qualify for or have exhausted their Unemployment Insurance (UI) benefits. The Recovery Act and New York State policy require that these payments be made available to adult and dislocated worker trainees to enable them to complete the level of training that will make them more competitive in the job market.

Needs-related payments are defined in §663.815 as providing “financial assistance to participants for the purpose of enabling individuals to participate in training”. To qualify for NRPs, “adults must be unemployed; not qualify for, or ceased to have qualified for, unemployment compensation; and be enrolled in a program of training services under WIA §134(d)(4).” Please note that needs-related payments are not considered taxable income, according to USDOL.

Dislocated workers (DW) are additionally required to “have ceased to qualify for TAA or NAFTA-TAA; and be enrolled in a program of training services under WIA §134(d)(4) by the end of the 13<sup>th</sup> week after the most recent layoff that resulted in a determination of the worker’s eligibility as a dislocated worker, or if later, by the end of the 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed six months.” [Note: NYSDOL has requested a waiver to allow the dislocated worker requirements to be the same as the adult requirements. Upon approval, notice will be communicated to local areas.]

Needs-related payments may also be paid to youth who are enrolled in training, at the discretion of the local area.

A sample Training Support Analysis Form that can be used as a template when designing a method for determining an individual's qualifications for NRPs is included as Attachment H.

Local needs-related payment policy should include provisions that such payments will not be offered to individuals who have another means of financial support, such as TANF.

1. Regarding the eligibility of participants:

- a. How many hours/credits must a participant be registered for in order to remain eligible for NRPs?
- b. What academic and attendance standards will be required for payments to continue and how will this be verified?
- c. Can and/or will payments be made to participants on sick, vacation, or holiday leave?
- d. How will Extended UI Benefits affect receiving NRPs?
- e. Will NRPs be suspended during periods of earned income and will participants have to re-qualify to start receiving NRPs again once the income ends? (How will income be calculated?)
- f. If an individual receives NRPs at the same time as supportive services from another program/partner, how will this be coordinated and documented?

**a) Twelve (12) hours per week.**

**b) An overall average of a "C" or higher while in training and self attestation that they attended scheduled training sessions.**

**c) No payments will be made if the participant quits a training program. Payments will continue on holiday weeks with an academic term.**

**d) No payments will be made to participants receiving UI.**

**e) No payments will be made during periods or earned income. Participants must reapply.**

**f) Will occur as stated in the Supportive service policy.)**

2. Regarding the payments of NRPs:

- a. How will the payment amount of NRPs be determined?
- b. What is the maximum allowable individual payment?
- c. What is the limit on number of payments per individual?
- d. How will overpayments (or the potential for overpayments) be monitored and recovered?
- e. What will the payment schedule for NRPs be?
- f. How will participants claim payments?

**a) Flat rate of \$50 per week while an individual is enrolled in training for a maximum of 12 months.**

- b) **\$1000.00**
  - c) **26 payments over twelve months.**
  - d) **Fiscal staff will track and report NRP's to each customer to ensure that no one customer exceeds the cap amount of \$1000.00 .**
  - e) **Bi-weekly**
  - f) **Stipends are non-taxable income.**
3. Regarding the administration of the NRP program:
- a. Who will have the authority to approve participant requests for NRPs?
  - b. Who will manage the NRP program?
  - c. Who will respond to questions and complaints?
  - d. Who will handle NRP form distribution, payment accounting, and payment processing?
  - e. How will the requirements for and payments of NRPs be documented?
- a) **The Director at each One Stop at the request of the Employment Counselor after the customer has completed all of the required documentation.**
  - b) **The Director with the assistance of the fiscal staff with in each area.**
  - c) **Complaints may be filed in writing and will be reviewed by the WIB director.**
  - d) **Employment Counselors will handle the initial forms and the Director and the fiscal agent will process requests.**
  - e) **According to the tracking systems with in each Ones Stop and according to standard accounting practices.**

### 3. Youth Activities and Summer Youth Employment Programs

As cited in TEGL #14-08, the Recovery Act does not limit the use of the funds to summer employment, but the Congressional explanatory statement for the Act states that “the conferees are particularly interested in these funds being used to create summer employment opportunities for youth.” The Recovery Act also expands the eligibility criteria for the program to serve youth up to age 24.

ETA strongly encourages local areas to:

- Design age appropriate activities and work readiness goals;
- Establish worksites that offer meaningful work experience;
- Incorporate green work experiences;
- Develop connections to Registered Apprenticeship programs;
- Integrate work-based and classroom-based learning activities;
- Link summer employment to academic learning for summer employment participants who do not have a high school diploma;
- Offer continued services to support older, out-of-school youth during non-summer months; and
- Focus on the neediest youth, including out-of-school youth and those most at risk of dropping out, youth in and aging out of foster care, youth offenders and those at risk of court involvement, children of incarcerated parents, and migrant and farm worker youth.

With that in mind, please answer the following questions:

1. Describe your PY 2009 summer youth employment program design and include the following:
  - a. Activities broken out by age groups:
    - i. 14 – 15
    - ii. 17 – 18
    - iii. 18 - 21
    - iv. 22 – 24
    - v. 18 – 24 for work experience only 10/1/09 through 3/31/10;
  - b. Work readiness component;
  - c. Definition of work readiness to be measured;
  - d. How measurable increases of work readiness will be determined;
  - e. How “green” work experience or training will be incorporated into your program;
  - f. Apprenticeship opportunities; and
  - g. Outreach and services to migrant and farm worker youth and other neediest youth populations. Describe the various strategies you employed to recruit these target populations.

**a) Activities broken out by age groups:**

- i. 14 – 15**
- ii. 17 – 18**
- iii. 18-21**
- iv. 22 – 24**

**All age groups will receive work readiness, work experience, career exploration. Supportive services as required, access to the 10 elements, referral to partner agency services and/or further WIA year round youth programming**

**v. 18 – 24 for work experience only 10/1/09 through 3/31/10; when appropriate for youth and worksite**

**b) Work readiness component;**

**Orientation covering resume prep, leadership, work readiness workshops, portfolios and successful completion certificates.**

**c) Definition of work readiness to be measured;**

**Good attendance, certificates, evaluations, workshops**

**d) How measurable increases of work readiness will be determined;**

**Timesheets, evaluations, certificates, awards, pre, mid and final progress reports, case notes, on site visits**

**e) How “green” work experience or training will be incorporated into your program;**

**Using ARRA definition and applying it to specific job, community garden, landscaping**

**f) Apprenticeship opportunities**

**Youth will be introduced to apprenticeship opportunities, referrals to appropriate youth**

**g) Outreach and services to migrant and farm worker youth and other neediest youth populations.**

**Working with school and agencies serving those populations.**

**h) Describe the various strategies you employed to recruit these target populations.**

**Through local community college, secondary and middle schools, agencies, previous participants, flyers, One Stop recruitment**

**2. Provide the following:**

- a. What percentage of Recovery Act funds do you plan to spend on summer 2009 activities from 5/1/2009 through 9/30/2009 and how many participants will be served?**
- b. What percentage of Recovery Act funds do you plan to spend on serving older youth participating in work experience only activities from 10/1/2009 through 3/31/2010 and how many participants will be served?**

- a) **63% and a total of 135 youth.**
- b) **16%**

3. If the fiscal agent or grant recipient is not operating the summer employment program, please describe the Local Board's procedures for procuring summer employment providers.

**One operator of SYEP other than the grant recipients is procured through the year round program RFP.**

4. Describe the type of summer program worksites that were identified, recognizing that youth worksites could not include casinos or other gambling establishments, aquariums, zoos, golf courses, or swimming pools when funded with Recovery Act funds:

- a. How were/will worksites be selected?
- b. Identify the type of sites, i.e. public sector, private sector, non-profits that were/will be used.
- c. What is the local plan to ensure that adherence to current workplace safety guidance and applicable federal/state minimum wage requirements are observed?
- d. How will you ensure that the youth work experience does not unfavorably impact current employees and/or impair existing contracts for services or collective bargaining agreement, or replace laid off workers?
- e. Will youth be matched to work sites based on their goals and interest? If not, how will they be matched?
- f. Please identify the project-based or service learning that will be utilized.

a) **How worksites were/will be selected?**

**Chosen based on appropriateness, ability to provide exemplary services, relationships, previous success, interest, needs, upcoming projects, geographic location**

b) **Identify the type of sites, i.e. public sector, private sector, non-profits that were/will be used.**

**Public, non-profit for the majority of placements, private sector when appropriate match is made**

c) **What is the local plan to ensure that adherence to current workplace safety guidance and applicable federal/state minimum wage requirements are observed?**

**Worksite agreements, supervisor orientations with each site, county payroll procedures**

d) **How will you ensure that the youth work experience does not unfavorably**

**impact current employees and/or impair existing contracts for services or collective bargaining agreement, or replace laid off workers?**

**Require union sign off on worksite agreement**

- e) **Will youth be matched to work sites based on their goals and interest? If not, how will they be matched?**

**Matching youth to goals and interest is a priority however, variables often include needs of worksite, age and or ability of youth, transportation, availability of appropriate worksites.**

- f) **Please identify the project-based or service learning that will be utilized.**

**Community garden project, media project, providing lunches to youth 18 and under in low-income areas, connecting with local homeless shelter, soup kitchen and community action agency**

5. Integration of Work-Based and Classroom-Based Learning Activities, Academic and Occupational Learning are two options to complement work experience. Describe the following:

- a. Did your local area offer classroom-based learning along with the work experience during the summer youth employment program? If so, please detail to whom and how it was offered.
- b. Did your local area provide a direct link between summer employment and academic learning? If so, how was this accomplished?
- a) **Did your local area offer classroom-based learning along with the work experience during the summer youth employment program? If so, please detail to whom and how it was offered.**

**Portfolio, employability workshops on individual and/or group basis, media project to promote academics/learning, culinary project with ServSafe instruction upon completion, work based learning project developing resumes and career exploration, project with leadership and portfolio development components.**

- b) **Did your local area provide a direct link between summer employment and academic learning? If so, how was this accomplished?**

**Through 5 hour orientation and see a. above, newsletter and journaling**

6. Describe what your year-round program design for Recovery Act funds includes. Indicate whether you are reserving your Recovery Act funds to support summer youth employment and extended work experience only activities for older youth.

**Additional work experience and occupational training for year round youth will be planned. Funds will be used for a large summer component and to extend work experience as appropriate.**

7. Briefly describe how you are coordinating the expenditure of your WIA Formula funds and Recovery funds to optimize program flexibility and ensure adequate expenditure rates for both funding sources.

**ARRA funds will mainly support SYEP and extended work experience. The balance will complement additional services in the year round program.**

8. Describe your local strategy for continued services supporting older, out-of-school youth during non-summer months including:

- a. Any supportive services, daycare, incentives, and needs-based payments; and
- b. Co-enrolling youth in adult training services.
- c. Promoting the availability of employer tax credits to hire disconnected youth, ages 16-24, during 2009 or 2010.

**a. Any supportive services, daycare, incentives, and needs-based payments; where appropriate needs are identified and to support trainees in training activities. and;**

**b. Co-enrolling youth in adult training services. Possible OJTs/ITAs or training funds if appropriate and available,**

**c. Promoting the availability of employer tax credits to hire disconnected youth, ages 16-24, during 2009 or 2010. coordinate with ES rep at One Stop Centers**

#### **4. Reemployment Services under the Wagner-Peyser Act**

The Recovery Act provides dedicated funding for allowable reemployment services including, but not limited to: occupational and labor market information, in-person staff assisted services, initial and comprehensive assessment; career guidance; group and individual counseling; development of individual employment plans/training plans; identification of skills gaps and transferable skills; as well as job search assistance and referral to jobs.

Local plans are required to address the following issues as they relate to reemployment services:

1. Describe how the LWIA will ensure that a full array of reemployment services is provided to UI customers, including skill assessment, career planning and training.

**All UI Customers with Profiling scores over 30 are scheduled for initial assessment interviews. During the initial assessment, staff reviews the customers' education, skills and experience to determine the level of assistance that may be required for the individual to become reemployed. Services may include resume assistance, workshops, job referral or the development of a training plan. Those individuals with scores of 1-30 are sent information packets describing the services that are available at the One Stop Centers and how to contact the centers (address and phone numbers).**

2. With the emphasis on training in the Recovery Act, explain how you are promoting training to UI customers, including the Section 599 provisions of the UI Law.

**The UI claimant handbook which is issued to all UI customers (and which is also available on the DOL website) informs claimants about school attendance and the 599 program. During the initial assessment process staff identifies those individuals who might benefit from training/skills enhancement and discuss that option with them, including section 599. Any UI customer who indicates an interest in training is advised of the benefits of section 599 as part of the development of a training plan.**

3. Describe any specialized services or training opportunities that will be developed to meet the needs of UI Customers.

**The local community has responded to the high level of unemployment by providing additional services through a number of programs. The Work United initiative brings together public (One Stop system) and private resources to provide information and assistance to the unemployed and underemployed, including the posting of jobseeker profiles and job search and interview tips in the local newspaper, meetings on relevant topics and a community resource guide. The One Stop hosts periodic workshops (Get Real!) with volunteers from the business community as presenters, as well as employer recruitment events. Area educational institutions are offering new programs for workers to acquire the technical skills necessary for today's labor market. (Examples are BOCES' Mech Tech program for entry level manufacturing jobs and Adirondack Community College's MCAS, CompTIA A+ and CompTIA Network + certification programs.)**

4. Explain how your area is dealing with increased numbers of UI customers in a functionally aligned/integrated manner.

**The increased number of UI customers has strained the system’s limited resources, but the cooperative efforts of the workforce partners have enabled the One Stops to maintain a reasonable level of service to customers. The addition of hourly staff will enable the system to enhance some services (re-start workshop activity that had been suspended at one location) and cross-training staff in functions that are increasingly in demand (training approvals) should help even out the workload and expand capacity to meet those demands.**

5. What strategies is the LWIA using to keep UI customers engaged for an increased length of time as a result of the currently recessed job market? In particular, discuss the amount of time that is allowed to lapse before a call-back for services.

**All customers are encouraged to use the services of the One Stop Centers on a regular basis. The first contact is usually the initial assessment interview. That is followed up by a mid-point (11-13 weeks) work search review and job-search skills workshop. Plans are being made to add another mandatory meeting later in the claim sequence. Some customers are case-managed and are called in for follow-up interviews approximately every eight weeks. Exiter reports are used capture individuals who may have slipped through the cracks.**

**5. Individual Training Accounts (ITA), Customized Training and OJT**

The American Recovery and Reinvestment Act provides an unprecedented opportunity for expanded access to training and related services for workers. This infusion of additional formula funds should result in a substantial increase in the number of adults and dislocated workers receiving training services. Additionally, LWIAs have the authority to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations, so long as the contract does not limit customer choice. As indicated in TEGL 14-08, institutions of higher education, including community colleges, do not need to be on the state list of eligible training providers. Other training providers, which are not institutions of higher education, must be on the state eligible training providers list in order to be awarded a contract.

In anticipation of the receipt of Recovery Act funding, the Department issued Technical Advisory #09-2, *Individual Training Account (ITA) Approval Policy*, which required every local area to develop a written ITA policy and procedures.

1. Provide a copy of your local area’s written ITA policy and procedures (which should include the demand occupations/skills targeted for training services). Please reach out to all available resources, including your area Labor Market Analyst and business services representatives, to secure the most current local and regional labor market data on occupations that are in demand.

**SWW ITA Policy**

<b>ITA Cap</b>	<b>\$5,000</b>	<b>1 year</b>	<b>May be increased by One</b>
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**Stops with approval of WIB Director**  
**\$10,000      2 year      May be reduced by One Stop**  
**with approval of WIB Director**

**Priority of Service      Low income (if ARRA funded)**  
**Veterans**  
**Based upon assessment of current skills and work history**  
**individual unlikely to obtain employment leading to self-**  
**sufficiency.**

**Self-sufficiency      \$20/hr.**

**Demand Occupations/skills**  
**Must be on SWW demand occupation list and/or**  
**Must be listed in Employment Prospects and listed as**  
**Favorable or Very Favorable and/or**  
**To the extent possible focus on WIB identified priorities to**  
**include health care, advanced**  
**manufacturing, advanced construction, biotech, nanotech.**

**Training Program Address Skills Needed for Demand Occupations**  
**Program and vendor must be on the NYS ETP list unless**  
**exempted by TEGL 14-08.**

**ITA Funding Availability**  
**Adult**  
**Dislocated Worker**

2. Discuss how the ITA cap was established for the local area. Explain whether the cap was recently increased due to the receipt of additional funds through the Recovery Act and how this increase will impact training numbers and increase training opportunities in your area.

**The ITA 1 year cap for SWW was increased by the WIB in March '09 from \$3,000 to \$8,250 and the 2 year cap was increased to \$15,000 due to receipt of additional funding through the Recovery Act. These levels were chosen to be consistent with Trade Act caps however, due to the increased demand for training, the 1 and 2 year caps were reduced in June'09 to \$5,000 and \$10,000 in order to fund a greater number of ITA's.**

3. Discuss whether the local area intends to enter into contracts with institutions of higher education or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations. If pursuing this option, describe the occupations and identify

the training providers from which you will be purchasing training. If your area will not enter into such contracts, please explain why not.

**SWW does not intend to enter into contracts with institutions of higher education or other eligible training providers to facilitate the training of multiple individuals in high demand occupations. After a series of meetings with BOCES and Adirondack Community College representatives (who were also WIB members) a determination was made that multiple individuals could be trained in health care, advanced manufacturing and other demand occupation areas utilizing the existing ITA system.**

4. Describe how all career counseling staff that are conducting comprehensive assessment (both WIA-funded and non-WIA-funded) are developing Individual Employment Plans/Training Plans that include approval for ITAs.

**All career counseling staff that conducts comprehensive assessments of customers Determine:**

- 1 **If there are barriers to employment,**
- 2 **Whether the employment goal is relevant in the local labor market based upon a review of labor market information and**
- 3 **Whether the customer is proficient in the knowledge, skills and abilities associated with the employment goal.**

**Counseling staff has access to Metrix Learning and Prove It! Skills testing to help make that determination. If a Counselor concludes in the Individual Employment Plan that the customer needs training a recommendation is made and reviewed by a supervisor. If the supervisor concludes that training is warranted and funds are available, an ITA is approved.**

5. Describe the processes in place to determine Pell grant eligibility. Explain how the local area intends to utilize Pell grants and coordinate them with other financial aid resources. If the local area has processes in place to notify customers of Pell eligibility, please describe them.

**Section 663.20 of the Workforce Investment Act regulations require program operators to coordinate training funds, including PELL grants, to pay for training costs so that WIA funds supplement other training funds. SWW staff routinely works**

**with customers and financial aid offices to ensure that PELL grant applications are done when appropriate and that PELL funding received is utilized to reduce the amount of WIA funding necessary to pay for the training.**

**In addition to One Stop staff informing customers about PELL grants, Governor Patterson recently notified the state’s approximately 455,000 current UI beneficiaries that they would receive special consideration for PELL grants and other forms of federal student aid for job training or education.**

6. Using the table below, provide the numbers of individuals that received training services in PY 2008 (see Attachment J for PY 2008 data to date provided by Research and Statistics) and project the number of participants that are anticipated to receive training services in PY 2009. Any planned training for participants through contracted classroom training and or through contracts with community based organizations for special populations should be counted under the ITA category.

<b>PY 2008 Estimated Participants in Training Services</b>				
	Adult	Dislocated Worker	Youth*	
			In-School	Out-of-School
Total # of Participants in Training	<b>74</b>	<b>26</b>	<b>1</b>	<b>48</b>
Total # - ITA	<b>66</b>	<b>24</b>	-	-
Total # - OJT	<b>1</b>	<b>1</b>	-	-
Total # - Skill Upgrading	<b>4</b>	<b>1</b>	-	-
Total # -Customized	-	-	-	-
Total # - Rec'd NRPs	-	-	-	<b>35</b>
Total # - Rec'd Supp. Services	<b>64</b>	<b>20</b>	-	<b>21</b>
Total Training Expenditures (ITA, OJT and Customized)	<b>\$122,748.00</b>	<b>\$132,520.00</b>	<b>\$600</b>	<b>\$19,058.00</b>
<b>PY 2009 Planned Participants in Training Services</b>				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	<b>103</b>	<b>93</b>	-	<b>56</b>
Total # - ITA	<b>86</b>	<b>75</b>	-	<b>5</b>
Total # - OJT	<b>7</b>	<b>9</b>	-	-
Total # - Skill Upgrading	<b>2</b>	<b>4</b>	-	-
Total # -Customized	-	-	-	-
Total # - Rec'd NRPs	<b>8</b>	<b>9</b>	-	<b>55</b>
Total # - Rec'd Supp. Services	<b>35</b>	<b>38</b>	-	<b>30</b>
Total Training Expenditures (ITA, OJT and Customized)	<b>\$172,000.00</b>	<b>\$244,000.00</b>	-	<b>\$26000.00</b>

\* Denotes Basic Skills/GED

## 6. Service Delivery to Targeted Populations

Federal policy under the Recovery Act, as articulated in TEGL No. 14-08, recognizes the significant impact the recession has had on low-income, displaced and under-skilled adults and disconnected youth. Local policy under the Recovery Act should place emphasis on enabling these populations to acquire the knowledge and skills necessary for success in the workplace.

In addition, Program Year 2009 federal planning guidelines call for assurances that the full range of high quality employment and training services, delivered through the One-Stop delivery system, will be accessible to, and meet the needs, of the following groups: dislocated workers, displaced homemakers, low-income individuals, migrant and seasonal farm workers, women, minorities, individuals training for non-traditional employment, veterans, public assistance recipients and individuals with multiple barriers to employment, including older workers, individuals with limited English proficiency and persons with disabilities. In addition, LWIAs need to assure that effective outreach and recruitment strategies are in place through local partnerships to reach all targeted population groups.

LWIAs are requested to describe local priority of service to low income individuals and recipients of public assistance in Section 1 of this plan. Note that if the Local Board currently has such a policy in place, it should be reviewed for consistency with the guidelines established in TEGL No. 14-08, adjusted as necessary and submitted with this planning document. LWIAs are also asked to describe local priority of service to veterans and eligible spouses of veterans in Section 1.

The Other Service Strategies section of local planning guidance for Program Year 2008 requested an explanation of strategies and initiatives to serve various special populations, which included:

- Individuals with Limited English Proficiency
- Low Income, Low-Skilled Workers
- Other Individuals with Barriers to Employment
- Individuals with Disabilities (including the role of the Disability Program Navigator)

As noted above, federal policy as outlined in TEGL 14-08 continues the emphasis on providing high quality services to these groups. Local areas should review their current strategies and initiatives for service to these populations, update them as warranted under Recovery Act guidelines and attach them to this plan submission. In addition, describe local service delivery strategies that will address the workplace needs of:

1. **Dislocated Workers, including Displaced Homemakers:** Describe assistance provided to dislocated workers to assure they have the necessary skills to reconnect with the workplace. Describe how comprehensive One-Stop services are fully available to Displaced Homemakers and any linkages with area Displaced Homemaker Centers.

**Assistance to dislocated workers:**

- **Through our Business Services staff; communication is shared identifying companies downsizing or closing that will have affected workers entering the labor market. Various services are offered to affected workers dependent on individual situation. Job Referrals, assistance developing a resume, workshops,**

interviewing skills honing, networking, possible training assistance, etc.

- **Assessment of dislocated workers skills are garnered through many sources: 1:1 interviews, interest assessments, development of resume, possible academic testing. Every attempt is made to ensure individualized assessment and development of career goal and interests.**

**Assistance to displaced homemakers:**

- **Recruitment of displaced homemakers is a challenging task in SWW. Most displaced homemakers don't respond to printed recruitment ads etc. Most individuals are located by Counselors responding to a request for service and realizing customer fits definition of displaced homemaker.**
- **Services offered to displaced homemaker are full range of services offered in all three One Stop Centers of SWW. In addition, linkages with local Community Action agencies are utilized to assist with services such as housing, food pantries, childcare, domestic violence issues etc. The Schenectady Co. Community Action agency has worked with SWW to provide a 6-week classroom-style program to assist displaced homemakers become independent and successful with their employment and personal goals.**

2. **Migrant and Seasonal Farm Worker Adults:** Explain the means by which the full range of WIA and Wagner-Peyser Services are available to Migrant and Seasonal Farm Worker adults in your area.

**Assistance to Migrant/Seasonal Farm Worker Adults:**

- **All services within the One Stop Centers of SWW are offered to individuals meeting the definition of Migrant/Seasonal Farm Worker. Traditionally, our Centers see a small population of individuals in this category requesting our assistance.**
- **SWW have chosen to be a resource for other agencies serving this population. We ensure that information regarding our services is distributed in appropriate languages to Cornell Cooperative Extension, Community Maternity, Literacy of NYS, farm associations and farm supply outlets and various other non-profit agencies that interact more frequently with our Migrant/Seasonal Farm workers.**
- **Staff from Cornell Cooperative Extension, WSWHE BOCES, ACC and Community Maternity services have all assisted with providing excellent services to ESL customers.**
- **Regarding employment leads for high-wage, high-growth occupations - all customers are given referrals based on their employment experience, career goals and interests and education levels. A customer meeting a prospective employers requirements is given a referral to said employer.**

3. **Women:** Describe service strategies that assure women have access to labor market information and the skills development and supportive services necessary to enable them to acquire and retain high-wage jobs and maintain self-sufficiency. Include approaches used to eliminate possible barriers to employment in non-traditional occupations.

**WOMEN:**

- **In the One Stop Centers of SWW, gender does not play a role in access to labor market information, skills development and supportive services. Employment Counselors disseminate information based on customer choice, career interests, career experience, education level and assessments. All customers are encouraged to determine their goals and changes necessary to achieve goals. Access to educational opportunities are available to all customers. Employment Counselors stress the connection of increased education level and skill development to the ability to acquire and retain higher wage jobs and self-sufficiency.**

**Non-Traditional Employment:**

- **Customers are encouraged to research occupations listed as non-traditional for their gender. Barriers to employment are real and employment openings limited but success has been made in several areas. Two examples are:**
  - **CDL Class A or Class B – several females complete training each year and successfully gain employment with local companies driving Class B equipment or tractor trailers. Elimination of barriers is achieved by direct communication with employers and appropriate referrals being recommended.**
  - **All-female weatherization crew developed several years ago. Appropriate training was the key to allowing the individuals developing “weatherization skills” to be successful in this career path. WSWHE BOCES developed a curriculum that focused on skills needed to assess property’s need to be weatherized and skills needed to complete task. All completers of the program were successfully hired by agencies offering weatherization services to general public.**

4. **Minorities:** Describe how services, including those provided through partner agencies, will be coordinated to assure that minority customers receive the full range of employment and training programs and services, especially those that lead to employment in high-wage, high-growth occupations.

**Minorities:**

- **As mentioned previously, all customers accessing the One Stop Center of SWW are provided the full range of services regardless of age, gender, race, or ethnicity.**
- **When customers with limited English-speaking skills access our services, we occasionally recruit the services of other agencies for**

**translation/communication skills purposes.**

5. **Individuals Training for Non-Traditional Employment:** Explain how information on area demand occupations, high-growth industries and related training opportunities, including occupational skills training, are made available to individuals interested in training for non-traditional employment.

**In combination with answer under Question#3.**

- **Assessments are completed for any individual announcing an interest in training. Counselors discuss various topics such as: type of training, length of training, location of training, career paths once training is completed, 599 approval, funding availability, financial aid resources, demand occupations, ETP list and NTO employment.**
  - **Assessments include: Counselor interviews, online assessments, training program/employer research, interest inventories, academic testing, pre-screening assessment by educational facilities and labor market information.**
  - **Information in the One Stop Centers comes in many formats: online access, websites, posters on bulletin boards, hand-outs, educational facility brochures/catalogs, flyers, workshop information and career tapes to view.**
6. **Older Individuals:** Describe how services offered through your local One-Stop system are accessible to, and meet the needs of, older individuals (age 55+).

**Older Individuals:**

- **Accessibility – all of our One Stop Centers are barrier-free for older and/or disabled population. Services –Job Referrals are not age specific as long as skill requirement, education level and physical demands of job are appropriate for senior customer.**
7. **Other:** Indicate any other population groups specifically targeted in your local area, such as persons in need of English as a Second Language (ESL) instruction, and individuals who are preparing to re-enter the workforce.

➤ **No other group to note at this time.**

## **Section II WIA Compliance**

The Local Plan Modification will extend the existing Local Plan and Functional Alignment Addendum to June 30, 2010 and will become the basis for local area policy and monitoring.

It is anticipated that many of the local board's policies and procedures have remained constant since implementing the approved 2005-2009 Plan and Functional Alignment Addendum. Therefore, the purpose of this Compliance Section is to capture and publish local information about policies that may have changed or been updated. The local board is asked to certify as to whether a policy change has occurred and, where that has happened, provide the new policy.

Please complete the following chart (which follows the same order as the Compliance Section of the 2005-2009 Plan) indicating the status of your governing policies and attach new policy where appropriate.

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2009?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
<b>1. Selecting and Certifying One Stop Operators</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. Contracting for Service Providers</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. Priority of Service</b>	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
<b>4. Self-Sufficiency</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. Supportive Services and Needs-Related Payments</b>	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
<b>6. Grievances and Complaints</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>	<b>David Wood, Senior Coordinator</b> <b>152 West High St</b> <b>Ballston Spa, NY 12020</b> <b>518 884-4147</b> <u><a href="mailto:cwop@nycap.rr.com">cwop@nycap.rr.com</a></u> <b>fax 518 884-4262</b>	
<b>7. Youth Services</b>		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Design Framework</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Youth Council</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Recovery Act Provisions</i>	Policy attachment required	<input type="checkbox"/> Yes
<b>8. Adult, Dislocated Worker and Wagner-Peyser Services</b>		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Rapid Response</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Business Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Integration of Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Reemployment Services</i> <i>Recovery Act Provisions</i>	Policy attachment required	<input checked="" type="checkbox"/> Yes
<b>9. Training</b>		
<i>Individual Training Accounts (ITA)</i>	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
<i>Customized Training</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<i>OJT</i>		
<i>Trade Act Strategies</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10. WIA IB &amp; Wagner-Peyser PY 09 Performance and System Indicators</b>	NA	NA
<b>11. Local Monitoring</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>12. Open Meetings</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>13. Public Comment on Local Plan</b>	NA	NA

### Required Signatures

	<i>Required Signatures</i>	<i>Attached?</i>	
Attachment A	Signature of Local Board Chair	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment B	Signature of Chief Elected Official(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment C	Signature of WIB Director	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment D	Units of Local Government	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment E	Fiscal Agent/Grant Subrecipient	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment F	One Stop Operator Information	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment G	Federal and State Certifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If any of the following documents have changed in whole or in part, please attach.

	<i>Changed?</i>		<i>Attached?</i>	
Chief Elected Official Agreement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Local Board By-Laws	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
One Stop Operator Agreement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Saratoga/Warren/Washington Workforce Investment Board**  
**Plan Modification 09**  
**Policy and By Laws Attachments**

**Saratoga Warren Washington WIB  
Customized Training Policy**

Whereas, WIA regulations state that customized training defined as:

Training that is designed to meet the special needs of an employer (or group of employers), that is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual upon successful completion of the training, and for which the employer pays not less than 50 percent of the cost of the training. Customized training for employed workers may only be provided for employees that are not earning a self-sufficient wage as determined by Local Board policy.

and,

Whereas, State policy guidance suggests local WIBs define what constitutes a match using state policy as guidance, therefore be it

Resolved, that the 50% cost of training match for any customized training conducted could include such elements as: cost of the instruction, cost of the instructor, cost of curriculum development associated with the training course, training materials and books as needed for the course, transportation costs related to the training, etc... **The wages of the employees being trained, while they are participating in customized training, may be used towards meeting the match requirement for the training but may not be paid for with WIA funds.** The purchase of equipment, administration and the renovation of facilities are not allowable costs

5/15/09

Approved by WIB 5/20/09

## Needs Related Payment Policy

**Purpose:** To provide detailed guidance for the provision of needs related payments for dislocated workers under the WIA Title I programs.

### **Priority of Service:**

Priority will be given to Veterans and low income individuals. Guidance will be determined as defined in the Priority of Service Policy. Needs-related payments provide financial assistance to participants for the purpose of enabling individuals to participate in training and are one of the supportive services authorized by WIA Section 134 (e)(3). To receive needs-related payments, an adult or dislocated worker must:

Be an unemployed, low income individual and:

- have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA or NAFTA-TAA; and
- be enrolled in a program of training services under WIA Section 134(d)(4) by the end of the 13<sup>th</sup> week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker,
- or if later, the worker is informed that a short-term layoff will exceed 6 months.

### **NEEDS-RELATED PAYMENTS**

All within the scope of this policy will ensure that unless stipulated otherwise within the grant award, needs-related payments for adults and dislocated workers can be provided bi-weekly to any individual who:

Is currently participating in WIA Title I training services,

- a) Has ceased to qualify for, or has exhausted, all UI benefits or Trade Readjustment Allowance, and
- b) Is not obtaining such services through any other funding stream.
- c) Needs-related payments shall be limited to \$50.00 per week for the duration of the term customers are in training for a minimum of 12 hours per week with a passing grade of 'C' or higher.
- d) The individual receiving training will be responsible to present the appropriate time sheets in order to receive this stipend.
- e) Supportive services other than needs-related payments such as transportation, child care, dependent care, and housing that are necessary to enable an individual to participate in activities authorized under WIA Title I will be provided through the Supportive Services Policy.

Revised 7/23/09, 8/12/09

NLW

## **WIB Self-Sufficiency Policy**

3/09

### **Self Sufficiency**

Whereas, the current SWW self-sufficiency is established at \$15.00/hr or an equivalent annual amount annualized for part time work, be it

Resolved that the rate is hereby increased to \$20.00/hr effective March 4, 2009 with all other stipulations for part-time work to remain in force per existing policy.

# Supportive Services Policy

## **Background**

The Workforce Investment Act (WIA) regulations allow Workforce Investment Boards (WIBs) to establish limits on the provision of supportive services, including a maximum amount of funding and maximum length of time for supportive services (including Needs Based Payments) to be available to enrolled customers.

## **Supportive Services**

### Definition

- Supportive services are services that are necessary to enable WIA-eligible individual who cannot afford to pay for such services, to participate in approved activities. (For youth participants, such activities must correspond to the 10 WIA Elements for Youth Programs.)
  - Childcare and dependent care for dependents of customer
  - Clothing – adequate clothing to allow customer to wear appropriate work attire while participating in WIA activities and during job interviews
  - Housing – temporary shelter, housing assistance and referral services
  - Transportation – expenses for commuting to and from WIA activities such as public transportation fare, gas cards, taxi fees, bus tokens; transportation payments will follow the existing Travel Policy
  - Other – services which are consistent with these policies and justification is maintained in the customer’s file; examples include, but are not limited to the following: uniforms or work-related tools, including such items as eye glasses and protective eye gear with may be needed for participating in WIA activities and/or employment, materials for individuals with disabilities, meals and Needs Based Payments.

### Supportive Services Policy

- Supportive services can be provided to customers who cannot obtain services through other programs or partner agencies providing such services:
- Supportive services may be provided only when necessary for enabling an individual to participate in WIA activities. The LWIA will provide services in two ways: 1) referral to other agencies or 2) Direct services to WIA participants.
  - Referral services include:
    - a. Linkages to community services by making materials such as handouts, brochures or other materials available in the One Stop Centers. Client may also speak with a Counselor or attend a workshop or information session hosted at a center.
    - b. Assistance with childcare and dependent care costs by referral to local Agencies that are licensed for childcare in New York State.
    - c. Assistance with housing by referral to local Agencies that provide HUD or DSS related services.
    - d. Referrals to medical services by hosting Medical providers in out One Stop Centers or hosting a workshop for customers to attend; and

- Direct Services include:
  - a. Assistance with transportation costs by providing gas cards to eligible customers. (See related Gas Card policy & Mileage reimbursement Policy).
  - b. Assistance with uniforms or other appropriate work attire and work related tool costs, including such items as eyeglasses and protective eyewear or other items related to training or employment.
  - c. Financial Assistance: Cash assistance as a stipend to provide support to individuals while in training.
- A \$1000.00 limit within 12 months is placed on supportive service costs with the exception of Needs Based Payments.
- Supportive services may be received throughout the period of time that the customer is enrolled in WIA activity.
- Supportive services must be documented in a customer's IEP and include justification for supportive services, amount of planned funding and verification that services were received.

The Saratoga Warren Washington WIB can revise this policy on a case-by-case basis to meet the additional needs of the customer. Each exception must be approved in writing. Verification of expenses should be submitted in the form of original bills, receipts or vouchers unless otherwise specified in a related policy.

## **SWW ITA Policy**

<b>ITA Cap</b>	\$5,000 1 year --May be increased by One Stops with approval of WIB Director \$10,000 2 year--May be reduced by One Stops with approval of WIB Director
<b>Priority of Service</b>	Low income(if ARRA funded) Veterans Based upon assessment of current skills and work history individual unlikely to obtain employment leading to self-sufficiency.
<b>Self-sufficiency</b>	\$20/hr.
<b>Demand Occupations/skills</b>	Must be on SWW demand occupation list and/or Must be listed in Employment Prospects and listed as Favorable or Very Favorable and/or To the extent possible focus on WIB identified priorities to include health care, advanced manufacturing, advanced construction, biotech, nanotech.
<b>Training Program Address Skills Needed for Demand Occupations</b>	Program and vendor must be on the NYS ETP list unless exempted by TEGL 14-08.
<b>ITA Funding Availability</b>	Adult Dlw

## **WIB Resolutions – March 4, 2009**

### **ITA CAP Policy**

Resolved, that the SWW WIB ITA policy is amended effective 7/1/08 to:

- a. Align the ITA tuition assistance cap with the limits contained in the federal Trade Act legislation as periodically amended.
- b. This establishes a tuition assistance cap for training up to one calendar year which can be exceeded with WIB Director and One stop director concurrence.
- c. It also establishes a tuition assistance cap for Training up to two calendar years which can not be exceeded.
- d. Any approved training which exceeds two years is held to the two year cap limit.
- e. The one stop operators may establish other operating guidelines such as restricted occupations, training, etc. as needed in concurrence with the WIB Director.
- f. The established caps are inclusive of all other funding sources.
- g. The cap applies to tuition and other related training costs and fees
- h. These guidelines apply to residents of the Saratoga , Warren, Washington workforce area. Residents of other workforce areas will be subject to the ITA cap policy of the workforce area they reside in as applicable.
- i. This policy reflects the maximum costs to reimburse. Lower thresholds may be established by program operators for a given funding stream subject to available funds.

**The Saratoga, Warren and Washington Counties**  
**Workforce Investment Area**

**Bylaws of the**  
**Saratoga, Warren and Washington Counties**  
**Workforce Investment Board**

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**SARATOGA/WARREN/WASHINGTON COUNTIES  
WORKFORCE INVESTMENT BOARD (WIB)  
BY-LAWS**

**ARTICLE I STATEMENT OF PURPOSE**

**SECTION 1** The Saratoga/Warren/Washington Workforce Investment Board (SWW WIB) is created to implement the Workforce Investment Act of 1998 (WIA) and other related programs as determined by the Board of Directors. It shall do this through the implementation of its vision of an integrated, universally accessible workforce development system that is customer and quality driven, and that promotes economic growth and quality of life in innovative and efficient ways.

**SECTION 2** **Vision** - An integrated, universally accessible workforce development system that is customer and quality driven, and that promotes economic growth and quality of life in innovative and efficient ways.

**SECTION 3** **Mission** - The mission of the Saratoga/Warren/Washington Counties Workforce Investment Board is to promote the involvement of the business community in employment, workforce training, and investment and development activities; to provide policy guidance, strategic planning, monitoring and oversight of the WIA and related programs in the tri-county Workforce Investment Area; to jointly, in conjunction with the local Chief Elected Officials, administer or oversee such programs; and to increase private sector employment opportunities for displaced and emerging workers.

**Article II LOCATION**

**SECTION 1** The offices of the SWW Workforce Investment Board shall be located within the counties of Saratoga, Warren, or Washington, State of New York, as the Board may direct.

**ARTICLE III ROLES, AND RESPONSIBILITIES OF THE BOARD**

**SECTION 1** The Board, in collaboration with the County Chief Elected Officials is responsible for organizing the workforce development system (WDS) in a customer-focused manner. Customers shall include employers, job seekers and others identified by the Board.

**SECTION 2** The Board shall define the components of the workforce system based on customer needs and expectations, as well as the system's resources.

**SECTION 3** The Board shall develop local performance measures in consultation with the  
"Governor or the appropriate oversight agency.

**SECTION 4** The Board shall set quality standards for the one stop system to be measured through customer satisfaction system.

- SECTION 5** The Board will develop and approve an annual budget for its internal activities.
- SECTION 6** The Board shall determine, in agreement with the Chief Elected/Executive Officials, allocation of funding streams.
- SECTION 7** The Board shall enter into Memorandum of Understanding (MOU's) with One Stop partners.
- SECTION 8** The Board shall appoint an Emerging Worker Council.
- SECTION 9** The Board shall have the authority to:
1. Establish policy and strategic objectives for the Workforce Development System and facilitate activities to remove barriers.
  2. Monitor attainment of program goals/standards.
  3. Certify programs/providers pursuant to legislation and regulation.
  4. Monitor program expenditures.
  5. Determine customer priorities and requests.
  6. Seek additional funding.
  7. Elect the WIB chair from business representatives as prescribed by the WIA.
  8. Establish skill standards and assist customers in employment acquisition and retention.
  9. Collect data and issue consumer report cards for continuous improvement.
  10. Solicit the input and participation of the local business community in the provision of program services as well as resources and participation by partner agencies.
  11. Carry out other duties as authorized by WIA, the State of New York, the State Workforce Board or the WIB itself to promote Workforce Development activities in the region.

**ARTICLE IV**     **MEMBERSHIP**

**SECTION 1** The size of the Board may include as many as, but not exceed, thirty nine (39) members as determined by the Board in accordance with WIA requirements and the local County CEO's. Any change in the number of members will be subject to the applicable Tri-County Consortium Agreement.

**SECTION 2** Appointments to the Board will be made by County Chief Elected Officials (CEO) in accordance with the Workforce Investment Act (WIA), inter county agreements, state guidelines, WIA Regulations and any revisions thereto. Representatives of the private sector, shall constitute a majority of the membership of the Board and shall be non governmental business owners, chief executives or chief operating officers, or other private sector or not for profit employers or executives who have optimum policy making or hiring responsibility; Private sector representatives on the Board shall reasonably represent the industrial and demographic composition of the business community.

SECTION 3 Members shall be appointed for fixed and staggered terms. Initial appointment will be for 1-3 years. Thereafter all appointments will be for 3 yrs. except rotating board members, who shall be appointed for one (1) year. Memberships may be renewed by the County Chief Elected Officials (CEO).

The Board shall maintain an updated list of the current Board members and the expiration dates of their terms for the use of the appointing official.

SECTION 4 Membership on the Board shall cease when:

The member offers his/her resignation in writing to the Chairperson of the Board. A copy should also go to the County CEO, or designee, which appointed the member. Should a Board member state orally his or her resignation, but fails to deliver a written resignation, a certified letter shall be sent by the Chairperson confirming the resignation to take effect ten days following the delivery of the confirming letter.

1. The member is not re-appointed after completion of the term.
2. The member is absent from more than fifty percent (50%) of a
3. combination of regular and committee meetings held during a program year (7/1-6/30).
4. The Board may vote to recommend that the CLEO remove a Board member for just cause. Before any member is recommended for removal, the Board Chairperson or his/her designee will contact and attempt to meet with the member to resolve issues leading to the proposed removal of the member.

SECTION 5 Each member of the Board shall serve on at least one committee during the program year (7/1-6/30) unless an exception is granted by WIB Chairperson.

SECTION 6 Each Board member shall be entitled to one vote on each matter submitted to a vote of members. A vote on a particular action or issue is only valid if a quorum exists ( A quorum is defined as a simple majority of the total membership of the Board or the appropriate Committee, including vacancies). If a quorum is present, absent members may vote by proxy. Proxy votes must be in writing, signed by the absentee member, and specifically address the exact items of business that will be voted on during that meeting. There is no provision for a blank proxy as it is contrary to WIA law. Sending a representative does not provide relief from aforementioned attendance requirements; assist in meeting a quorum; or provide the right to vote independent of a written member proxy.

SECTION 7 Conflict of interest, real or perceived, must be avoided. Any duality of interest or real or perceived conflict of interest on the part of any board member shall be disclosed to other board members and made a matter of record when the interest becomes a matter of board action. Any board

member having a duality of interest or conflict of interest, real or perceived, on any matter shall not vote on the matter.

Furthermore, a Board member may not vote on any matter that would provide direct financial benefit to the member or the member's immediate family, nor on matters of the provision of services by the member or the entity the member represents. Immediate family, for purposes of these bylaws is defined as: Any person related within the first degree of affinity (marriage) or consanguinity (blood) to the person involved.

No Board member may participate in a decision in which the member has a direct or indirect interest, particularly a financial interest, which is in substantial conflict with the discharge of the duties of the Board. Substantial interest, for purposes of these bylaws, is defined as: A person owning 10% or more of the voting stock, owning 10% or more or owning \$5,000 or more, of the fair market value of a business; or funds received by the person from the business exceed 10% of the person's gross income for the previous year; or if the Board member is related to a person in the first degree of affinity or consanguinity who has a substantial interest as defined previously.

A Board member shall avoid even the appearance of a conflict of interest. The minutes of the meeting shall reflect that a disclosure was made and the abstention from voting.

**SECTION 8** No part or any income or revenue of the Board shall inure to the benefit of any member or any private individual (except that reasonable compensation may be paid for services rendered to the Board), and no member or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the Board. No Board member will be paid compensation for carrying out their duties as a member of the Board other than reimbursement for approved out of area travel expenses.

**SECTION 9** No activities of the Board shall be directed toward participating in, or intervening (including the publication or distribution of statements), in a political campaign on behalf of any candidate for public office.

## **ARTICLE V**      **OFFICERS**

**SECTION 1** The Board shall elect the following officers from its membership in a manner to be determined by the board:

- a. Chairperson
- b. Vice-Chairperson (*Chair Elect*)
- c. *Chair Emeritus*

**SECTION 2** The Chairperson and Vice-Chairperson shall be representatives of the private sector. Term of office shall be for a one (1) year period commencing on July 1 and ending on June 30th. The Vice Chair shall assume the position of Chairperson. The existing Chair shall assume the position of Chair Emeritus for a period of 1 year.

SECTION 3      Functions and Responsibilities of Officers

1. Chairperson

- a. Shall convene all regular and executive committee meetings.
- b. Shall conduct the order of business at such meetings.
- c. May sit on all Board approved committees.
- d. Shall sign, on behalf of the Board, all necessary legal documents.
- e. Shall appoint Ad Hoc committees as directed by the Board.
- f. Shall be the official representative of the Board, as required.
- g. Shall assign responsibilities to Board staff.
- h. May call special meetings of the Board.
- I. Shall call special meetings of the Executive Committee as deemed necessary.
- j. Other responsibilities as determined by the Board.
- k. Shall assume the role of Chair Emeritus for one year following their term as Chair

2. Vice-Chairperson (Chair Elect)

- a. Shall assume all responsibilities of the Chairperson, noted herein, in his/her absence.
- b. May sit on all board approved committees.
- c. Shall assume the position of Chairperson upon completion of their term as Chair Elect

3. The Chair Emeritus shall assist the Chair as requested.

SECTION 4      Said officers shall be elected by a majority vote of the members present at a meeting consistent with quorum requirements when a vacancy occurs or terms expire.

SECTION 5      Any or all of the Officers may be removed with or without cause by a two-thirds majority vote of the full Board.

SECTION 6      Any Officer may resign at any time. Such resignation shall be made in writing, and shall take effect at the time specified therein, and if no time is specified, at the time of its receipt by the Chairperson.

SECTION 7      Officers shall not receive any salary for their services. However, Officers may be reimbursed for travel and out-of-pocket expenses for meals and lodging when conducting business of the SWW WIB. Requests for reimbursement of expenses shall be approved in accordance with the Fiscal Policy adopted by the Board of Directors, and shall be subject to the availability of funds and limitations imposed by granting authorities.

**ARTICLE VI      EXECUTIVE COMMITTEE**

SECTION 1      The Executive Committee membership shall be made up of Officers of the Board, regular Committee Chairs, a representative of the County Consortium, a representative of economic development, a representative of the Department of Labor, and an at large member appointed from the private sector Board

members. This committee shall assume responsibilities as designated by the Board. The majority of members shall represent the private sector.

## SECTION 2

The Executive Committee of the Board will conduct the business of the Board in the interim between meetings as necessary. Any intermediate actions taken by the Executive Committee will then be brought to the full Board for review and ratification at the next regularly scheduled meeting. At the option of the Board chairperson, a notice may be sent to Board members identifying the need for the Executive committee to meet on specified issues.

## SECTION 3

The Executive committee shall meet at least quarterly and frequently enough to ensure coordination and completion of the business of the Board. Prior to the beginning of each program year and as needed thereafter, the Executive committee will meet to perform the following functions for the Board:

- a. Nomination of committee appointments.
- b. Review of meeting attendance as described in Article IV, Section 4, and may make recommendations for member replacement to be presented to the full board for approval. Business sectors needing representation may be forwarded to the local CEO's for vacancies resulting from term expiration, resignation, or removal.
- c. Review of Board by-laws, making recommendations to the Board as appropriate:
- d. Review of Board administration, making recommendations to the Board as appropriate.
- e. Appointing replacements for Executive Committee vacancies. An Officer elected to fill a vacancy shall hold office until the next annual meeting at which the election of Officers is the regular order of business and until his/her successor is elected.
- f. Establishing, as necessary, ad hoc committees of the Board as deemed necessary.

The executive Committee acts on behalf of the Board with regard to resources and decision making in the absence of the Board's ability to act.

The Executive Committee interacts with the Standing Committees to insure alignment to strategic goals and plans. In addition to the above sections, functions of the Executive Committee may include (as examples) but are not limited to:

1. Ensures systems are in place to identify needs of both employer and job seeker customers of the system.
2. Ensures systems are in place to ensure coordination of system wide service provision.
3. Recommends overall direction in collaboration with individual WIB members and/or committees; identifies major legislative/policy issues and develops WIB positions, and provides program oversight.
4. Negotiates local performance standards with State Department of Labor and with local service providers on behalf of the WIB and in conjunction with the CEO's.

5. Reviews performance standards of providers to assure compliance.
6. Monitors the work of other committees and addresses issues as they arise.

SECTION 6 A quorum shall be required for any resolution. The Executive Committee shall have the authority to pass resolutions that will go to the full Board for ratification. Executive Committee meetings will be open to all members of the Board of Directors.

SECTION 7 The Board of Directors, upon the recommendation of the Executive Committee may hire an Executive Director.

SECTION 8 Any appointed member of the Workforce Investment Board may bring issues related to the operations of the WIB and/or workforce development system to the attention of any member of the Executive committee for review. It is the role of the Executive Committee to review, research, discuss and make a recommendation to the full board regarding the appropriate resolution of said issue.

## **ARTICLE VII. COMMITTEES**

**SECTION 1:** The standing committees of the Board, established within these bylaws, shall meet at least quarterly but more often if required by their function and responsibility. All actions of the standing committees are subject to approval by the full Board. Committee membership shall elect a chairperson from any board representative on the committees except that committees dealing with the one stop system, business initiatives and finance shall have private sector chairpersons. The committee membership may include other non Board members as appointed by the board. They will serve as non-voting members on the committee except as noted below and will not have any voting or other privilege through the full board. It is the intent to try to maximize the number of private sector representatives as chairpersons where possible but non private sector members may serve as a chairperson. All standing committees may establish ad hoc sub committees as they determine necessary to complete the work of the committee.

**SECTION 2:** An Emerging Worker Council is statutorily required by WIA to be a regular committee of the Board. This committee's mission is to create a community-wide youth workforce strategy. The membership will be representatively constituted and appointments made collaboratively with the three county CEOs and must include Board members with a special interest or expertise in youth issues: representatives of youth service agencies, including juvenile justice and local law enforcement agencies; representatives of local public housing authorities; parents of all eligible youth seeking assistance; former participants and representatives of the Job corps as appropriate The duties and responsibilities of the Emerging Worker Council shall be to:

1. Develop services that target the neediest youth for jobs in our changing economy

Such target groups include:

- Runaway/homeless youth
- Youth in foster care
- Court involved youth
- Children of incarcerated parents
- Migrant youth
- Drop outs
- At risk students

2. Recommend to the Board eligible providers of youth activities/programs to be considered for grants or contracts on a competitive basis.
3. Conduct oversight with respect to eligible providers of youth activities.
4. Coordinate youth activities that are authorized by the Act.
5. Conduct other duties determined to be appropriate by the Board Chairperson.

SECTION 3: The Program and Training Committee shall be responsible for monitoring and oversight of all workforce related service and delivery programs, including all training programs. The Committee shall ensure that programs are demand driven and are established and implemented according to the quality standards adopted by the Board. Specifically the Program and Training Committee shall:

- Ensure workforce systems are in place to identify needs of both employer and job seeker customers of the system.
- Ensure workforce systems are in place to ensure regional coordination workforce assistance and training programs.
- Ensure compliance with local/regional performance standards that have been negotiated with State Department of Labor and adopted by the Executive Committee
- Identify program service gaps or interagency deficiencies and recommend programs or initiatives that will enhance customer service and activities or respond to the developing workforce needs of the business customer
- 

SECTION 4: A Business Committee shall be established to initiate and coordinate all business related activities of the WIB, including but not limited to grant activity, training programs, occupational demand activities, skills acquisition programs and coordination with other regional economic development activities. In addition the business committee will:

1. Recommend new business initiatives to the Board.
2. Assure WIB representation in all major business and industry initiatives that will require activity or resources from the SWW

WIB.

3. Conduct business and industry surveys to identify emerging policy issues and program needs related to the workforce. SECTION 6  
The Chairperson shall appoint Ad Hoc Committees as needed and as directed by the Board or the Executive Committee. They shall meet as needed and appoint a chair as prescribed for regular committees. The chair of Ad Hoc committees shall not automatically serve as a member of the Executive Committee, except when appointed by the Chair.

SECTION 7

The Board Chairperson shall appoint an ad hoc Nominating Committee consisting of at least three (3) Board members for the purpose of nominating officers prior to the expiration of existing terms. The Committee shall submit to the Board a slate of officers to assume office immediately if the office is vacant or otherwise on the first day of July following their election. The Committee shall nominate Board members for the positions of Chairperson and Vice-Chairperson. The Chair of the Nominating Committee shall mail to all Board members, prior to the election, a list of nominees recommended by the Nominating Committee. At least one committee member shall be at-large from The WIB and not serve on the Executive Committee.

At the annual meeting, the Committee will present a list of candidates for all offices. Nominations for any office may also be made at the annual meeting. Election of all officers will be held at the annual meeting of members. Officers shall be elected to hold office until the expiration of the term for which he/she is elected, and until his/her successor has been elected.

ARTICLE VIII MEETINGS

SECTION 1

There will be a minimum of 4 meetings per year for the full Board. The second quarterly meeting (April-June) shall constitute the annual meeting of the SWW WIB and the Board will vote and elect any vacant positions for Chairperson, Vice-Chairperson, and Executive Committee Members-at-Large as well the transaction of other business. These appointments will be effective July 1 following the annual meeting.

SECTION 2

Special meetings may be called at the discretion of the Chairperson. The Chairperson shall call a meeting of the Board of Directors whenever it is requested by a minimum of four members of the Board. This meeting shall be held within ten days of the date the request is received by the Chairperson. All meetings, including special meetings are subject to the Sunshine provisions of the Workforce Investment Act, including public notice.

SECTION 3

All regular committees shall meet as necessary but at least quarterly.

SECTION 4

A quorum shall be constituted for full Board meetings, Executive or other

committee meetings by having at least 51% of the appointed membership in attendance. Only members appointed to the WIB may vote at any WIB Board meeting and only WIB members appointed by the WIB to committees may vote at committee meetings except all WIB and non WIB members appointed to the Youth Council by the Board may vote on the Youth Council.

**SECTION 5**

Every Board member shall be entitled to one vote on each matter submitted to a vote of members. A vote on a particular action or issue is only valid if the votes cast equal a majority of the total membership of the Board, including vacancies. If a quorum is present, absent members may vote by proxy. Proxy votes must be in writing, signed by the absentee member, and specifically address the exact items of business that will be voted on during that meeting. There is no provision for a blank proxy as it is contrary to WIA law.

**SECTION 6**

At any meeting of the Board of Directors, the majority of the full Board, including vacancies, shall constitute a quorum for the transaction of any business. If the quorum is broken by the subsequent withdrawal of any members, any business transacted that requires a quorum must be held over until the next meeting.

**SECTION 7**

All meetings of the Board and its Committees will be in compliance with the Open Meetings Law. The time and location if all such meetings shall be posted on the SWW Workforce Investment Board Website at least ten days prior to the meeting date. Minutes of open meetings must be available within 3 weeks. Executive sessions and the actions taken as a result thereof, if any, shall follow applicable State guidelines.

**ARTICLE IX**    **Amendment Procedures**

**SECTION 1**

Bylaws may be amended or repealed by the majority vote of the full Board only at the annual meeting and/or at a meeting called for the specific purpose to amend or to repeal, provided a quorum is present.

**SECTION 2**

The Chairperson will review recommended changes with the Executive Committee and will notify the full Board of proposed changes at least ten days prior to the regular meeting at which amendments are to be considered.

**Article X**    **Miscellaneous Provisions**

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

**Workforce Investment Act Local Plan Modification for  
Program Year 2009-2010, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification 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 in compliance with the law, rules and regulations and is approved by the State
- affirm that this Plan Modification was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Date:		Signature of Local Board Chair:
Mr. <input type="checkbox"/>	Typed Name of Local Board Chair:	
Ms. <input checked="" type="checkbox"/>	Peg Murphy	
Other <input type="checkbox"/>		
Name of Board:	Saratoga/Warren/Washington Workforce Investment Board	
Address 1:	605 Palmer Avenue	
Address 2:		
City:	Corinth	
State:	NY	Zip: 12822
Phone:	(518) 654-6206	E-mail: robhum@roadrunner.com

**Submittal directions:** Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

**ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL**

**Workforce Investment Act Local Plan Modification for  
Program Year 2009-2010, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification 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 **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

**Note:** A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		Arthur J. Johnson	
Other <input type="checkbox"/>			
Title of Local CEO:	Chair, Saratoga County Board of Supervisors		
Address 1:	40 McMaster St		
Address 2:			
City:	Ballston Spa		
State:	NY	12020	
Phone:	518 885 2240	E-mail: bplummer@saratogacountyny.gov	

**Submittal directions:** Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

**ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL**  
**Workforce Investment Act Local Plan Modification for**  
**Program Year 2009-2010, for Workforce Investment Act Title 1-B**  
**and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification 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 §667.705 of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

**Note:** A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>	Typed Name of Local CEO:		
Ms. <input type="checkbox"/>	Donald Wilber		
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman, Board of Supervisors		
Address 1:	383 Broadway		
Address 2:			
City:	Fort Edward		
State:	New York	Zip: 12828	
Phone:	(518) 746-2210	E-mail: DPrehoda@county.washington.ny.us	

**Submittal directions:** Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

**ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL**

**Workforce Investment Act Local Plan Modification for  
Program Year 2009-2010, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification 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 **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

**Note:** A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		Frederick H. Monroe	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman, Warren County Board of Supervisors		
Address 1:	Warren County Municipal Center		
Address 2:	1340 State Rt. 9		
City:	Lake George		
State:	NY	Zip:	12845
Phone:	518 761-6535	E-mail:	monroef@co.warren.ny.us

**Submittal directions:** Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

**ATTACHMENT C: SIGNATURE OF WIB DIRECTOR**

**Workforce Investment Act Local Plan Modification for  
Program Year 2009-2010, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan Modification was developed through consultation and dialogue between the local area’s representative(s) and the New York State Department of Labor’s Regional Labor Market Analyst.

By virtue of my signature, I:

- attest that dialogues were conducted between the WIB’s representatives and the LMA which provided the WIB with data and the demographic characteristics of the LWIA’s resident population
- assure that service delivery and design, resource allocation, and other planning decisions were made by the WIB as a result of a careful consideration of the implications of the data and demographics as provided

Date:		Signature of Local WIB Director:
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local WIB Director: Robert F. Hummel
Ms.	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Name of Board:	Saratoga/Warren/Washington Workforce Investment Board	

**Submittal directions:** Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

**ATTACHMENT D: UNITS OF LOCAL GOVERNMENT**

*Where a local area is comprised of multiple counties or jurisdictional areas, provide the names of the individual governmental units and identify the grant recipient.*

Unit of Local Government	Grant Recipient	
	Yes	No
Saratoga County	X	
Warren County		X
Washington County		X
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT**

*Identify the Fiscal Agent or a Grant Recipient to assist in the administration of grant funds.  
Provide the names of the agent and/or subrecipient.*

<b>Entity</b>	<b>Fiscal Agent</b>	
	<b>Yes</b>	<b>No</b>
Saratoga County	X	
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

<b>Entity</b>	<b>Grant Subrecipient</b>	
	<b>Yes</b>	<b>No</b>
Warren County	X	
Washington County	X	
	<input type="checkbox"/>	<input type="checkbox"/>

## ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

<b>OPERATOR: Saratoga County</b>	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium  <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System  <input checked="" type="checkbox"/> Center(s)
<b>Operator Address:</b>	<b>Saratoga County ETA (grant recipient)</b> 152 West High Street Ballston Spa, NY 12020
<b>Operator Phone: 518) 884-4170</b>	
<b>E-Mail: saremtra@yahoo.com</b>	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

### OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

**ATTACHMENT F: ONE STOP OPERATOR INFORMATION**

*Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.*

<b>OPERATOR: Warren County</b>	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium  <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System  <input checked="" type="checkbox"/> Center(s)
<b>Operator Address:</b>	<b>Warren County ETA Northway Plaza, Queensbury NY 12804</b>
<b>Operator Phone: (518) 743-0950</b>	
<b>E-Mail: ressew@co.warren.ny.us</b>	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

**OPERATOR CERTIFICATION STATUS**

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

**ATTACHMENT F: ONE STOP OPERATOR INFORMATION**

*Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.*

<b>OPERATOR: Washington County</b>	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium  <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System  <input checked="" type="checkbox"/> Center(s)
<b>Operator Address:</b>	<b>Washington County Economic Development 383 Broadway, Fort Edward, NY 12828</b>
<b>Operator Phone: (518) 746-2391</b>	
<b>E-Mail: NWilliams@co.washington.ny.us</b>	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

**OPERATOR CERTIFICATION STATUS**

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

## ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by either the United States Department of Labor or the United States Department of Health and Human Services which requires the following certifications:

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

1. The prospective lower tier participant certifies, by submission of this proposal, 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 attach an explanation to this proposal.

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

By accepting this grant, the signee 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 undersigned, to any person for influencing or attempting to influence 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 undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer 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 application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C,

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 your office and available for Federal inspection.

#### **D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:**

##### **For contracts funded by the U.S. Department of Labor**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA) 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 any WIA Title I - financially assisted program or activity;
- (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 grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

##### **For contracts funded by the U.S. Department of Health and Human Services**

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

- (1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;

(2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled "Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance" which prohibit discrimination against qualified individuals with disabilities;

(3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled "Nondiscrimination on the Basis of Age in Programs and Activities Reviewing Federal Financial Assistance", which prohibits discrimination on the basis of age;

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

(5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

The grant applicant also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

## **STATE CERTIFICATIONS**

### **E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS**

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1) No principle or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- 2) The contractor/vendor, 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.
- 3) The contractor/vendor, 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.

### **F. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"**

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership



**ATTACHMENT H: TRAINING SUPPORT ANALYSIS FORM:**

**NEEDS-RELATED PAYMENTS**

**Please note that a “no” response to questions 1 through 3 disqualifies you for needs-related payments (NRP).**

- 1. Are you unemployed or have you received notification of layoff?  
 Yes    No
  
- 2. Have you ceased to qualify for UI benefits or Trade Readjustment Allowances (TRA)?  
 Yes    No
  
- 3. Are you currently maintaining satisfactory progress in training? Attach most recent grades.  
 Yes    No

**Please note that a "yes" response to questions 4 and 5 disqualifies you for needs-related payments (NRP).**

- 4. Are you currently participating in a work experience, On-the-Job Training (OJT) or work study?  
 Yes    No
  
- 5. Do you intend to claim any type of unemployment insurance benefits or receive any payments for work or vacation?  
 Yes    No
  
- 6. Do you need income support beyond your "other resources" available in order to participate in training? Examples of other resources include but are not limited to severance pay, TANF, other family income (spouse’s income), etc.  
 Yes    No

If yes, explain:

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**Needs-Related Payments are not intended to provide the entire amount of income support you may need to complete your training. These payments are made to temporarily help you while making satisfactory progress during your participation in full-time training. Needs-Related Payments are subject to your on-going eligibility for the program and funding availability.**

**All answers and statements are true and complete to the best of my knowledge. I understand that untruthful or misleading answers may cause my determination to be rejected. I further understand that any payments made based on such statements may require Needs-Related Payments provided to be returned.**

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT I: PRIORITY OF SERVICE SAMPLE POLICIES

**LOCAL WORKFORCE INVESTMENT BOARD  
POLICY ISSUANCE NUMBER:**

**TO:** All One-Stop Career Center Staff and Providers

**SUBJECT:** Priority of Service for Recipients of Public Assistance & Other Low-Income Individuals under the Recovery Act WIA Adult Funding Stream

**ISSUANCE DATE:** XXXXXX

**EFFECTIVE DATE:** XXXXXX

**EXPIRATION DATE:** XXXXXX

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**Purpose:** To issue priority of service policy for adults who are recipients of public assistance and other low-income individuals who require intensive and training services under the Recovery Act WIA Adult funding stream.

**Background:** The American Recovery and Reinvestment Act of 2009 (The Recovery Act) signed by President Obama on February 17, 2009 is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the recession. On March 18, 2009, the United States Department of Labor's, Employment and Training Administration released guidance (Training & Employment Guidance Letter No. 14-8) for implementing Workforce Investment Act and Wagner-Peyser Act funding under the Recovery Act. The Recovery Act contains several provisions designed to target services to certain populations. One such provision mandates that priority of service must be enacted for recipients of public assistance and other low-income individuals who receive intensive and training services under the WIA Adult funding stream.

**Policy:** The local workforce investment board should craft language that provides clear direction to successfully ensure priority of service is provided for intensive and training services under Recovery Act WIA Adult to recipients of public assistance and low-income individuals. Points to consider are:

1. What defines a low-income individual?
2. What criteria will be used to differentiate between Recovery WIA Adult and non-Recovery WIA Adult funds? (Depending on local policy, Priority of Service may not be mandatory when services are provided with non-Recovery WIA Adult funds).
3. What criteria will be used to designate a priority customer?
4. What monitoring criteria will be enacted to ensure federal requirements are being successfully implemented?

**Inquiries:** Please direct any questions to XXXXXXXX.

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Chair LWIB or Chief Elected Official

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Date

**LOCAL WORKFORCE INVESTMENT BOARD  
POLICY ISSUANCE NUMBER:**

**TO:** All One-Stop Career Center Staff and Providers

**SUBJECT:** Veterans Priority of Service

**ISSUANCE DATE:** XXXXXX

**EFFECTIVE DATE:** XXXXXX

**EXPIRATION DATE:** XXXXXX

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**Purpose:** The purpose of this policy is to implement veterans’ priority of service as mandated in Federal regulation (Final Rule, 20CFR Part 1010) that went into effect on January 19, 2009.

**Background:** The Jobs for Veterans Act, enacted into Public Law 107-288 on November 7, 2002 made a number of amendments to encourage military veterans’ access to services within an integrated one-stop service delivery system. One such amendment creates a priority of service for veterans (and some spouses) “who otherwise meet the eligibility requirements for participation” in DOL training programs. As mandated in Federal regulation, One-Stop Career Centers are required to implement priority of service and will need to have clear strategies for providing veterans and eligible spouses of veterans with quality service at every phase of services offered.

**Policy:** The local workforce investment board should craft language that provides clear direction to successfully ensure priority of service is provided to Veterans. Points to consider are:

1. What defines a veteran, eligible veteran, covered person, eligible spouse, qualified job training program?
2. What procedures are in place to ensure signage is properly displayed?
3. What procedures are in place to identify covered persons who physically access or virtually access service delivery points?
4. What outreach strategies (if any) will be incorporated in local policy?
5. What website design policy will be implemented?
6. What procedures are in place to ensure the revision of all contract templates, RFP and sub-agreement language to include priority of service language?
7. What customer flow process will be implemented to make use of DVOPs and LVERs?
8. What modifications to Functional Alignment (if any) will be made to enhance implementation of priority of service?
9. What procedures are in place to ensure all impacted staff are made aware of and assist in the implementation of priority of service?

**Inquiries:** Please direct any questions to XXXXXXXX.

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Chair LWIB or Chief Elected Official

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Date

ATTACHMENT J: PY 2008 PARTICIPANT TRAINING DATA

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
Albany/Rensselaer/Schenectady Counties	WIA Dislocated Worker Local	448	428	14	56	0	31	25	320
Albany/Rensselaer/Schenectady Counties	WIA Adult Local	410	389	19	120	0	13	0	258
Albany/Rensselaer/Schenectady Counties	OOSY	19	0	0	1	0	0	0	18
Albany/Rensselaer/Schenectady Counties	ISY	37	0	0	35	0	0	0	2
Allegany/Cattaraugus Counties	WIA Dislocated Worker Local	94	76	17	0	0	4	0	73
Allegany/Cattaraugus Counties	WIA Adult Local	253	170	80	0	0	0	0	173
Allegany/Cattaraugus Counties	OOSY	34	0	5	0	0	0	0	29
Allegany/Cattaraugus Counties	ISY	13	0	0	0	0	0	0	13
Broome/Tioga Counties	WIA Dislocated Worker Local	449	248	56	0	0	1	0	391
Broome/Tioga Counties	WIA Adult Local	920	623	86	8	0	0	0	826
Broome/Tioga Counties	OOSY	54	0	0	0	0	0	0	54
Broome/Tioga Counties	ISY	6	0	0	0	0	0	0	6
Cayuga/Cortland Counties	WIA Dislocated Worker Local	91	86	2	0	0	0	0	89
Cayuga/Cortland Counties	WIA Adult Local	120	97	1	12	0	0	0	107
Cayuga/Cortland Counties	OOSY	6	0	0	0	0	0	0	6
Cayuga/Cortland Counties	ISY	2	0	0	1	0	0	0	1
Chautauqua County	WIA Dislocated Worker Local	102	100	0	0	0	1	0	101
Chautauqua County	WIA Adult Local	143	61	0	1	0	0	79	62
Chautauqua County	OOSY	5	0	0	0	0	0	0	5
Chautauqua County	ISY	2	0	0	0	0	0	0	2
Chemung/Schuylers/Steuben Counties	WIA Dislocated Worker Local	218	72	47	6	0	0	0	166
Chemung/Schuylers/Steuben Counties	WIA Adult Local	976	24	449	70	0	0	328	130
Chemung/Schuylers/Steuben Counties	OOSY	58	0	0	5	0	0	0	53
Chemung/Schuylers/Steuben Counties	ISY	12	0	0	0	0	0	0	12
Chenango/Delaware/Otsego Counties	WIA Dislocated Worker Local	94	76	8	5	0	4	0	77
Chenango/Delaware/Otsego Counties	WIA Adult Local	162	95	22	1	0	1	43	95

<b>ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009</b>		<b>PY08 12-month Projection (added 20% to original numbers)</b>							
<b>WIB</b>	<b>FUND</b>	<b>TRNG</b>	<b>ITA</b>	<b>OJT</b>	<b>SKLUP</b>	<b>ENT</b>	<b>AED</b>	<b>CUST</b>	<b>OCC</b>
Chenango/Delaware/Otsego Counties	OOSY	14	0	2	0	0	0	0	12
Clinton/Essex/Franklin/Hamilton	WIA Dislocated Worker Local	32	13	18	0	0	0	0	14
Clinton/Essex/Franklin/Hamilton	WIA Adult Local	128	85	38	2	0	0	0	88
Clinton/Essex/Franklin/Hamilton	OOSY	4	0	0	0	0	0	0	4
Columbia/Greene Counties	WIA Dislocated Worker Local	83	72	2	0	0	18	0	62
Columbia/Greene Counties	WIA Adult Local	78	48	1	0	0	13	26	37
Dutchess County	WIA Dislocated Worker Local	125	119	6	0	5	1	0	113
Dutchess County	WIA Adult Local	98	94	5	0	5	2	0	86
Dutchess County	OOSY	20	0	0	0	0	0	0	20
Dutchess County	ISY	1	0	0	0	0	0	0	1
Erie County	WIA Dislocated Worker Local	671	403	236	11	0	1	4	419
Erie County	WIA Adult Local	704	497	98	44	0	0	59	503
Erie County	OOSY	8	0	0	0	1	0	0	7
Erie County	ISY	65	0	0	0	55	0	0	10
FINGER LAKES - Ontario/Seneca/Wayne/Yates	WIA Dislocated Worker Local	120	104	13	1	0	0	0	106
FINGER LAKES - Ontario/Seneca/Wayne/Yates	WIA Adult Local	257	164	52	24	0	0	5	176
FINGER LAKES - Ontario/Seneca/Wayne/Yates	OOSY	2	0	0	0	0	0	0	2
FINGER LAKES - Ontario/Seneca/Wayne/Yates	ISY	5	0	0	0	0	0	0	5
Fulton/Montgomery/Schoharie Counties	WIA Dislocated Worker Local	72	54	14	0	0	18	0	40
Fulton/Montgomery/Schoharie Counties	WIA Adult Local	312	73	0	1	0	14	234	62
GLOW -Genesee/Orleans/Livingston/Wyoming	WIA Dislocated Worker Local	156	145	11	0	0	1	0	144
GLOW -Genesee/Orleans/Livingston/Wyoming	WIA Adult Local	348	253	44	0	0	31	41	232
GLOW -Genesee/Orleans/Livingston/Wyoming	OOSY	24	0	0	1	0	0	0	23
Hempstead/Long Beach	WIA Dislocated Worker Local	373	251	1	6	0	12	0	354
Hempstead/Long Beach	WIA Adult Local	108	94	1	2	0	0	1	103

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
Jefferson/Lewis Counties	WIA Dislocated Worker Local	62	44	18	0	0	23	0	22
Jefferson/Lewis Counties	WIA Adult Local	158	110	46	1	0	37	0	74
Monroe County	WIA Dislocated Worker Local	288	252	2	29	0	2	1	253
Monroe County	WIA Adult Local	671	443	5	206	0	4	11	445
Monroe County	OOSY	100	0	0	0	0	0	0	100
Monroe County	ISY	203	0	0	0	0	0	0	203
New York City	WIA Dislocated Worker Local	1282	1278	0	0	0	38	2	1241
New York City	WIA Adult Local	3708	2918	98	0	0	59	712	2839
New York City	OOSY	NA	NA	NA	NA	NA	NA	NA	NA
New York City	ISY	NA	NA	NA	NA	NA	NA	NA	NA
Niagara County	WIA Dislocated Worker Local	132	118	6	0	0	0	0	126
Niagara County	WIA Adult Local	168	151	8	1	0	0	1	157
Niagara County	OOSY	11	0	0	0	0	0	0	11
Niagara County	ISY	1	0	0	0	0	0	0	1
NYSDOL - CO	WIA Dislocated Worker Local	2	2	0	0	0	0	0	2
Oneida/Herkimer/Madison Counties	WIA Dislocated Worker Local	270	194	76	0	0	6	4	185
Oneida/Herkimer/Madison Counties	WIA Adult Local	391	114	142	1	0	1	106	142
Oneida/Herkimer/Madison Counties	OOSY	34	0	8	0	0	0	13	12
Oneida/Herkimer/Madison Counties	ISY	5	0	0	0	0	0	1	4
Onondaga County	WIA Dislocated Worker Local	254	242	8	0	0	20	0	226
Onondaga County	WIA Adult Local	301	176	25	0	0	28	102	146
Onondaga County	OOSY	29	0	1	0	0	0	0	28
Onondaga County	ISY	10	0	0	0	0	0	0	10
Orange County	WIA Dislocated Worker Local	176	166	11	0	0	0	0	166
Orange County	WIA Adult Local	142	124	14	1	0	0	0	126
Oswego County	WIA Dislocated Worker Local	107	92	13	0	0	0	0	94
Oswego County	WIA Adult Local	232	113	48	26	0	2	31	124

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
Oswego County	OOSY	25	0	0	0	0	0	0	25
Oswego County	ISY	13	0	0	0	0	0	0	13
Oyster Bay/North Hempstead/Glen Cove	WIA Dislocated Worker Local	577	222	0	4	0	1	0	572
Oyster Bay/North Hempstead/Glen Cove	WIA Adult Local	186	119	0	0	0	1	0	185
Oyster Bay/North Hempstead/Glen Cove	OOSY	13	0	0	0	0	0	0	13
Putnam/Westchester Bal.	WIA Dislocated Worker Local	224	212	0	12	0	1	0	211
Putnam/Westchester Bal.	WIA Adult Local	179	176	0	4	0	0	0	175
Putnam/Westchester Bal.	OOSY	49	0	1	0	0	0	0	48
Putnam/Westchester Bal.	ISY	6	0	0	0	0	0	0	6
Rockland County	WIA Dislocated Worker Local	46	42	0	1	0	1	1	42
Rockland County	WIA Adult Local	38	32	0	0	0	2	2	34
Rockland County	OOSY	25	0	0	0	0	0	0	25
Rockland County	ISY	30	0	0	0	0	0	0	30
Saratoga/Warren/Washington Counties	WIA Dislocated Worker Local	26	24	1	1	0	1	0	23
Saratoga/Warren/Washington Counties	WIA Adult Local	74	66	1	4	0	4	0	66
St. Lawrence County	WIA Dislocated Worker Local	120	90	17	1	0	0	0	102
St. Lawrence County	WIA Adult Local	263	203	31	4	0	0	0	228
St. Lawrence County	OOSY	11	0	0	0	0	0	0	11
St. Lawrence County	ISY	2	0	0	0	0	0	0	2
Suffolk County	WIA Dislocated Worker Local	953	937	0	5	0	4	0	944
Suffolk County	WIA Adult Local	961	959	0	7	0	78	0	876
Suffolk County	OOSY	53	0	1	0	0	0	0	52
Suffolk County	ISY	12	0	0	0	0	0	0	12
Sullivan County	WIA Dislocated Worker Local	34	19	5	0	0	13	0	16
Sullivan County	WIA Adult Local	43	40	5	0	0	0	0	38
Sullivan County	OOSY	4	0	0	0	0	0	0	4
Sullivan County	ISY	1	0	0	0	0	0	0	1
Tompkins County	WIA Dislocated Worker	42	41	0	1	4	0	0	37

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
	Local								
Tompkins County	WIA Adult Local	55	53	2	5	1	0	0	47
Ulster County	WIA Dislocated Worker Local	74	71	0	0	0	5	0	70
Ulster County	WIA Adult Local	154	150	4	0	0	0	0	150
Ulster County	OOSY	29	0	0	0	0	0	0	29
Ulster County	ISY	2	0	0	0	0	0	0	2
Yonkers City of	WIA Dislocated Worker Local	49	47	1	0	0	0	1	47
Yonkers City of	WIA Adult Local	73	62	7	0	0	5	0	61
Yonkers City of	OOSY	59	0	0	0	0	0	0	59
Yonkers City of	ISY	14	0	0	0	0	0	0	14