



NORTHERN REGION

Board of Directors Meeting

Agenda and Meeting Materials

**Thursday December 3, 2020
8:30 a.m. – 10:00 a.m.**

By Zoom Webinar

<https://us02web.zoom.us/j/85090420042>

Meeting ID: 850 9042 0042

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VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS
Quarterly Meeting

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Roll Call

Comments by the Chairman

Approval of September 3, 2020 Quarterly Board Meeting Summary Notes

Chairman's Report; Board Committee Reports; The *SkillSource* Group, Inc. Report

Comments By The General Public

Necessary Board Actions Aligned with Approved 2017 – 2020 Strategic Priorities

Become a Thought Leader for Workforce Development

- Update on 2021 – 2024 Virginia Career Works Northern Strategic Plan
- Ratification of Revised FY 2021 Budget for The *SkillSource* Group, Inc. and the Virginia Career Works Northern Region
- Approval of New State-Required WIOA Policies and Procedures for Quality Assurance

Expand Talent Pipeline of Youth and Adults for Business

- Update on New ELEVATE CARES Act funding with Prince William County, City of Manassas Economic Development and City of Manassas Park
- Comparing ELEVATE CARES Act Enrollments with WIOA Jobseeker Enrollments

Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals

- Introducing New Text Message Outreach Campaign for *SkillSource* Ticket to Work Program
- Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2021

Board Business Items

- Program Management Reports
- Executive Director Items

Adjourn

Virginia Career Works Northern Region

Thursday September 3, 2020

Quarterly Board of Directors Meeting

Summary Notes

Members Present:

Marc Austin	Mohamed Hussein	Roopal Saran
Robert Bartolotta	Roxana Mejia	Olivia Shultz
Michael Becketts	Donna Motsek	Karen Smaw
Anthony Cancelosi	Julie Mullen	Zuzana Steen
Marjorie Clift-Bowman	Fatimah Ogungbade	Joseph Terry
Robert Frew	Steven Partridge	William Threlkeld
Kenneth Garrison	Bruce Patterson	William Trumbull
George Harben	Staci Redmon	Lisa Whetzel
Patricia Hughes	Christopher Rieley	Hector Velez

Executive Director: David Hunn

Staff: Ann Hyslop, Seema Jain, Sabrina Walker, Nancy Nguyen, Mark Chernisky, Sheila Jones, Claudia Barrios, Lauren Parker, Laura Snell, Karla Quiroz, Rebecca Bennett, and Susan Baker

Observers: Lisa Tatum, Trang Montgomery, Dai Nguyen, Tatiana Nuth, Jamie Hudson, Lori Epp, Kimberly Carr, Lisa Vivian, Myra Mobley, Kayla May, Attia Mahmood, Shelly Rodriguez, Shekera Alvarado, Grant Schafer, and Sandra Zacarias.

Board Member Roll Call: Sabrina Walker conducted roll call and a quorum was met. The meeting commenced at **8:31 a.m.**

Approval of June 4, 2020 Summary Notes: A motion was made by Joseph Terry to approve the Board Summary notes from June 4, 2020 and was seconded by Roxana Mejia. The Summary Notes were approved unanimously by the full Board of Directors, with no abstentions.

Chairman's Report:

In early July, following the Governor's Orders, our Virginia Career Works Prince William Center opened back to the public by appointment only. The Fairfax Annandale Center and the Loudoun Workforce Resource Center opened by appointment only in early August. Our One Stop Operator staff are enrolling jobseekers virtually (online). Our Employer Solutions Team held an online job fair two weeks ago for a new Hilton Tru Hotel in Manassas with Zoom technology – of 10 candidates presented to Hilton executives online, 5 were offered jobs on the spot (virtually). The Hilton hiring team was thrilled with this new, free service. We believe this way of doing business is here to stay, even as our Centers open fulltime.

At the June Board meeting, I announced multiple opportunities for Board members to serve on various Committees and several Board Members have stepped up to volunteer on a variety of Committees, and I thank you for that. I wish to share more opportunities for Board Members to have more involvement in this Board's activities:

1. We delayed our Board's 3 -Year Strategic Plan process as we await further State guidance. I want to engage a Working Group to collaborate with our WIOA Consultant, Ms. Lori Strumpf, to begin meeting and researching a new three-year Plan, ranging from 2021 – 2024. Our past work together has allowed to work smartly, so I am expecting no more than 3 meetings at roughly 2 hours each meeting. I also expect those meetings will start this month (September) and will likely all be virtual meetings.
2. Our Board Committees, the Quality Assurance, Program and Planning, the Disability Services Subcommittee and the Youth Committee continue to seek Board Member involvement. If you have an interest in a Committee's work, please let Seema Jain and Sabrina Walker know and they will keep you advised of the next Committee meeting schedule.

Introduction of New Board Members

I am thrilled to announce several new Board Members and I ask that each one takes a few minutes to introduce themselves and their hosting organization:

- Michael Becketts, Director, Department of Family Services, Fairfax County Government
- Ms. Fatimah Ogungbade, External Affairs, Dominion Energy
- Grant Schafer, Loudoun County Public Schools
- Tanya Moore, (new with MC Dean, formerly with IBM)

Mr. Rieley then asked for Committee Report Updates, as follows

Quality Assurance Committee: Donna Motsek reported for the Quality Assurance Committee.

- The next meeting of the Quality Assurance Committee will be held on September 16, 2020.
- Staff are currently in process of renewing Area #11's Eligible Training Providers for FY 2021. Out of 62 ETPs, 50 ETPs have submitted all their renewal documentation. The remaining ETP's have been given an extended deadline to submit their renewal documentation, until mid-September 2020. The initial deadline for renewals was August 17, 2020.
- At the next Quality Assurance Committee meeting, we are expected to review 4 new potential ETP's to be added to our local and state list.

The SkillSource Group, Inc. (SSG) Board of Directors: George Harben reported for the SSG Board of Directors. Since the Virginia Career Works Northern Board meeting in June 2020, the SSG Board of Directors and its Executive Committee have met in June and acted on the following items:

- *SkillSource* ended FY 2020 in June 2020 with a \$50,000 increase in Net Assets, due primarily to an increase in revenues through the Ticket to Work Program. The Federal Disability Employment Initiative grant will end this September and all four Ticket to Work staff will continue with *SkillSource*, funded entirely through Ticket program revenues. We should continue to plan for great results from that unit.
- The Board reviewed and approved the final draft of the FY 2021 Budget for The *SkillSource* Group, Inc. This Board will be asked to ratify a Revised FY 2021 Budget at today's meeting, which will be considered and acted upon by *SkillSource* later in September.
- In July 2020, the *SkillSource* Group Board welcomed a new Chair, Ms. Deborah Eshelman, a Principal with Management Concepts in Tysons Corner. Marc Tate, now with Amazon Web Services will continue as the Board's Vice Chairman. Both Debbie and Marc's term will last for two years.
- The *SkillSource* Group Board of Directors will next meet in September and November of this year.

Necessary Board Actions Aligned with Approved 2017-2020 Strategic Priorities

Become a Thought Leader for Workforce Development

Overview of Impact of COVID-19 Pandemic on Local VCW Operations

Lori Epp from the Fairfax County Department of Family Services provided a presentation on the impact the COVID-19 Pandemic has had on Virginia Career Works Operations since March 2020.

Ratification of Revised FY 2021 Budget for The *SkillSource* Group, Inc. and the Virginia Career Works Northern Region

David Hunn reported that The Revised FY 2021 *SkillSource* budget reflects approximately \$7.156 million in revenues and \$7.299 million in expenses, with an estimated Decrease in Net Assets of \$142,423.

Since the FY 2021 Budget was adopted in June 2020, additional grant funds have been awarded to the *SkillSource* Group in addition to other FY 2021 management decisions that have impacted budget estimates. These revisions include:

- New funding from the Virginia Employment Commission to administer Wagner Peyser program services at the Virginia Career Works Prince William Center through December 2020.
- New funding from the Virginia Employment Commission to purchase and install Personal Protective Equipment at all Virginia Career Works Northern Centers.
- New funding from the Prince William County Department of Economic Development to support jobseeker training and employer outreach, utilizing Federal CARES Act funds (in partnership with Northern Virginia Community College) through December 2020.
- New funding from the City of Manassas County Department of Economic Development to support jobseeker training and employer outreach, utilizing Federal CARES Act funds (in partnership with Northern Virginia Community College) through December 2020.
- All other FY 2021 budget assumptions remain intact and unchanged.

All other FY 2021 budget assumptions remain intact and unchanged.

A motion was made by Christopher Rieley and seconded by Zuzana Steen for the Board's ratification of the First Revision to the FY2021 *SkillSource* Budget. The motion was unanimously approved by the full Board of Directors, with no abstentions.

Expand Talent Pipeline of Youth and Adults for Business

New CARES Act funding with Prince William County and City of Manassas Economic Development

Seema Jain presented on the CARES Act funding totaling in over \$1.1 million; \$400k from Manassas and over \$700k from Prince William County which expires December 31, 2020. The goal of this funding is to assist in furloughed, unemployed, and underemployed residents in PWC and Manassas with training, employment, and other supportive services, and helping employers to retain and hire qualified workers.

The grantors of this funding are the Prince William County Department of Economic Development and the City of Manassas Economic Development.

Jobseeker services to include occupational training, subsidized work experience's, supportive services, career coaching, virtual workshops, and hiring events. Those eligible must be residents of the City of Manassas or Prince William County, legal to work in the U.S and have been impacted by COVID-19.

Employer services to include recruitment and screening, virtual hiring events, subsidized work experiences, on the job training, incumbent worker training, and small business recovery grants (PWC employers only). To be eligible, Business must have a location in the City of Manassas or Prince William County.

New Rapid Response Proposal to State for Northern Virginia Airport Layoff Aversion

Seema Jain gave a presentation on the Northern Virginia Airport Rapid Response proposal to the State of Virginia. The Virginia Career Works Northern Region is seeking additional funding to respond to the anticipated layoff of over 6,000 local airline and related industries personnel, where service demands have been reduced due to the COVID-19 Pandemic. The airline staff layoffs are anticipated on October 1, 2020, unless the U.S. Congress agrees to continue funding airline subsidies to avoid staff layoffs. This proposal was submitted in partnership with the Alexandria-Arlington Regional Workforce Council and will cover operations at both Dulles International and Washington Reagan Airports.

Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals

Overview of GO Virginia Northern Region Initiatives and Grant Funding

Ann Hyslop gave a presentation on the GO Virginia Northern Region Initiatives. This presentation included the current goals of GO Virginia Northern Region, the GO VA COVID response, grant types, awarded projects, and projects currently in the pipeline.

Outcome of Governor's WIOA Rapid Response COVID-19 Supports for Employers

December 3, 2020

Seema Jain reported the updates on the Governor's WIOA Rapid response COVID-19 support for Employers outcomes. *SkillSource* was granted \$396,208, this funding was available through August 31, 2020. This funding is to be used to assist companies with less than 250 employees to avert layoffs with funding that can be used to clean facilities and support other operational needs to avert layoffs and keep employees working. Approved use of this funding included cleaning/sanitization services and supplies, PPE, telework equipment, and other costs to support employees.

SkillSource received over 450 applications. 200 of those were reviewed and 70 employers were awarded. As of September 2, 2020, 91% of all funds have been expended. Businesses still have additional time to submit invoices.

IT and Technology expenses were most of the costs that reimbursement was requested for, such as laptops, software costs, and online POS systems/subscriptions. Cleaning supplies and PPE costs were also largely requested for reimbursement.

Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2021

Tatiana Nuth from Fairfax County Department of Family Services, the One Stop Operator for the Virginia Career Work Northern Region, gave a presentation reporting on the Employment and Training caseloads, job placements and related outcomes for fiscal year 2020 through June 2020.

Board Business Items

Program Management Reports

David Hunn provided an overview of the Center Program Management report, which highlighted service and performance data for the fiscal year of 2020.

Executive Director Items

David Hunn provided an overview on FY20 WIOA Training expenditures, by vendor. Finally, he reviewed the pending grants and contracts under consideration by *SkillSource*.

Adjournment

With all Board activities completed, Chairman Christopher Rieley sought a motion to adjourn the meeting. The motion was made and seconded.

The meeting adjourned at 10:40 a.m.

OVERVIEW OF EMERGING STRATEGIC PLAN REVISIONS

Presented by Lori Strumpf, President,
Strumpf Associates: Center for Strategic
Change

December 2020



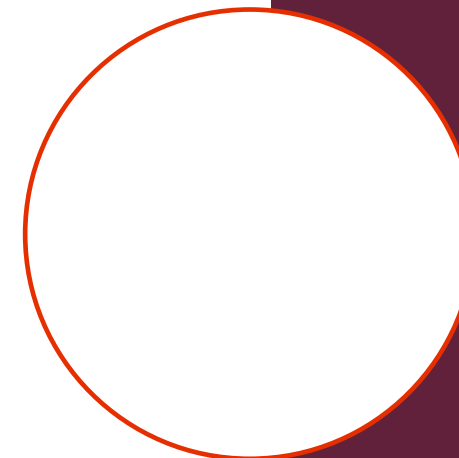
NORTHERN REGION

Process

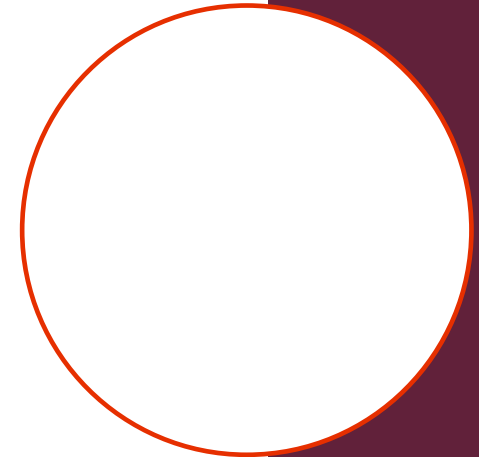
- The Strategic Planning Team met 3 times.
- Discussions focused on strategic challenges over the next 15 to 18 months.
- Conducted a focus group with 14 job seeker customers to include the 'voice of the customer' in discussions.
- The priority areas for focus will become revisions to the current strategic plan.
- The revisions have not been drafted yet for review by the team.
- This is a quick summary of the emerging areas for focus.
- Goals and strategies will be drafted for review by the team during December and presented to the WDB for review and approval in early 2021.

Emerging Areas of Focus for 2021 - 2022

- **Build sustainable partnerships with businesses in the WDBs targeted industries to:**
 - understand **skill requirements** of current job openings in 'real time' and skill sets of current unemployed.
 - understand what jobs are hard to fill.
 - upskill current workers and those currently unemployed for current job openings.
 - know the right training.
 - partner with industry associations/trade associations.
- **Create a more deliberate system of **alignment** between employers and jobseekers. With 26,000 unemployed and over 100,000 job openings in the region (as of October 2020), there is a need to:**
 - create visibility with employers.
 - ensure that placement is a focus at the end of every training.
 - map career pathways in targeted industries and occupations.
 - Develop/implement navigation tools to help jobseekers choose among all the credentials/certificates available; what training to access; what institutions to choose



- **Create more robust and comprehensive marketing/advertising channels to expand reach**
 - Simplify the mission/message
 - Understand the 'marketplace of employers' and build a suite of services
 - Advertise as the bridge between businesses, people, training and jobs.
- There was a lot of discussion about the issues that are keeping people from training, education and work, including:
 - home schoolings impact on going back to work/being available for work; lack of childcare; unable to work because employers are still closed or lost business due to the pandemic; the pandemic has prevented job-seeking activities.
 - Lack of access to the Internet and devices to assist with distance learning or working from home if that is an option.
 - Acknowledge in the plan the issues related to COVID-19



**THE *SKILLSOURCE* GROUP, INC.
BOARD OF DIRECTORS MEETING
SUMMARY SHEET**

SUBJECT: FY 2021 The *SkillSource* Group Budget – Third Revision

The Revised FY 2021 *SkillSource* budget reflects \$8.486 million in revenues and \$8.447 million in expenses, with an estimated Increase in Net Assets of \$39,010 This budget revision represents an improvement of \$128,358 from the initial FY 2021 Approved Budget.

Since the FY 2021 Budget was adopted in June 2020, additional grant funds have been awarded to the *SkillSource* Group in addition to other FY 2021 management decisions that have impacted budget estimates. This budget revisions includes all the additional new grant funding awarded since the beginning of the fiscal year. Additional changes in this budget revision include:

- A no-cost grant extension of the Labor Department’s Disability Employment Initiative (DEI, Round 8), which continues funding from October – December 2020 for *SkillSource* Group Ticket to Work staff. The initial FY 2021 Budget assumed grant funding would end in September 2020 and that personnel costs for Ticket staff would be from Ticket revenue (Unrestricted Funds).
- Acceptance of New Rapid Response grant funding totaling \$358,467 for the Northern Virginia Airport Rapid Response and Layoff Aversion initiative. This new funding will support workforce services to over 6,000 Northern Virginia airline workers and affiliated industry workers who were furloughed or laid off after September 30, 2020, when the Congressional airline subsidies ended.
- Acceptance of new Federal grants of \$215,000 for the COVID-19 National Dislocated Worker Grant, a portion of the Re-employing Virginia (REV) grant to Fairfax County Government for \$45,000 and \$10,000 for Local Workforce Area Strategic Planning efforts.

The FY 2021 Budget provides for a transfer of \$585,000 of WIOA Dislocated Worker funds to the WIOA Adult program to meet the needs of current caseloads in the Virginia Career Works Northern Region. Up to 100% of funds can be transferred between the Adult and Dislocated Worker lines.

All other FY 2021 budget assumptions remain intact and unchanged.

ACTION REQUESTED:

The Virginia Career Works Northern Region Board of Directors ratification of the Third Round Revisions to the FY 2021 *SkillSource* Budget. The SSG Board of Directors will consider this Revised FY 2021 Budget at its December 17, 2020 meeting.

STAFF: David Hunn
Nancy Nguyen
703-827-3782



The SKILLSOURCE GROUP, INC.
Fiscal Year 2021 Consolidated Budget

	Budget FY 2021	Budget FY2020	Inc. (Dec) in Budget 2020 to 2021	Discussion of Budget FY 2021 to Budget 2020
Revenues				
Government contracts	\$ 7,380,276	\$ 5,934,999	\$ 1,445,277	new grants awarded: Rapid Response- Airport Layoff Aversion, Covid Disaster Relief, Re-employ Virginians Educational Vouchers (REV); Local Workforce Plan Development; Manassas CARES, Prince William CARES, Manassas Park CARES, VEC Wagner-Peyser, VEC Wagner- Peyser Spanish Bilingual, VEC PPE Reimbursement; Extension & additional funding for DEI grant; EEI extension to 6/30/2021; full year SCSEP budget 6-Months of UW FEC
Other restricted income	776,675	834,300	(57,625)	
Unrestricted income	325,000	300,000	25,000	
Interest	4,500	4,500	-	
Total Revenues	8,486,451	7,073,799	1,412,652	
Expenditures				
SSG Personnel costs				
Salaries	1,252,926	1,201,437	51,489	
Fringe benefits	382,104	408,173	(26,069)	
Total Personnel Costs	1,635,031	1,609,610	25,421	
Operating Expenses				
Annual report production	5,000	5,000	-	
Audit	30,500	30,500	-	
Communications	46,584	47,765	(1,181)	
Contracted maintenance	24,700	17,000	7,700	
Dues and memberships	6,800	6,800	-	
Equipment leases & maintenance	16,600	24,500	(7,900)	
Financial mgt services	50,000	50,000	-	
Insurance (business)	22,000	22,011	(11)	
Leases	432,411	489,523	(57,112)	Revised presentation to remove grant paid shared center payments and reflect leases for Woodbridge, Cherokee & Boone
Meetings and conference fees	6,130	6,391	(261)	
Supplies	77,856	60,038	17,818	
Payroll & HR Services	54,487	49,582	4,905	
Professional services	47,634	54,950	(7,316)	
Rent	73,474	-	73,474	New line item for rent or shared costs paid to other agencies. (Bay Area Youth)
Staff training & development	4,249	12,861	(8,612)	
Travel (staff)	15,888	19,188	(3,300)	
Utilities	28,935	28,500	435	
Total - SSG Operating	943,249	924,609	18,640	
SSG Program Costs				
Outreach	55,404	25,577	29,827	
Comprehensive center costs	75,293	71,560	3,733	Includes grant paid shared costs which were previously on the "Lease" line.
Incumbent worker training	355,981	50,000	305,981	
Transitional Employment Work Exp	1,118,214	614,928	503,286	Increase in SCSEP funding for participants
Rapid Response Covid-19 Business Support	157,883	396,208	(238,325)	Carry-in from FY20
Reopening PPE and cleaning expense	52,926	-	52,926	
Other training & support	346,809	89,745	257,064	NVITE award conclusion
Bus gas & expense	-	1,273	(1,273)	
Program transportation & vouchers	7,884	600	7,284	
One Stop Center FY20 Set Aside	299,560	172,147	127,413	Reduction in PY20 award provides less funds to support the 4- month set aside needs
Participant services				
Youth Elements	32,321	20,000	12,321	
ITA, OJT	45,000	18,480	26,520	Reduction in Bay Area-Youth funding
Supportive services	-	9,500	(9,500)	Reduction in Bay Area-Youth funding
Unobligated Funds	3,795	30,102	(26,307)	
Total - SSG Program	2,551,071	1,500,120	1,050,951	
Subcontract services - DFS				
Skillsource Ctr personnel	1,935,121	1,783,382	151,739	
Skillsource Ctr operations/supportive	161,252	33,874	127,378	
Subtotal - Operations	2,096,373	1,817,256	279,117	
Training	917,937	854,500	63,437	23.66% Adult & Dislocated Worker Training Rate, which is a reduction from 40% in prior year.
Total Subcontract - DFS	3,014,310	2,671,756	342,554	
Other subcontract and programmatic services				
Contractual personnel & Services	244,812	103,666	141,146	GO Virginia increase in funding
Contractual operations	51,198	45,138	6,060	UW FEC for 6 months rather than for one year
Other Training & Services	7,770	108,700	(100,930)	End of DARS awards
Total Subcontract - Others	303,780	257,504	46,276	
Total Expenditures	8,447,441	6,963,599	1,483,842	
Increase (Decrease) in Net Assets	\$ 39,010	\$ 110,200	(71,190)	

**VIRGINIA CAREER WORKS – NORTHERN REGION
BOARD OF DIRECTORS MEETING
SUMMARY SHEET**

SUBJECT: Approval of Updated WIOA Policies for the VCW Northern Region

VCWN staff are seeking Board approval of the following new and updated policies:

Work Experience Policy - This policy is an update to the prior WEX policy to conform with recent guidance from the U.S. Department of Labor about the appropriate use of stipends and incentives.

Young Adult Incentive Policy – This updated Board policy establishes the process to provide reasonable incentives to young adults who participate in the WIOA Youth Program and successfully complete training or educational programs in order to encourage participation in such activities.

Priority of Service Policy – This updated Board policy establishes the process to monitor the proper implementation of the priority ranking system which gives priority for services to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient served with WIOA adult funds.

Action Requested:

VCWN Board of Directors approval of three (3) updated policies: Work Experience Policy, Young Adult Incentive Policy, and Priority of Services Policy.

STAFF: David Hunn
Seema Jain
703-827-3782



NORTHERN REGION

Virginia Career Works – Northern Region Work Experience Policy

Policy Number: 2020-03

Effective Date: March 7, 2019

Revised: December 3, 2020

Purpose: The purpose of this policy is to establish guidelines for the arrangement of Work Experience where an individual will be able to learn an employment related skill or qualify for a particular occupation through demonstration and practice.

Background:

Work experience is applicable to all Workforce Innovation and Opportunity Act (WIOA) core programs because it is an invaluable tool to engage businesses and to support job seekers in overcoming barriers to employment. Work experiences are designed to help individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry and retention in unsubsidized employment.

WIOA acknowledges the critical role work experiences and internships play in helping individuals obtain the skills they need to succeed in the workplace and includes a major focus on providing Youth work experience opportunities with the requirement that local areas must spend a minimum of 20 percent of their Youth funds on work experiences. Work experiences help Youth understand proper workplace behavior and what is necessary in order to attain and retain employment. Work experience can serve as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway for Youth.

Definition

A work experience is a planned, structured learning experience that takes place on a worksite for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate, and must be consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be within the private for-profit sector, the non-profit sector, or the public sector.

Work Experience for Adults and Dislocated Workers

Work experience may be provided as an individualized career service to enrolled Adults and Dislocated Workers, if appropriate to obtain employment. The terms internship and work experience are used interchangeably in WIOA for Adults and Dislocated Workers.

To be eligible for a work experience, an individual must meet Adult and Dislocated Worker program eligibility. There is no requirement for career and supportive services. Career services such as work experience may be provided in combination with an Individual Training Account (ITA). There is no minimum expenditure requirement or funding cap for work experience for Adults and Dislocated Workers, except for transitional jobs.

Work Experience for Youth

For Youth, work experiences are one of the fourteen required program elements that must be made available in each local area. Work experiences may be paid or unpaid. The types of work experiences include the following categories:

- Summer employment opportunities and other employment opportunities available throughout the school year;
- Pre-apprenticeship programs;
- Internships and job shadowing;
- On-the-job training (OJT). (see OJT policy)

The academic and occupational education component may occur concurrently or sequentially with the work experience, based on a participant's Individual Service Strategy (ISS) and individual needs. The academic and occupational education component may occur inside or outside the work site. The participants can also receive their academic and occupation education component by attending workshops or during their case management counseling with their case managers.

Summer Employment

Under WIOA, summer employment opportunities are a component of the WIOA Youth work experience program element. Local programs are encouraged to coordinate work experiences, particularly summer employment, with other Youth-serving organizations and agencies. This program element must occur between May 1st to September 30th.

Job Shadowing

Job shadowing is a work experience option where Youth learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Youth witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. A job-shadowing experience can range from a few hours to a week or more. Job shadowing is designed to increase career awareness, help model appropriate behavior, and reinforce in the Youth the link between academic classroom learning and occupational work requirements. It provides an opportunity for Youth to conduct short interviews with people in their prospective professions to learn more about those fields. Job shadowing is like an expanded informational interview. By experiencing a workplace first-hand, Youth can learn a great deal more about a career than through research alone.

Pre-apprenticeship

A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in a registered apprenticeship program and includes the following elements:

- Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved;
- Access to educational and career counseling and other supportive services, directly or indirectly;
- Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career.

On the Job Training (OJT)

See Virginia Career Works – Northern Region OJT policy.

20% Youth Work Experience Expenditure Requirement

Title I of WIOA includes a requirement that a minimum of 20 percent of local area WIOA Youth funds must be spent on work experience. Program expenditures on the work experience program element can be more than just wages paid to Youth in work experience. Allowable expenditures include:

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

The percentage of funds spent on work experience is calculated based on the total local area Youth funds expended for work experience (not calculated separately for in-school and out-of-school Youth).

Employer

An eligible Work Experience employer must meet the following criteria:

- May be in the public, private non-profit, or private sector
- Must have adequate personnel to provide sufficient supervision and training
- Must provide a job description and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work
- Must not have a history or pattern of failing to provide OJT or Work Experience participants with continued employment with wages, benefits, and working conditions that are equal to those provided regular employees who have worked a similar length of time and are doing the same type of work
- Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her job at the original location
- And must not use Work Experience assignments to displace regular employees, or to replace any employee on layoff.

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Incentives and Stipends

Except for OJT, other work experiences are a pre-vocational service; the relationship between the WIOA participant and the employer that volunteers to provide the site for the work experience activity for the WIOA program does not constitute an employer/employee relationship. WIOA payments to participants in

Work Experience are stipends for participation and attendance in an intensive service, not compensation for work performed for an employer. The payments are not considered earned income for tax purposes under the General Welfare Exception in the IRS Internal Revenue Code, nor are the payments considered gross income that would be reportable on a 1099-MISC or W-2.

Incentives are allowable as an award for clients who complete a work experience or other training related activities as outlined by the United States Department of Labor (USDOL).

Work Experience Agreement

A work experience must be provided through a written agreement with the worksite. The agreement must include:

- Responsibilities and expectations of the participant, the worksite employer, and the local area representative;
- Job title, duties, and goals for the participant;
- The length of the work experience;
- The incentive/stipend rate for the participant;
- The requirements for participants and worksite supervisors to complete/sign timesheets.

References:

- Workforce Innovation and Opportunity Act (WIOA) Sections 126-129
- 20 CFR 680, 681, and 683
- Training and Employment Guidance Letters (TEGL) 19-16 and 21-16
- 29 CFR 570 - 579

Approved:

Signed by:

Date of VCW – Northern Region Board Approval

David A. Hunn, Executive Director



 NORTHERN REGION

Virginia Career Works – Northern Region Youth Incentive Policy

Policy Number: 2020-02

Effective Date: December 3, 2020

Purpose: The purpose of this policy is to provide guidance to Title I Workforce Innovation and Opportunity Act (WIOA) Youth program for granting incentive awards to enrolled participants in a uniform and consistent manner within the policy parameter.

Background:

Incentives are allowable to youth enrolled in the WIOA Title I Youth Program. They are intended to be used to encourage and motivate the participant to reach specific goals and obtain positive outcomes, as outlined in the Individual Service Strategy (ISS). Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences.

Policy

Virginia Career Works – Northern utilizes a Youth Incentive Policy as part of the Area XI WIOA Youth Employment Program. An incentive is a payment to a WIOA Youth participant for the successful participation and achievement of expected outcomes defined in the individual's ISS. The incentive award must be linked to a tangible achievement and must be tied to training and education, measurable skill gain and/or credential attainment as identified in the ISS. Incentives are considered awards for achievement and participation in the 14 youth program elements. Such achievements must be documented in the participant's file as the basis for an incentive award payment.

Active WIOA-enrolled youth may be considered for incentive disbursements up to \$2,000 while involved in the WIOA Youth Program. There are no circumstances where this amount may be exceeded without approval by the VCWN Executive Director. Incentive disbursements do not include stipends or training subsidies. As described in the previous paragraph, "WIOA enrolled" requires an active WIOA youth case record in the Virginia Workforce Connection (VAWC), an initiated Individual Service Strategy (ISS), and all WIOA required eligibility documentation. "Active" involves a participant who is fully participating in necessary activities and has engaged in attaining WIOA Youth Common Measure outcomes. This includes a participant who is in his or her one-year follow-up period after case closure.

Supporting comment(s) must be entered in the participant record that briefly explains why the incentive was given. It is the responsibility of the requesting staff to complete required paperwork/documentation and make all comment entries.

Achievements eligible for an incentive award during active participation:

- Measurable Skills Gains (**\$50 gift card**)
- Attainment of Secondary Credential or its Equivalent (**\$100 gift card**)
- Attainment of Occupational Skills Certificate (**\$50 gift card**)
- Entering Post-Secondary Education (**\$25 gift card**)
- Attainment of Unsubsidized Employment (**\$25 gift card**)
- Completion of an entrepreneurial training and/or Attainment of a Business License or its equivalent (**\$100 gift card**)

Achievements eligible for an incentive award during 12 months of follow-up:

- Attainment of Secondary Credential or its Equivalent (**\$100 gift card**)
- Attainment of Occupational Skills Certificate (**\$50 gift card**)
- Entering Post-Secondary Education (**\$25 gift card**)
- Retention of Unsubsidized Employment during the 2nd and 4th quarter follow-up (**\$25 gift card**)

Unless otherwise approved, incentive disbursements will be in the form of a gift card not to exceed the following amounts unless otherwise approved by the Program Supervisor.

Disbursements are limited to the actual incentives (e.g., gift cards) available at time of request unless other arrangements are approved. Incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

WIOA Youth Incentives are not intended as emergency assistance, but rather as a compliment to services provided and/or recognition of youth's personal attainment goals. WIOA Youth in need of emergency assistance must be referred by appropriate serve provider.

WIOA Youth Program staff shall maintain required documentation in the participant's case file detailing the distribution and management of awards. At a minimum, WIOA Youth staff shall document the need for the incentive and justify issuance of the incentive in the participant's Individual Employment Plan and in the Virginia Workforce Connection system (VaWC). Service providers will also maintain records verifying the participant received the incentive through an original signature on a receipt form and documentation showing the type of incentive awarded (i.e. copy of a check, copy of a gift card, etc.). It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and participant activities to ensure compliance in accordance with this policy and other cited references.

References:

- Workforce Innovation Opportunity Act; Final Rules, U.S. Department of Labor, Employment and Training Administration, (20 CFR 681.580 and 20 CFR §681. 640)
- Virginia Community College System, Virginia Workforce Letter #14-02

Related Form:

- WIOA Youth Incentive Verification Form

Approved:

Signed by:

Date of VCW – Northern Region Board Approval

David A. Hunn, Executive Director



NORTHERN REGION

Virginia Career Works – Northern Region WIOA Priority of Service Policy

Policy Number: 2020-04

Effective Date: December 7, 2016

Revised: December 3, 2020

Purpose: To create a Priority of Service Policy that establishes a process and priority ranking system which gives priority for services to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient served with WIOA adult funds.

Background:

Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, Virginia Career Works Center staff responsible for WIOA Title I Adult funds must give statutory priority of service to individuals who are: recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient in the provision of individualized career services and training services. Under WIA, priority was required to be given to public assistance recipients and low-income individuals when States and local areas determined that allocated funds were limited. Under WIOA, priority must be provided regardless of the level of funds. WIOA also expanded the priority to include individuals who are basic skills deficient. WIOA provides a focus on serving individuals with barriers to employment, and the intent of this priority in the law is to ensure access to these populations on a priority basis. Priority of Service does not apply to the dislocated worker or youth programs.

Definitions:

The term “Priority of Service” means when an eligible individual receives access to a service earlier in time than an individual not in a priority group or, if the resource is limited, the person in the priority group receives access to the service instead of a person outside any priority group.

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

1. Recipients of public assistance; or
2. Other low-income individuals; or
3. Individuals who are basic skills deficient.

“*Covered Person*” – as defined in section 2(a) of the Jobs for Veterans Act (JVA) of 2008 means a veteran or eligible spouse. A veteran is defined as a person who served at least one day in the active military, naval, or air service and who was discharged under conditions other than dishonorable, as specified in 38 U.S.C. 101(2).

“*Recipients of Public Assistance*” -These are individuals who receive, or, in the past six months received, or are a member of a family that is receiving or in the past six months has received, assistance through one or more of the following:

1. Supplemental Nutrition Assistance Program
2. Temporary Assistance for Needy Families
3. Supplemental Security Income
4. State or local income-based public assistance

“*Veteran*” - a person who served in the active military, naval or air service, and who was discharged or released under conditions other than dishonorable.

“*Eligible Spouse*” - as defined in section 2(a) of the JVA means the spouse of any of the following individuals:

1. Any veteran who died of a service-connected disability;
2. Any member of the Armed Forces serving on active duty who, at the time of application for service under this section, is listed in one or more of the following categories and has been so listed for a total of more than 90 days: (I) missing in action; (II) captured in the line of duty by a hostile force or (III) forcibly detained or interned in line of duty by a foreign government or power;
3. Any veteran who has a total disability resulting from a service-connected disability as evaluated by the Department of Veterans Affairs;
4. Any veteran who died while having a disability, as indicated in bullet (3) of this definition was in existence.¹ A spouse whose eligibility is derived from a living veteran or service member (i.e., category 2 or 3 above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

A “*low-income individual*” is an individual who:

1. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
2. Received an income, or is a member of a family that received a total family income, for the six-month period prior to application for the program that, in relation to family size, does not exceed
 - a. The Federal Poverty Line for an equivalent period; or
 - b. 70 percent of the Lower Living Standard Income Level (LLSIL) if not employed at the time of eligibility determination; or
 - c. 150 percent of the Lower Living Standard Income Level (LLSIL) if employed at the time of eligibility determination.
3. Is a member of a household that receives food stamps;
4. Qualifies as a homeless individual;
5. Is a foster child;
6. Receives, or is eligible to receive a free or reduced price lunch; or
7. Is an individual with a disability whose own income meets the requirements of this clause, but who is a member of a family whose income does not meet requirements.

An individual who is “*basic skills deficient*” is an individual who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society. An adult may be assessed as basic skills deficient through case manager observations and documented in case notes. For example, the career planner may observe that the adult is not able to read or fill out an application form, or does not have basic computer literacy. A case manager may also document basic skills deficiency using any one of the following:

1. Basic skills assessment questions or test results (e.g. CASAS, TABE)
2. School records
3. Referral or records from a title II Adult Basic Education program
4. Referral or records from an English Language Learner program

If a standardized test is used to assess basic skills, the test should include reading, writing, or computing skills. Lacking soft skills or specific skills needed for a particular job may not be used to determine an otherwise high-functioning individual as basic skills deficient.

Individuals with Barriers to Employment:

- (1) Displaced homemakers
- (2) Low-income individuals
- (3) Indians, Alaska Natives, and Native Hawaiians
- (4) Individuals with disabilities including youth who are individuals with disabilities
- (5) Older individuals (55 and older)
- (6) Ex-offenders
- (7) Homeless individuals (as defined in the Violence Against Women Act), or homeless children and youths (as defined in the McKinney-Vento Homeless Assistance Act)
- (8) Youth who are in, or have aged out of, the foster care system.
- (9) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- {10} Eligible migrant and seasonal farmworkers
- (11) Individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (TANF)
- (12) Single parents (including single pregnant women)
- (13) Long-term unemployed individuals
- (14) Such other groups as the Governor involved determines to have barriers to employment [WIOA Sec. 3(24)]

Non-Covered Person - Refers to an individual who isn't a veteran or eligible spouse, and who may or may not be in the WIOA priority groups.

Policy:

Priority of service means that individuals in the targeted groups (public assistance recipients, other low-income individuals, and individuals who are basic skills deficient) are given priority over other individuals for receipt of individualized career services and training services funded by the WIOA Title I Adult program. Veterans within these groups receive priority over non-veterans. Adult priority is determined for the targeted groups during eligibility and enrollment. Priority of service guidelines shall determine the order of precedence for delivery of individualized career and training services to those who have been deemed eligible under the Adult Title I program.

Priority of service applies to the selection procedure for services, to include individualized career and training services, in the following manner: if there is a waiting list for the service, priority of service is intended to require that a person in a priority group goes to the top of that list. Once a person outside any priority group has been approved for funding and accepted/enrolled in a training class, priority of service does not allow a person in a priority group to "bump" the enrolled person from that training class.

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

1. First, to veterans and eligible spouses who are also included in the WIOA Priority groups given statutory priority for WIOA Adult formula funds. This means that veterans and eligible spouses who are public assistance recipients, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIDA Adult formula funds for individualized career services and training services.
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the WIOA Priority groups given statutory priority for WIOA Adult formula funds.
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Fourth, to priority populations established by the Governor and/or the Virginia Career Works – Northern Region. As of the date of this policy, Veterans are a priority population established by the Governor. Virginia Career Works – Northern Region has identified *Individuals with Barriers to Employment* as priority populations, and as defined in WIOA and above.

5. Last, to non-covered persons outside the WIOA Priority groups given priority under WIOA.

The established priority of service criteria outlined above does not mean that individualized career and/or training services may only be provided to recipients of public assistance, low-income individuals, and individuals who are basic skills deficient. The Virginia Career Works – Northern Region may serve eligible individuals that do not fall into a priority group, if the eligible individuals are facing barriers to employment.

Priority of service cannot be waived. (20 CFR 1010.250) Priority of service does not guarantee that by virtue of his/her status an individual will always receive service. The individual must be eligible and able to benefit from the services. (20 CFR 680.600(b)) Once another participant is enrolled in a WIOA individualized career or training service, that participant may not be displaced by an individual who qualifies for priority of service.

To monitor implementation of Priority of Service locally, Virginia Career Works – Northern (VCWN) and the One-Stop Operator management staff will run reports from the Virginia Workforce Connection (VaWC) quarterly and review the results to ensure there are no discrepancies in implementation of Priority of Service. If any are found, they will be addressed for remediation, as needed.

Requirements:

Individuals eligible for priority of service at the time of WIOA application will be notified of:

- Priority of Service entitlement
- The full array of employment training and placement services available
- Applicable eligibility requirements for programs and services.

Priority status must be verified when a customer is to receive individualized career or training services. WIOA Case Managers must complete a WIOA Priority of Service status form to document the Priority of Service category and maintain the form in the customer's file.

WIOA Case Managers must ensure that individuals who qualify for priority of service receive career and training services before other non-covered individuals and receive first priority on any waiting lists that are maintained for training slots. However, once a participant is enrolled in a workshop, training, or service, he or she may not be displaced by an individual qualified for priority of service.

References:

- WIOA Section 134(b)(3)(E);
- Jobs for Veterans Act (JVA) of 2008;
- TEGL 3-15 (Guidance on Services Provided through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act (WIOA) and Wagner Peyser, as Amended by WIOA, and Guidance for the Transition to WIOA Services);
- 20 CFR Parts 676, 677, and 678 - Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule
- Virginia Workforce Letter 18-04

Approved:

Signed by:

Date of VCW-Northern Region Board Approval

David A. Hunn, Executive Director

Department of Family Services

Employment & Training Team Report

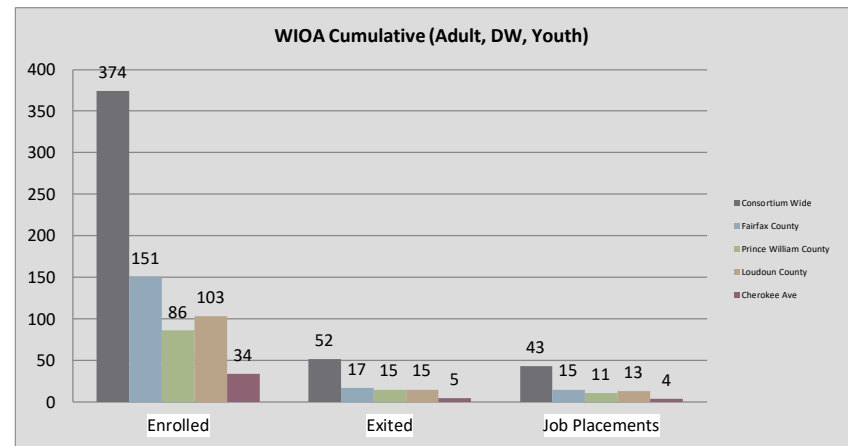
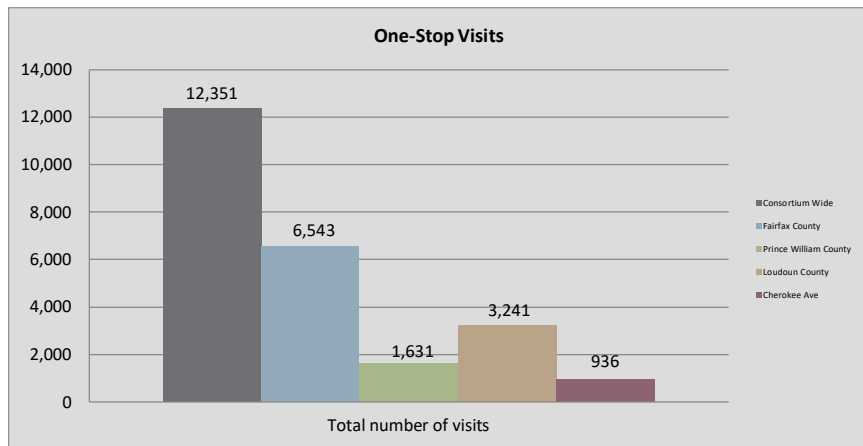
October 2020

- Pages 1-2: Workforce Innovation and Opportunity Act Program
- Page 3: Workforce Innovation and Opportunity Act/ Other Grants
- Page 4: Fairfax Alternative Incarceration Branch (AIB) Center
- Page 5: ITA and OJT Breakdown
- Page 6: Senior Community Service Employment Program (SCSEP)
- Page 7: Economic Equity Initiative (EEI)- Prince William Manassas Regional Adult Detention Center (PWMRADDC)



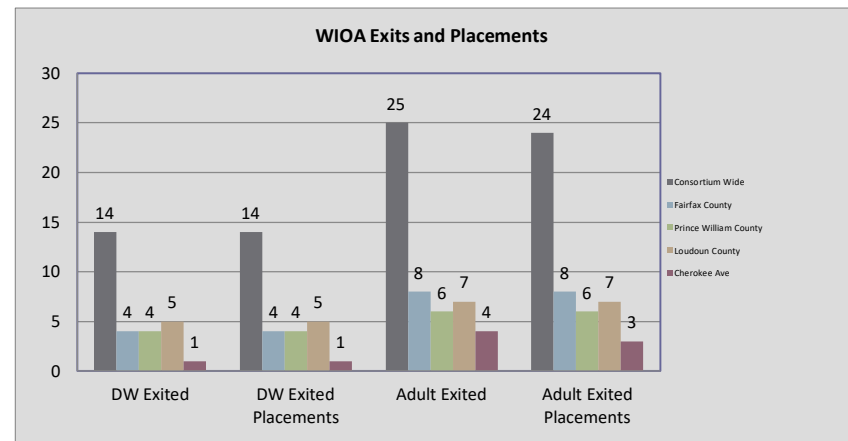
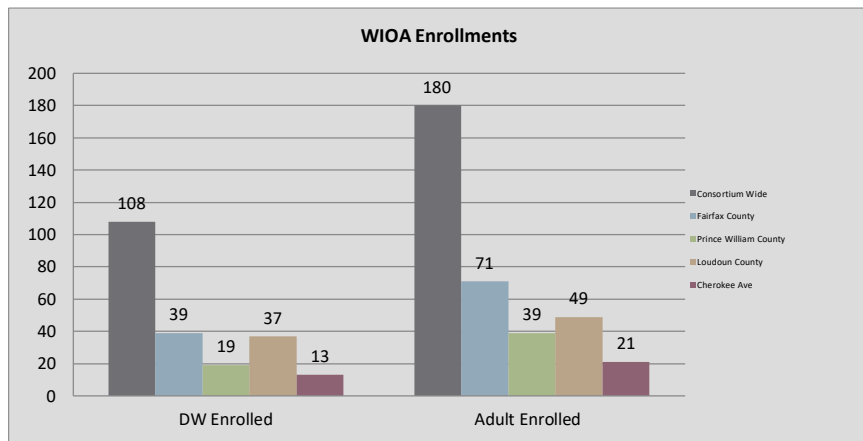
Northern Virginia Workforce Development Area, LWDA XI
WIOA Adult, Dislocated Worker, and Youth Statistics (July 1, 2020-October 31, 2020)

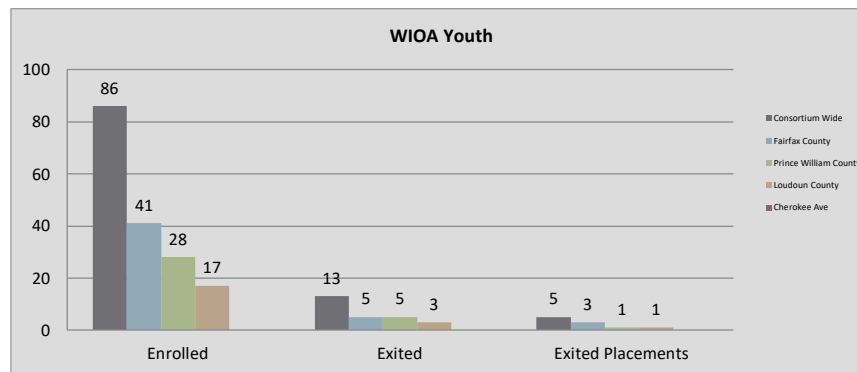
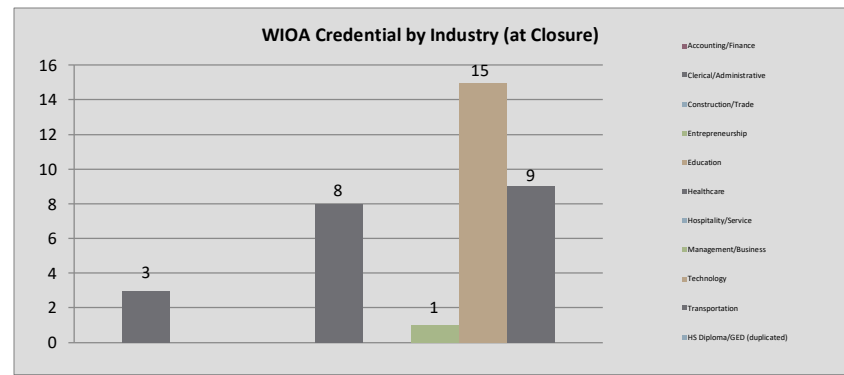
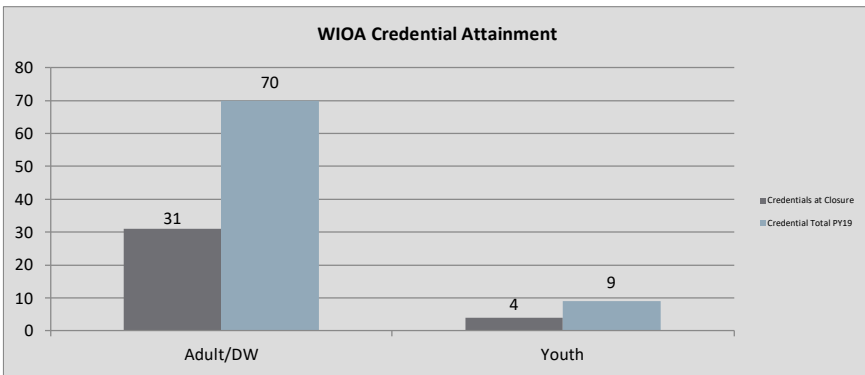
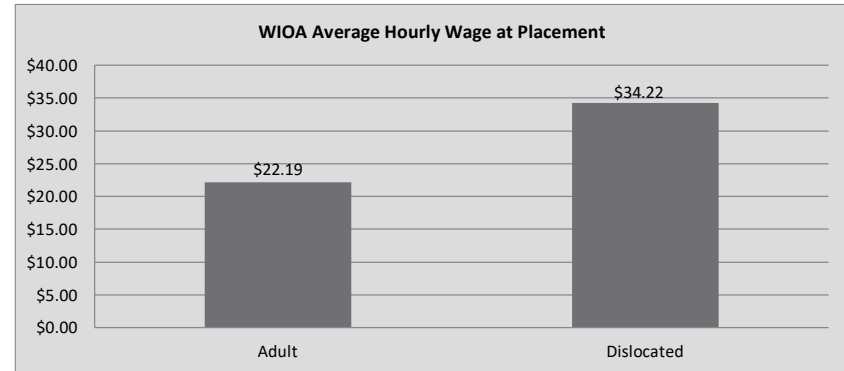
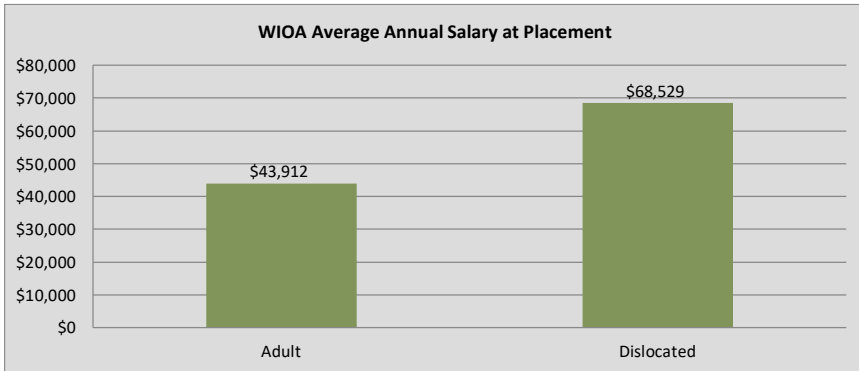
At-A-Glance			
One-Stop Services*	WIOA Services (Youth/Adult/DW)	All Employment & Training Programs	
Center Visits	12,351	Total Participants	374
One-Stop Job Placements	11	WIOA Job Placements	43
Average Hourly Wage at Placement	\$16.12	Average Hourly Wage at Placement (Adult)	\$22.19
* Visit numbers include virtual service delivery as well as in person appointments at VCW Fairfax Annandale, VCW Prince William and VCW Loudoun Employment Resource Center, since their re-opening. Core Placement numbers will counted on a quarterly basis.	Average Hourly Wage at Placement (DW)	Average Hourly Wage at Placement (Youth)	\$10.66
	Average Hourly Wage at Placement (Youth)	Credentials Received in PY20	79
	Credentials Received in PY20	Credentials Received at Closure	35
	Credentials Received at Closure		
		Total Enrolled	375
		Total Exited	52
		Total Job Placements	43
		Total Participants with Disabilities	62
		Total Veterans	13



*IWT not included, see Page 3 for Data

WIOA Breakdown - Adult, Dislocated Worker and Youth

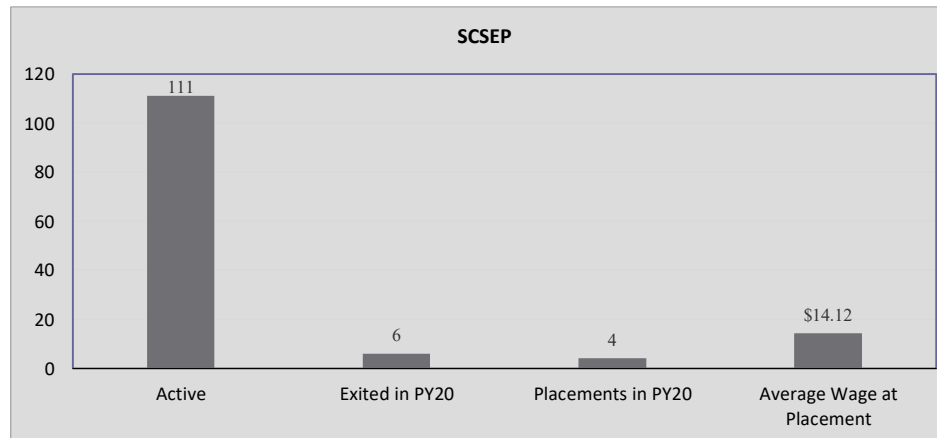
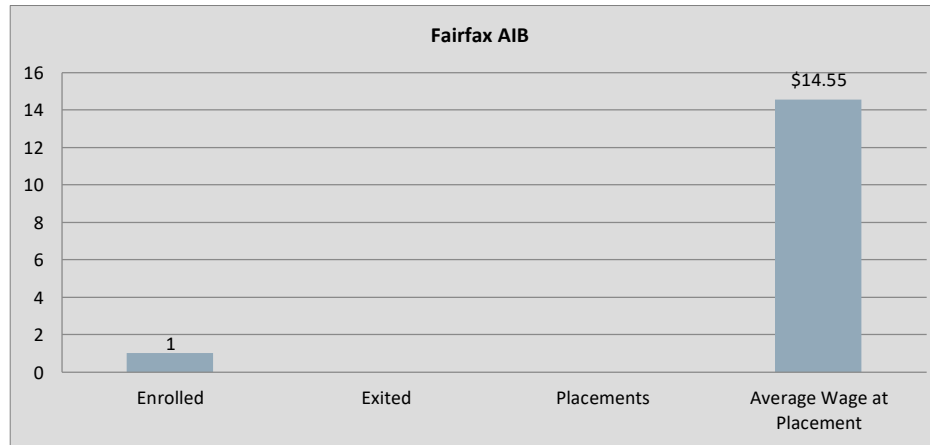




Northern Virginia Workforce Development Area, LWDA XI

WIOA Grants and Other Programs Statistics (July 1, 2020- October 31, 2020)

Non WIOA Grants

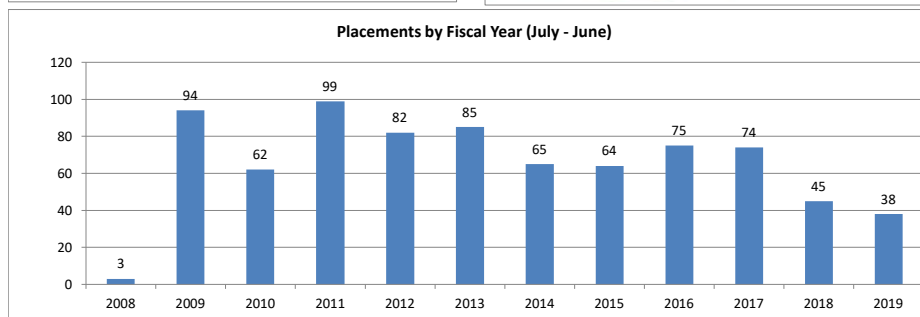
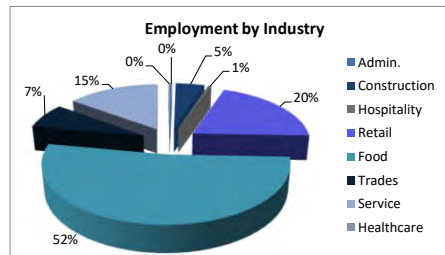
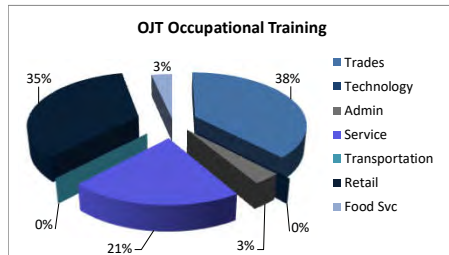


Fairfax AIB (Alternative Incarceration Branch) Center
Monthly Report

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Enrolled	0	0	0	0								
Placed in Employment	0	0	0	0								
Exited	0	1	0	0								
Employed at Exit	0	1	0	0								
Unemployed at Exit	0	0	0	0								
Currently Employed	1	0	0	0								
Other Fairfax Inmates served			1	2								
Average Hourly Wage	\$14.50	\$14.55	\$14.55	\$14.55								

Cumulative	
Enrolled	938
Non-Exited Placements	132
Exited	790
Unemployed at Exit	127
Employed at Exit	658
Insured by Federal Bonding	68
Total Bonding Value	\$340,000
Total On the Job Trainings	29
On the Job Training Expenditures	\$62,628
Re-Offended	74

Recidivism Rate 8%



Sample of Monthly Placements

Positions	Employers	Wage
Laborer	Shirley Contracting	\$12.00
Crew	Chipotle	\$10.75
Laundry Attendant	I&L Laundry	\$9.00

BREAKDOWN REPORT ON ITAS AND OJTS

July 1, 2020 -October 31, 2020

ITAs / INDUSTRY	Obligated Funds	Additional Training Expenses	WIOA YOUTH		WIOA ADULT/DW/CARE Acts		TOTAL
			Number	Percent	Number	Percent	
Accounting/Finance (AF)	\$3,663		0	0.00%	6	3.35%	6
Clerical / Administrative (CA)	\$20,388		7	43.75%	13	7.26%	20
Construction / Trade (CT)	\$24,900		0	0.00%	8	4.47%	8
Education (Ed)	\$140		0	0.00%	1	0.56%	1
Healthcare (He)	\$84,149		7	43.75%	37	20.67%	44
Hospitality / Services (HS)	\$6,530		1	6.25%	1	0.56%	2
Literacy Activities (LA)	\$5,754		1	6.25%	10	5.59%	11
Management/Business (MB)	\$12,069		0	0.00%	9	5.03%	9
Technology (Tech)	\$121,856		0	0.00%	54	30.17%	54
Transportation (Tr)	\$121,500		0	0.00%	40	22.35%	40
Others	\$0		0	0.00%	0	0.00%	0
TOTAL	\$400,949	\$0	16	100.00%	179	100.00%	195

AF: bookkeeping

CA: Administrative Certificate, MS Office Certificate

CT: HVAC, plumbing, electric

Ed: teaching, childcare

LA: ESL, basic computer

He: medical, dental, pet health

HS: food, design, massage, hair

Tech: information technology

Tr: CDL (A & B or endorsement)

MB: government contracts, HR, project management

ITA Obligated by Grants	Training Amount
WIOA Adult	\$73,981
WIOA Dislocated	\$62,962
WIOA Youth	\$29,387
CARE Acts --Manassas	\$47,350
CARE Acts--PW County	\$179,409
CARE Acts --Manassas Park	\$6,100
CARE Acts--Unrestricted	\$1,760
TOTAL	\$400,949

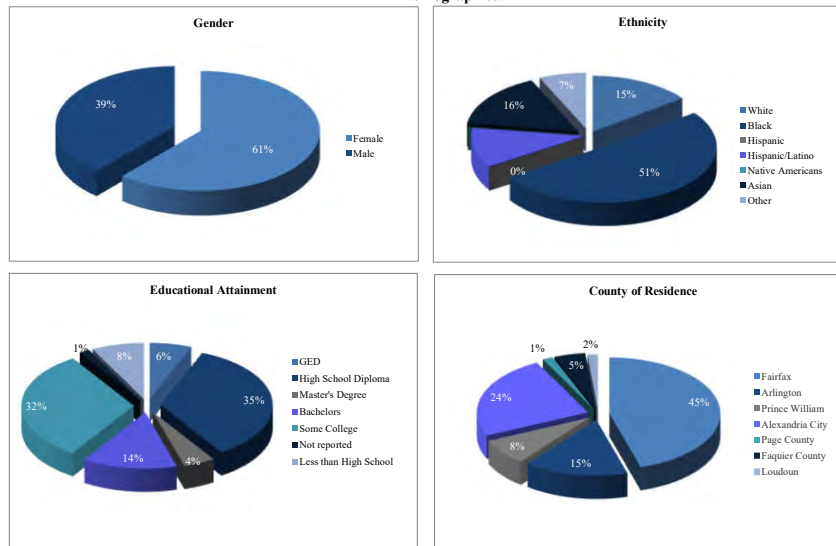
OJT Obligated by Grants	OJT /WEX Amount
WIOA Adult	\$4,998
WIOA DW	\$0
Youth	\$3,100
CARE Acts --Manassas	\$0
CARE Acts--PW County	\$31,828
TOTAL	\$39,926

OJTs & WEX / INDUSTRY	Obligated Funds	WIOA YOUTH		WIOA A/DW/CARE Acts		TOTAL
		Number	Percent	Number	Percent	
Accounting/Finance (AF)	\$4,998	0	0.00%	1	12.50%	1
Clerical / Administrative (CA)	\$6,795	0	0.00%	2	25.00%	2
Construction / Trade (CT)	\$23,138	1	100%	4	50.00%	5
Education (Ed)	\$0	0	0.00%	0	0.00%	0
Healthcare (He)	\$4,995	0	0.00%	1	12.50%	1
Hospitality / Services (HS)	\$0	0	0.00%	0	0.00%	0
Literacy Activities (LA)	\$0	0	0.00%	0	0.00%	0
Management/Business (MB)	\$0	0	0.00%	0	0.00%	0
Technology (Tech)	\$0	0	0.00%	0	0.00%	0
Transportation (Tr)	\$0	0	0.00%	0	0.00%	0
TOTAL	\$39,926	1	100.00%	8	100.00%	9

Northern Virginia Workforce Area #11
SCSEP Monthly Report

SCSEP Eligible Clients Identified	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
SCSEP Active Participants Each Month	98	105	106	111								
Participants on LWOP	3	7	6	8								
New SCSEP Enrollments	10	8	3	6								
Average Age of Enrolled	66	66	67	66								
New SCSEP Applicants	10	10	4	3								
Referred to Identified Host Site	1	2	1	2								
Exited from Program	2	1	3	0								
Exited with Placement	1	1	2	0								
Average Employed Wage	\$ 13.07	\$ 11.03	\$ 14.12	\$ 14.12								
Active Host Site Agencies	32	32	32	32								
Host Site Agencies with Slots	2	2	1	3								
Number of Available Slots	2	2	1	5								
Potential Host Site Agencies Contacted	x	2	0	2								
Referral from WIOA One Stop Centers	x	1	1	1								
Dual Enrolled with WIOA	1	0	0	1								

Demographics

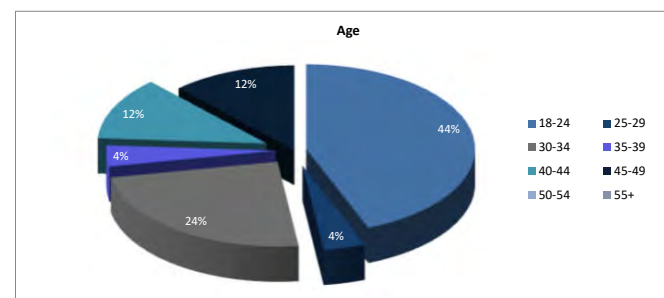
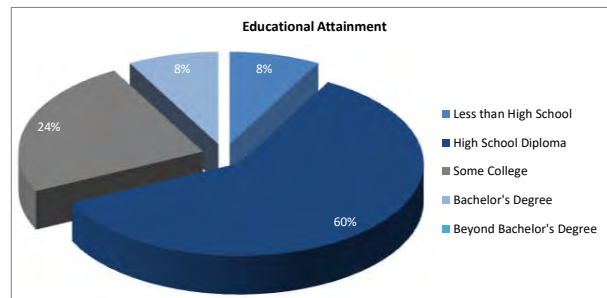
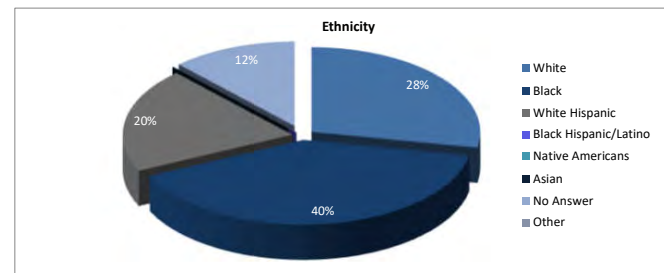
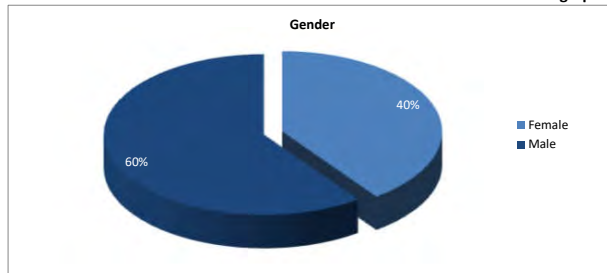


**Northern Virginia Workforce Area XI
Economic Equity Initiative (EEI)
Prince William - Manassas Regional ADC Job Center
Monthly Report**

	Sep-19 - Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Cumulative
Total Center Visits	-	141	43	0	0	0	0	0	13	72						269
Unique Center Visits	-	32	9	0	0	0	0	0	5	20						66
Total Placements	-	19	5	1	0	0	0	0	0	7						32
Wages at Placements	-	\$ 12.43	\$ 17.18	\$ 13.00	-	-	-	-	-	13.71						\$13.55
Enrolled in EEI Only	-	-	2	1	0	0	0	0	0	2						5
EEI Entered Employment	-	-	0	0	0	0	0	0	0	2						2
EEI Exited	-	-	0	0	0	0	0	0	0	0						0
EEI Wages at Exit	-	-	-	-	-	-	-	-	-	-						-
Enrolled in WIOA*	8	2	3	3	0	1	1	1	1	2						22
Entered WIOA-funded Training	3	0	0	0	2	1	1	1	2	0						10
Received a Credential	0	0	0	1	0	0	0	2	0	0						3
WIOA Entered Employment	0	0	0	0	1	0	1	0	0	1						3
WIOA Exited	0	0	0	0	1	0	1	0	0	0						2
WIOA Employed at Exit	0	0	0	0	1	0	1	0	0	0						2
WIOA Wages at Exit	-	-	-	-	\$18.00	-	\$25.00	-	-	-						\$21.50

*All WIOA clients are also enrolled in EEI

Demographics of EEI and WIOA Enrolled



**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS MEETING**

SUMMARY SHEET

SUBJECT: Executive Director Items

The Executive Director will discuss the following items at the Board of Directors meeting.

- **FY 2021 Workforce Area #11 Training and OJT Commitments** – For FY 2021 (through October 2020), Workforce Area #11 obligated \$400,949 for 195 WIOA Adult, Dislocated Worker and Youth jobseekers. The summary of funding obligations by each approved training provider is included here. **Pgs. 1-2.**
- **VCW Northern Proposed Revisions to State WIOA 40% Training Policy** – In November, VCCS officials sought comments from certain Virginia local workforce areas on proposed revisions to the State WIOA 40% Training Expenditure Requirement policy. VCW Northern staff proposed revisions are reflected in the November memorandum. The State response is also shown here. The State 40% WIOA Training Expenditure Policy remains intact. **Pgs 3-6.**
- **Ongoing Submission of SSG Grant and Contract Proposals** – On behalf of Virginia Career Works Northern workforce programs, the *SkillSource* Group, Inc. continues to prepare and submit contract and grant proposals. The attached summary highlights recent proposal submissions and outcomes. **Pg. 7.**

Northern Virginia Workforce Innovation and Opportunity Act- Virginia Career Works Northern Region

FY 2021 ITA Provider Summary

July 1, 2020 - October 31, 2020

A. ITA Obligated by Providers

Provider (A-Z)	Training Amount	Number of ITA	Training Industries
1st CDL Training Center of NOVA	\$20,000	7	Transportation
AAA CDL School	\$38,000	12	Transportation
Astar Education Institute	\$7,424	5	Healthcare
Fairfax County Public School	\$3,087	5	Accounting / Finance, Clerical / Administrative
George Mason University	\$18,355	13	Management/Business, Technology, Accounting / Finance
Headz 1st	\$6,530	2	Hospitality / Services
Intellectual Point	\$63,555	31	Technology
International Language Academy of Washington DC	\$1,854	2	Literacy Activities
J.T. Pharmacy Training Program	\$1,050	1	Healthcare
JASA, Inc.	\$3,100	1	Construction/Trade
Johnny Apple Seed Association	\$24,900	8	Clerical/Administrative
Joyce Carelock Ministries	\$8,100	9	Technology
Learnix Tree Center	\$36,400	11	Technology
Marshall CDL School	\$6,000	2	Transportation
MedCerts	\$3,000	1	Healthcare
Medical Education Center	\$3,800	1	Healthcare
Metropolitan Institute of Health & Tech (MIHT)	\$34,100	13	Healthcare
Moon River Nursing Careers	\$5,000	2	Healthcare
Northern Virginia Community College	\$42,117	43	Technology, Clerical/Administrative, Education
ONLC Training Centers	\$1,595	1	Technology
Prince William Public School	\$100	1	Literacy Activities
Rose Hill Healthcare Resources	\$1,125	1	Healthcare
Security University	\$2,995	1	Technology
Shipper's Choice of VA	\$57,500	19	Transportation
TEK School	\$5,000	1	Technology
The Medical Education Center	\$3,300	1	Healthcare
Ultimate Health School	\$2,962	1	Healthcare
TOTAL	\$400,949	195	

B. ITA Obligated by Grants:

Funding	Training Amount
WIOA Adult	\$73,981
WIOA Dislocated	\$62,962
WIOA Youth	\$29,387
CARE Acts --Manassas	\$47,350
CARE Acts--PW County	\$179,409
CARE Acts --Manassas Park	\$6,100
CARE Acts--Unrestricted	\$1,760
TOTAL	\$400,949

**Northern Virginia Workforce Innovation and Opportunity Act--LWDA XI
FY 2021 OJT Provider Summary**

July 1, 2020 - October 31, 2020

A. OJT/WEX Obligated by Providers:

Provider (A-Z)	Number of OJT/WEX	Training Industries
G&B Holdings	1	Construction/Trade
C&J Security Services	1	Construction/Trade
Rose Hill Health Care	2	CA
Dulles Glass	1	Accounting / Finance
Smile Works Orthodontics	1	Healthcare
Legendary Custom Signs	2	Construction/Trade
JASA Inc.	1	Construction/Trade
Total	9	

B. OJT Obligated by Grants:

Grant	OJT Amount
WIOA Adult	\$4,998
WIOA DW	\$0
Youth	\$3,100
CARE Acts--Prince William	\$31,828
CARE Acts--Manassas	\$0
Total	\$39,926




NORTHERN REGION

Fairfax County | Prince William County | Loudoun County | City of Fairfax | City of Falls Church | City of Manassas | City of Manassas Park

November 20, 2020

TO: Thomas Sheeran
Andrea Glaze
Workforce Development Services Division
Virginia Community College System

FROM: David Hunn 
Executive Director

SUBJECT: **Virginia Career Works Northern Comments on Draft VWL No.14-17, Change 2, Minimum Training Expenditure Requirements**

Thank you for the opportunity to review and comment on the draft VWL 14-17, Change 2, Minimum Training Expenditure Requirement. I have combined my comments into three categories, as follows:

Calculating the Training Expenditure Level

The clarification of the calculation of the Annual Training Expenditure Rate is understandable and acceptable.

But implementing the State's priority on jobseeker training cannot happen without significant staffing commitments to support the jobseeker. I urge VCCS officials to include staff time to prepare the jobseeker for training through ITAs and employer-driven wage subsidies and for subsequent job placement. WIOA case management requirements are a critical component of the use of WIOA funding for jobseeker training and justifies those staffing costs inclusion within the WIOA Training Expenditure formula. Our local area has calculated that staff time for Training Case Management and Training Program Management costs make up approximately **21%** of our WIOA Adult and Dislocated Worker Case Managers' time in FY 2020.

As background, CareerSource Florida has implemented a WIOA training expenditure requirement that incorporates both **Training Case Management** and **Training Program Management** costs within their formula calculation guidance.

- **Training Case Management** costs are defined as staff costs directly related to developing, implementing, or coordinating authorized training programs (not services to individuals) for those enrolled in the WIOA Adult and Dislocated Worker programs. Also included is

any staff costs associated with developing, implementing, or coordinating regional training for eligible clients participating in training programs leveraged through other grants. Staff costs are limited to salaries and benefits.

- **Training Program Management** costs are defined as staff expenditures directly related to case management and job placement services for WIOA Adult and Dislocated Worker clients in training (not clients seeking training). This includes staff expenditures associated with the provision of support services to individuals while they are in training. Staff costs are limited to salaries and benefits.

Adding A COVID-19 (or Similar Disaster) Waiver

It is essential that the new VWL 14-17, Change 2, include a policy waiver provision for State officials to mitigate the local workforce area failure to meet the Training Expenditure Requirement due to unforeseen circumstances beyond control. The impact of the COVID-19 Pandemic continues unabated, both nationally and in the Virginia local workforce areas. Unemployment rates have catastrophically increased throughout Virginia since April 2020 and the current unemployment levels are unacceptable. With nearly all approved training providers closed during the second half of FY 2020 and many offering only online training into FY 2021, it remains unclear how State officials should expect local workforce areas to focus on the Training Expenditure Rate when so many other higher priority policy and program areas must be considered.

Necessary Revisions to VWL No.20-01 Sanctions and Appeals Process

The draft VWL 14-17, Change 2, references VWL 20-01 Sanctions and Appeals Process as part of the State's enforcement of the Training Expenditure Rate. The utilization of VWL 20-01 is appropriate, but a local area's failure to meet the Expenditure Training Expenditure Rate is not currently identified in either the Applicable Resolutions or the Levels One, Two or Three sanctionable actions. Moreover, the current VWL 14-17, Change 1 allows for a local workforce area to not meet the Expenditure Training Rate for two consecutive years before a State sanction is to be applied. That same grace period should remain available to local workforce areas under the revised VWL.

I can be reached at 703-795-0684 and david.hunn@vcwnorthern.com with questions.



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David Hunn, Executive Director
Virginia Career Works Northern Region
December 1, 2020

Dear Mr. Hunn,

Thank you for reviewing the proposed changes to VWL 14-17, Change 2, Minimum Training Expenditure Requirements. VCCS's response to each comment is provided by category below:

Calculating the Training Expenditure Level

Research conducted this past year included a project that examined a variety of elements related to The Code of Virginia, Chapter 4.2, Section 2.2-2472.2 that establishes the following requirements:

“A. Each local workforce development board shall allocate a minimum of 40 percent of WIOA Adult and Dislocated Worker funds to training services as defined under § 134(c)(3)(D) of the WIOA that lead to recognize postsecondary education and workforce credentials aligned with in-demand industry sectors or occupations in the local area or region.”

The evaluation project was conducted to determine the effectiveness of the legislative requirement. VCCS was able to use the official system of record for both participant and fiscal information for comparability.

Various data elements were examined from PY13 to PY17 including:

- **Statewide expenditures on Personnel, Operations, Training, and Supportive Services**
- **Statewide WIOA Title I Enrollment**
- **WIOA Title I Adult & DW Local Formula Funding Availability**

The result of the evaluation revealed there was no correlation between the higher training requirement and the actual cost of operations and services provided in the periods analyzed. The outcome of the research strengthened the rationale supporting both the law and procedure currently in place in Virginia relative to minimum expenditure training requirements.

Adding a COVID-19 Waiver

For PY19 there will be no penalty to any LWDA for not meeting the 40% Training Expenditure Requirement due to the COVID-19 pandemic. VCCS recognizes that the COVID-19 pandemic has caused the temporary physical closure of AJCs and has caused the centers to transition to providing services to customers in a virtual format. VCCS recognizes that though unemployment has risen, job seekers are not seeking out training opportunities until the pandemic subsides.

VCCS will address through the annual monitoring process.

Necessary Revisions to VWL 20-01 Sanctions and Appeals Process

VCCS does not agree with the assessment that failure to meet the Training Expenditure Rate is not currently identified in VWL 20-01 Sanctions and Appeals Process.

VWL 20-01 states:

The WIOA Title I Administrator may impose sanctions with resolutions on a subrecipient for failure to comply with applicable federal, state, or local laws and regulations, policies, or terms and conditions of applicable awards and contracts, etc (Applicable Resolutions section page 2)

Level –Two Sanction

iii. Failure to meet negotiated levels of programmatic or fiscal performance for the same performance measure under WIOA Title I formula funds for two consecutive years, or for the performance period established under other grants issued under WIOA

Failing to meet the Training Expenditure Requirement for 2 consecutive years would result in a level two sanction as the requirement is a fiscal performance measure required by state law.

Thank you for your comments.

Sincerely,

Thomas Sheeran, Grants Administration Manager
Andrea Glaze, WIOA Title I Administrative Coordinator

The <i>SkillSource</i> Group, Inc.				
SUMMARY OF PENDING FUNDING AND DEVELOPMENT ACTIVITIES				
To The Virginia Career Works Northern Board of Directors December 3, 2020				
Project Name/Solicitation	Funding Request	SSG Funding	#s to Be Served	Proposal Status
Shenandoah Valley Workforce Development Board Grant Accounting Services Proposal (6 Months)	\$29,651	\$29,651	-	Submitted in September 2020
Federal Labor - Virginia Community College System COVID-19 Disaster Recovery Assistance Grant	\$215,000	\$215,000	27	APPROVED
Commonwealth of Virginia CARES Act Funding (Through Fairfax County Government on Behalf of Virginia Career Works Northern Region)	\$1,500,000	\$45,000	45	APPROVED
U.S. Department of Labor H1-B One Workforce Grant Program	\$4,605,354	\$2,840,138	660	Submitted In November 2020
Total Funding Requested in Pending Proposals	\$6,350,005	\$3,129,789	732	