



NORTHERN REGION

Board of Directors Meeting

Agenda and Meeting Materials

**Thursday June 1, 2023
8:30 a.m. – 10:30 a.m.**

In Person at 8300 Boone Blvd., 4th Floor, Vienna, VA 22182 and

By Zoom Meeting

<https://us02web.zoom.us/j/87288613494?pwd=V3FVK2J1Z2xMSnc1bDZYVHJONXAuUT09>

Meeting ID: 872 8861 3494

Passcode: 371230

**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS
Quarterly Meeting**

**Thursday June 1, 2023
8:30 a.m. - 10:30 a.m.**

Roll Call

Chairman's Report

Approval of March 2, 2023 Quarterly Board Meeting Summary Notes

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

Introduction of New Virginia Career Works Northern Region Board Members

Necessary Board Actions Aligned with Approved 2021 – 2024 Strategic Priorities

Become a Thought Leader for Workforce Development

- Ratification of Updated FY 2023 *SkillSource* Group /Virginia Career Works Northern Budget
- Ratification of Proposed FY 2024 *SkillSource* Group /Virginia Career Works Northern Budget
- Approval of FY 2024 Eligible Training Providers for Virginia Career Works Northern Region and New State Policy for Certification of Eligible Training Providers

Expand Talent Pipeline of Youth and Adults for Business

- Implementing the New Virginia Referral Portal Implementation Plan

Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals

- Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2023

Build Sustainable Partnerships with Region's Targeted Industries

- Collaboration with Northern Virginia Chamber of Commerce on Regional Work-Based Learning
- Collaboration with Dominion Energy on Federal Infrastructure Grant Proposals

Board Business Items

- Program Management Reports
- Executive Director Items

Adjourn

Virginia Career Works Northern Region

Thursday, March 2, 2023

Quarterly Board of Directors Meeting

Summary Notes

Members Present:

Shekera Alvarado	George Harben	Todd Rowley
Robert Bartolotta	Debora Harvey	Roopal Saran
Michael Becketts	Roxana Mejia	Cindy Shao
Glenda Blake	Fatimah Ogungbade	Karen Smaw
Anthony Cancelosi	Derwin Overton	Zuzana Steen
Louis Cernak	Jennifer Pardo	William Trumbull
Joseph Diaz	Steven Partridge	Hector Velez
Sheila Dixon	Leanne Rerko	Michele Weatherly
Edward Dupass	Christopher Rieley	

Executive Director: David Hunn

Staff: Sabrina Miller, Seema Jain, Nancy Nguyen, Rebecca Bennett, Wossenu Weldekiros, Deborah Shaffer Sheila Jones, Karla Quiroz, Ann Hyslop, Angela Harris, Susan Baker, Mark Chernisky, Claudia Barrios, Lauren Parker, and Eliza Chappell

Observers: Lisa Tatum, Desiree Roberts, Diane McBride, Tatiana Nuth, Trang Montgomery, Lisa Vivian, Greg Vaughn, Jamie Hudson, William Browning, Kimberly Carr, Shelly Rodriguez, Lily Parker, Mark Brickey, John Garrison, Susan Orehowsky, Kayla May, Linda Siam, Sandra Zacarias, Deirdre Williams, and Dorthea Brown

The meeting commenced at **8:32 a.m.**

Board Member Roll Call: Sabrina Miller conducted roll call and a quorum was met.

Approval of December 1, 2022 Summary Notes: A motion was made by George Harben to approve the Board Summary notes from December 1, 2022 and was seconded by Michael Becketts. The Summary Notes were approved unanimously by the full Board of Directors, with no abstentions.

Chairman's Report:

Mr. William Trumbull, the Chairman of the Virginia Career Works Northern Region Board of Directors, welcomed the Board to the meeting.

Mr. Trumbull discussed a recent article from The Washington Post noting performance problems with a particular workforce training provider that has a national reach. The article highlights the challenges that local workforce areas have in approving, monitoring and overseeing dozens of approved training providers – in our local area, we have over 75 providers with hundreds of

training programs available to jobseekers. The training provider, MedCerts, is quite active in Virginia, but fortunately our local workforce area has not spent any funding with them in FY 2023.

This past week, several Virginia Career Works Northern Board members were nominated and were selected for awards by the Prince William Chamber of Commerce – in particular, Didlake, Inc., represented by Joseph Diaz of the Board was selected for its services to the Prince William Community. In addition, the Prince William County Department of Economic Development, represented on our Board by Michele Weatherly, was selected for the Department's strong partnership with Amazon and the Marine Corps Base at Quantico, Virginia.

Mr. Trumbull updated the board on interactions with Congresswoman Abigail Spanberger, who was seeking to learn more about the Northern Virginia region, given her congressional district being redistricted for the 2022 election to include much of Prince William County, going as far west as Manassas. VCWN met with the Congresswoman and her staff at the Prince William Workforce Center, discussed our work in the region and responded to her questions on the local area. As a follow-up, David Hunn was invited to a local Northern Virginia event with President Biden in February 2023.

At the December 2022 meeting, the Board spent significant time discussing Virginia Governor Youngkin's proposal to consolidate multiple State workforce agencies under a new Department of Workforce Development and Advancement. This legislation has worked its way through the Virginia General Assembly, passing both the House of Delegates and the Senate, and is now awaiting signature by the Governor. Mr. Trumbull thanked a number of Board Members who volunteered to participate in our Legislative Review Task Force and who worked with Board staff to review the multiple versions of the Consolidation Legislation – Those Board Members include Rob Bartolotta, George Harben, Susan Mitchell, Roopal Saran, Karen Smaw, Tony Canselosi, Shekera Alvarado, Debora Harvey, Michele Weatherly and Glenda Blake. Michael Beckett's Deputy Director, Alycia Blackwell, was also very helpful in this review.

Mr. Trumbull noted that the Board will be diving into more details on the new Virginia Referral Portal, for which staff submitted an Implementation Plan to the State in late February. Mr. Trumbull also drew attention to the publication of the annual Return on Investment Report, prepared by Chmura Economics and Analytics – the Report for FY 2022 shows that through the work of the Virginia Career Works Northern Region and job placements and support of employers, for every public dollar spent on VCWN programs, the region generated more than \$5 dollars in economic activity – a significant figure which we all need to highlight regularly to elected officials and the general public.

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

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 December 2022, the SSG Board of Directors met in mid-December and early February and acted on the following items:

- Reviewed and approved the 2022 IRS Form 990, annual non-profit tax forms, to the Internal Revenue Service. This submission, and all of our past year forms, are available on the Virginia Career Works Northern website, if you wish to review. I again thank Nancy Nguyen of the SSG staff, for overseeing this entire process this year and working with our contract auditors.
- As discussed at the December 2022 Virginia Career Works Board Meeting, the SkillSource Group is continuing to fund armed security guards at two American Job Centers in Northern Virginia, Alexandria and Woodbridge, which include Virginia Employment Commission employees. This security contract will continue through June 2023 and we will begin considering options for FY 2024, starting in July. The Virginia Employment Commission is providing no funding to support these security guards. The Virginia Secretary of Labor did approve 50% of funding support to certain local workforce boards and our area received \$40,000 for the six month period, with the remaining costs absorbed from our budget.
- The SkillSource Group Board approved multiple Incumbent Worker Training contracts for IT and food safety certifications. SkillSource has significant funding available for more Incumbent Worker Training opportunities and I encourage all Board Members to share this information with your business colleagues.
- Finally, Mr. Harben shared that SkillSource has earned the designation of 2022 Platinum status with GuideStar and Candid, two organizations that monitor and rank non-profit organizations for financial management expertise, transparency of information to the public and sound management practices. Further, Charity Navigator has awarded SkillSource with a Four-Star rating, the top ranking provided. Those Board Members who administer or fund non-profit organizations will appreciate the difficulty in reaching these ratings.

Youth Committee: Leanne Rerko reported for the Youth Committee.

- The Youth Committee last met on December 6, 2022.
- As of November 30, 2022, the Northern Virginia WIOA Youth Program was at 106 enrollments, and currently at 100% Out of School Youth enrollments.
- The Committee reviewed the increased PY 2022 WIOA Youth funding allocations and discussed strategies for how to increase outreach efforts and spend the increased funding for FY 2023. One of these strategies included expanding eligibility criteria to include In-School Youth, which will be discussed later in this meeting today.
- The Committee reviewed the new WIOA Youth funding allocations and discussed strategies for how to spend the increased funding for FY 2023.
- Lastly, the Committee reviewed the final PY 2021 performance report; the Northern Virginia WIOA Youth program exceeded all of the five performance measures.

Necessary Board Actions Aligned with Approved 2021 – 2024 Strategic Priorities

Become a Thought Leader for Workforce Development

Review of Governor Youngkin's State Workforce Agency Consolidation Legislation

David Hunn reviewed the legislation to consolidate multiple State Workforce Agencies. The house Delegates passed SB 1470 98-Yes, 0-No, and the Senate vote was 40-Yes, 0-No. This bill is now headed to the Governor for signature. Once approved, implementation of the legislation will commence on September 1, 2023.

Northern Virginia Update on Policy Performance for WIOA 40% Training Expenditure Rate

Seema Jain updated the board on the 40% expenditure rate for PY 2021, as of January 31, 2023 (FINAL) was 44.6% and for PY 2022, which was 8.3%.

Understanding Northern Virginia's New Virginia Referral Portal Implementation Plan

David Hunn reviewed the final proposed Workforce Referral Portal Implementation Plan to the board. Mr. Hunn provided a map and description of Local Workforce Area and the American Job Centers. He also reviewed the outline of Business Process planning and Timelines. The VCWN Region will incrementally implement the Virginia Referral Portal between March and June 2023, with region's American Job Centers starting Portal utilization and access to its customers within the following schedule:

- Virginia Career Works Prince William Center - March 20, 2023
- Virginia Career Works Cherokee Avenue Center April 3, 2023
- Virginia Career Works Annandale Center May 1, 2023
- Virginia Career Works, Loudoun Workforce Resource Center May 22, 2023
- Virginia Career Works South County (Alexandria) Center June 5, 2023

Customers entering the VCW Northern Centers for services will be directed as follows:

- Portal Sign-In Process
- Portal Registration Process

Lastly, Mr. Hunn reviewed communication, website, social media, Center outreach strategies and Case worker meeting processes to ensure maximum client utilization in the Portal.

Expand Talent Pipeline of Youth and Adults for Business

Approval of Expanded Client Eligibility Criteria for Northern Virginia WIOA Youth Program

Seema Jain reviewed the expanded client eligibility criteria for the Northern Virginia WIOA Youth Program. Under the Workforce Innovation and Opportunity Act (WIOA), the WIOA Youth Program focuses primarily on Out-of-School Youth, requiring local areas to expend a minimum of 75% of WIOA youth funds on them and limiting the use of funding on occupational skills training for In-School Youth. Given these limitations, Virginia Career Works – Northern made the decision starting in FY 2016 to move towards enrolling 100% Out-of-School Youth into the Northern Virginia WIOA Youth program. This decision was made also due to lower funding allocations for the WIOA Youth program and needing a more concentrated focus on the Out-of-School Youth population.

For Program Year 2022, Virginia Career Works – Northern received a 186% funding increase in WIOA Youth funding, nearly \$1,302,000, totaling \$2,002,898. State guidelines require that at least 80% of WIOA Formula funds are obligated by June 30, 2023, with all funds to be spent by June 30, 2024. Taking this into consideration, along with our anticipated new PY 2023 WIOA Youth allocations estimated to be at least \$1.8 million, new strategies will need to be put in place to ensure funds are spent within the required timeframe.

At the last VCWN Youth Committee meeting on December 6, 2022, the Committee discussed allowing In-School Youth to be enrolled in the Northern Virginia WIOA Youth program, as a strategy to increase enrollments in the program. The Committee was supportive of this policy change, particularly the members that represent the local public-school systems. VCWN staff met with the State WIOA Youth Program Coordinator to obtain further clarity on how WIOA Youth funding can be used on the In-School Youth population, and will be further developing this into a revised policy, that will be reviewed by the VCWN Youth Committee at its next meeting on March 14, 2023. VCWN views this as just one of multiple strategies that will be necessary in order for the funds to be spent within the two-year timeframe.

A motion to approve the expanded client eligibility criteria for the Northern Virginia WIOA Youth Program to include In-School Youth was made by Roxana Mejia and seconded by George Harben. The motion was unanimously approved by the full Board of Directors, with no abstentions

Review of Northern Virginia WIOA Youth Program Obligations and Expenditures

Seema Jain reviewed PY 2022 WIOA Youth Programs allocations, obligations and expenditures.

Northern Virginia WIOA Client Demographic Profiles – February 2023

Seema Jain shared the Northern Virginia WIOA Demographics. The demographics were separated by gender, age, race, and disability or veteran status.

Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals

Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2023

Tatiana Nuth and Trang Montgomery from the Fairfax County Department of Family Services, the One-Stop Operator for the Virginia Career Works Northern Region, gave a presentation reporting on the Training caseloads for FY 2023 during the period of July 2022 through January 2023.

Board Business Items

Program Management Reports

David Hunn provided an overview of the Center Program Management report, which highlighted service and performance data for FY 2023 from July 1, 2022, through January 31, 2023.

Executive Director Items

David Hunn provided an overview on FY 2023 (through December 2022) WIOA Training expenditures, by vendor and OJT Commitments, the SkillSource Group FY 2022 Return on investment report, the State annual PY 2021 WIOA monitoring report, and the new Virginia Career Works Northern Employer Outreach through Washington Business Journal article. Mr. Hunn also shared a phot of Virginia Career Works Northern logo clothing. Finally, he reviewed the *SkillSource* Group Summary of Grants and Contracts Award Matrix

Adjournment

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

The meeting adjourned at 9:50 a.m.

**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS
SUMMARY SHEET**

SUBJECT: Ratify Revised FY 2023 SkillSource Group Budget

The updated draft of the FY 2023 SkillSource budget reflects approximately \$9.901 million in revenues and \$10.075 million in expenses, with the resulting Decrease in Net Assets of \$174,158.

The breakdown of the net loss is outlined in the chart below.

NVITE	-17,264
UW FEC	-152,951
Unrestricted	-4,405
Ticket to Work	-2,885
Indirect Costs	3,345
Total	-174,158

The decrease in Net Assets With Donor Restrictions reflects the timing difference between revenue and expense recognition for two programs – the Prince William Financial Empowerment Center funded by the United Way of the National Capital Area (UWNCA) grant, and the Northern Virginia IT Employment (NVITE) program through the Greater Washington Community Foundation, and are not an indication of under-performance. *SkillSource* received \$206,973 from UWNCA in March 2022 to run the Prince William Financial Empowerment Center in the Virginia Career Works – Prince William Center Woodbridge, and the full funding was recognized as revenue in FY 2022. However, many expenses did not incur until the second half of calendar year 2022, which is the first half of fiscal year 2023. *SkillSource* is currently in a no-cost extension period for January to June 2023 for the UWNCA grant; therefore, all expenses that incurred in FY23 are not covered by any new revenue. To avoid this problem in the future, *SkillSource* is working with UWNCA to move the next grant award to align with *SkillSource*'s fiscal year for July to June. In the past, the surplus in this program helped offset the deficits in the Net Assets Without Donor Restrictions.

Other changes incorporated in the updated FY 2023 budget include:

WIOA

- Added \$14,128 in new Dislocated Worker funding awarded on May 25, 2023.
- Increased WIOA Adult training by \$50,000 and WIOA Dislocated Worker Training by \$26,000 due to increases in caseloads.
- Increased transfer amount from WIOA Dislocated Worker to WIOA Adult to \$480,000 to cover the increase in Adult caseloads compared to DW's and associated expenses.

Additional personnel and fringe budget assumptions include:

SkillSource Group

- Incorporated a 2% performance bonus for staff.

SkillSource staff are continuing to monitor unrestricted expenses, and other factors that may impact the FY 2023 budget.

ACTION REQUESTED:

The Virginia Career Works – Northern Board of Directors ratifies the updated FY 2023 ***SkillSource*** Group Budget.

STAFF: David Hunn
Nancy Nguyen
Seema Jain
703-827-3782

The SkillSource Group, Inc.
FY 2023 Budget

June 1, 2023



The SKILLSOURCE GROUP, INC.
Fiscal Year 2023 Consolidated Budget

	Budget FY 2023	Budget FY2022	Inc. (Dec) in Budget 2022 to 2023	Discussion of Budget FY 2023 to Budget 2022
Revenues				
Government contracts	\$ 8,873,748	\$ 8,897,167	\$ (23,419)	Addition of new grants (NVCPR), increase in WIOA funding, offset by the conclusion of Return to Earn and Covid 19 DWG, VEC PPE, CCFP, ESLA
Other restricted income	\$ 863,335	969,006	\$ (105,671)	Increased UW funding, increased rental revenue due to increased total One-stop center operating costs
Unrestricted income	162,808	130,000	\$ 32,808	Estimated increase in TTW revenues
Interest	1,800	2,000	\$ (200)	
Total Revenues	9,901,691	9,998,173	(96,482)	
Expenditures				
<u>SSG Personnel costs</u>				
Salaries	1,357,982	1,411,781	(53,799)	
Fringe benefits	393,522	395,768	(2,246)	
Total Personnel Costs	1,751,504	1,807,549	(56,045)	
<u>Operating Expenses</u>				
Annual report production	6,000	-	6,000	
Audit	38,522	32,000	6,522	
Communications	42,631	45,704	(3,073)	
Contracted maintenance & Other repairs	68,366	79,294	(10,928)	
Dues and memberships	4,035	6,835	(2,800)	
Equipment leases & maintenance	13,350	12,250	1,100	
Financial mgt services	33,828	33,000	828	
Insurance (business)	27,084	25,833	1,251	
Leases	482,512	461,170	21,342	Increase in Lease costs
Meetings and conference fees	3,225	4,770	(1,545)	
Supplies	81,170	75,145	6,025	
Payroll & HR Services	53,150	54,155	(1,005)	
Professional services/Consultants	129,238	60,600	68,638	Security Services not paid by the American Job Center Security grant
Staff training & development	4,000	11,670	(7,670)	
Travel (staff)	8,355	5,800	2,555	
Utilities	31,500	31,500	-	
Total - SSG Operating	1,026,966	939,726	87,240	
<u>SSG Program Costs</u>				
Outreach	45,009	65,026	(20,017)	Conclusion of Return to Earn program
One-stop center costs	160,331	184,321	(23,990)	
Incumbent worker training	130,000	172,971	(42,971)	
Pay for Performance Bonus Payment	35,000	35,000	-	
Transitional Employment Work Exp	1,101,076	1,193,845	(92,769)	Conclusion of ESLA, reduced funding for SCSEP Work Experiences
Other training & support	234,031	747,830	(513,799)	Conclusion of the Return to Earn, VEC PPE grants
Program transportation & vouchers	5,943	5,943	-	
One Stop Center FY20 Set Aside	602,425	512,162	90,263	
Unobligated Funds	678,530	233,069	445,461	Increased PY22 WIOA funding
Total - SSG Program	2,992,345	3,150,167	(157,822)	
<u>Subcontract services - One-stop Operator</u>				
One-stop Operator personnel	2,748,935	2,604,434	144,501	
One-stop operations	39,788	119,804	(80,016)	
Subtotal - Personnel & Operations	2,788,723	2,724,238	64,485	
Training	1,302,141	1,131,314	170,827	Due to increase in WIOA Participant Enrollments
Total Subcontract - One-stop Operator	4,090,864	3,855,552	235,312	
<u>Other subcontract and programmatic services</u>				
Contractual personnel & Services	119,855	62,266	57,589	
Contractual operations	94,315	234,003	(139,688)	Conclusion of the American Job Center Security grant
Other Training & Services	-	-	-	
Total Subcontract - Others	214,170	296,269	(82,099)	
Total Expenditures	10,075,849	10,049,263	26,586	
Increase (Decrease) in Net Assets	\$ (174,158)	\$ (51,090)	\$ (123,068)	

The SkillsSource Group, Inc.
FY 2023 Budget

Total	USDOL VCCS											USHHS					Other Govt				Other programs			Unrestricted				Indirect Costs		
	WIOA Admin	WIOA Adult	WIOA Disl. Wkr.	WIOA Youth Out	American Job Ctr Security	Covid19 CHW Discr.	Workforce Invnt. NVCPDR	Area 14 CAREER DWG	USDOL NCOA SCSEP	US DOL ICF H1B	USDOT MWCOC 17-033	DSS ESLA	DSS TANF III	DSS TANF P4P	DSS TANF V	NVRC GO Virginia	DARS Youth Empl.	PW County ELEVATE	Manassas GRADUATE	EYE	NVITE	UW FEC	PW Center	Cherokee Center	Manassas Center	TTW	Unrestricted			
Revenues																														
Government contracts	8,873,748	516,834	2,408,014	995,139	1,992,847	119,855	50,633	70,618	91,463	1,246,803	96,661	5,943	0	153,471	136,729	51,212	217,453	97,894	508,386	79,752	34,041	0	0	0	0	0	0	0	0	
Restricted revenue	863,335	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unrestricted revenue	162,808	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	162,633	175	0	0	
Interest revenue	1,800	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,800	0	
Total Revenues	9,901,691	516,834	2,408,014	995,139	1,992,847	119,855	50,633	70,618	91,463	1,246,803	96,661	5,943	0	153,471	136,729	51,212	217,453	97,894	508,386	79,752	34,041	0	0	0	0	0	0	0	1,975	0
Expenditures																														
Personnel costs																														
Salaries	1,357,982	151,998	173,365	157,625	101,121	0	0	16,879	451	20,792	53,452	0	0	72,325	74,416	24,851	139,548	451	14,414	2,693	1,504	3,008	15,716	94,494	64,112	0	113,022	0	61,744	
Fringe benefits	393,522	44,327	43,851	40,131	26,395	0	0	4,909	103	6,459	15,546	0	0	27,333	18,704	10,451	47,482	103	2,853	605	343	687	6,817	38,408	12,560	0	25,811	0	19,646	
Total Personnel Costs	1,751,504	196,324	217,216	197,756	127,516	0	0	21,789	554	27,251	68,998	0	0	99,658	93,120	35,301	187,030	554	17,267	3,298	1,847	3,695	22,533	132,902	76,672	0	138,833	0	81,390	
Operating Expenses																														
Annual report production	6,000	6,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Audit	38,522	19,261	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19,261
Communications	42,631	0	600	400	0	0	0	425	0	960	876	0	0	1,296	1,116	448	1,200	0	0	0	0	0	0	15,760	10,850	2,000	2,700	0	4,000	
Contracted Maintenance & Other repairs	68,366	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,076	59,590	4,700	0	0	0	0	
Dues and memberships	4,035	2,300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	535	0	0	200	0	1,000	
Equipment lease & Maintenance	13,350	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,520	4,380	0	0	0	3,450	
Financial mgt services	33,828	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33,828	
Insurance (Business)	27,084	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,084	0	0	0	0	0	0	0	0	0	0	0	0	22,000
Leases	482,512	6,475	6,339	4,528	2,355	0	0	0	0	5,941	0	0	0	906	679	2,219	0	0	0	0	0	0	0	279,900	137,850	24,000	0	2,943	8,377	
Meetings and conference fees	3,225	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,225	0	0	0	0	0	0	0	0	
Office Supplies & Software/Database	81,170	4,000	2,000	2,000	2,000	0	0	282	0	1,400	18,000	0	0	3,432	3,196	3,340	500	0	5,000	0	10	0	8,000	1,000	5,000	1,500	2,406	18,104		
Payroll & HR Services	53,150	0	0	0	0	0	0	0	0	28,620	0	0	0	0	0	0	0	1,300	0	2,130	0	0	0	0	0	0	100	0	21,000	
Professional services (Legal, IT, Consultants, etc)	129,238	20,000	41,000	6,600	10,600	0	0	4,700	0	0	0	0	0	0	0	0	0	0	0	0	550	10,000	16,600	8,150	0	500	0	10,538		
Staff Training	4,000	1,500	500	500	0	0	0	0	0	0	0	0	0	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	
Travel (staff)	8,355	500	0	0	0	0	0	470	0	0	0	0	0	650	650	200	2,870	0	250	0	0	0	0	0	0	0	1,865	900	0	
Utilities	31,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28,500	0	3,000	0	0	0	0	
Total - SSG Operating	1,026,966	61,036	50,439	14,028	14,955	0	0	5,877	0	36,921	18,876	0	0	6,784	5,641	6,207	9,654	1,300	5,250	0	4,915	10,000	4,076	414,405	166,930	34,000	6,865	6,249	142,558	
SSG Program Costs																														
Outreach	45,009	0	3,107	1,526	818	0	0	2,350	9,527	0	0	0	0	650	500	500	1,000	1,000	10,000	4,000	1,027	2,000	4,505	1,000	0	0	1,500	0	0	
Comp Center Cost - Woodbridge	96,911	0	21,119	18,728	19,059	0	0	0	0	0	0	0	0	8,047	8,047	0	0	0	0	0	0	21,911	0	0	0	0	0	0	0	
One-stop Center Cost - Cherokee	28,420	0	13,752	6,773	7,895	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
One-stop Center Cost - Manassas	35,000	0	12,250	10,850	11,900	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Incumbent worker training	130,000	0	45,000	45,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40,000	0	0	0	0	0	0	0	0	0	0	
Pay for Performance Bonus Payment	35,000	0	0	0	35,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Transitional Employment Work Exp	1,101,076	0	0	0	0	0	0	0	0	1,013,435	0	0	0	0	0	0	0	0	62,168	0	25,473	0	0	0	0	0	0	0	0	
Other training & Support	234,031	0	37,031	13,610	12,660	0	0	37,600	0	0	0	0	0	28,020	19,563	5,224	0	5,000	0	71,724	0	0	0	0	0	0	3,600	0	0	
Transportation & vouchers	5,943	0	0	0	0	0	0	0	0	0	0	5,943	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
One Stop Center Set Aside	602,425	0	262,187	91,836	248,402	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unobligated Funds/Temp Restricted	678,530	177,187	69,888	68,006	363,449	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total - SSG Program	2,992,345	177,187	464,333	256,329	699,182	0	0	39,950	9,527	1,013,435	0	5,943	0	36,717	28,110	5,724	1,000	68,168	50,000	75,724	26,500	2,000	26,416	1,000	0	0	5,100	0	0	
Subcontract services - One-stop Operator																														
One-stop Operator personnel	2,748,935	0	948,106	452,052	883,373	0	50,633	0	0	141,935	0	0	0	0	0	0	0	25,836	247,000	0	0	0	0	0	0	0	0	0	0	0
One-stop Operator Operations	39,788	0	15,000	8,000	15,000	0	0	0	0	1,288	0	0	0	0	0	0	0	500	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal - Personnel & Operations	2,788,723	0																												

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

SUBJECT: Ratify FY 2024 Initial Budget – Second Pass

The second draft of the FY 2024 Budget shows a balanced budget with total revenues equal total expenses, at \$11.11 million. The increase in Net Assets With Donor Restrictions is expected to offset the decrease in Net Assets Without Donor Restrictions, resulting in no deficit or surplus.

Program	Increase / (Decrease) in Net Assets
United Way Financial Empowerment Center (UW FEC)	16,845
Ticket to Work	(16,456)
Unrestricted Program	(2,839)
Indirect cost pool	2,449
Total Increase / (Decrease) in Net Assets	(0)

The new PY 2023 WIOA allocations show a reduction of 26% from PY 2022 level, which has been incorporated into this budget version.

This draft of the budget also reflects an increase in the expected WIOA carryover amount from FY 2023; the first draft of the budget assumed carryover amount equal to the set-aside amount from the FY 2023 budget. The carryover is now expected to be equal to the set-aside amount for the first four months of FY 2024, plus estimated unspent training funds from FY 2023.

The FY 2024 budget will assume 10% WIOA Administration (maximum allowable is 10%) and an increase in WIOA Adult and DW training in order to meet the 40% training rate requirement for PY 2023; **the WIOA Adult & Dislocated Worker Training rate is budgeted at approximately 43%.** Transfer from PY23 WIOA Dislocated Worker to Adult is estimated to be \$550,000.

Additional personnel and fringe budget assumptions include:

SkillSource Group

- 18.5 FTEs with 10.5 funded directly by WIOA, including portions of the President and CEO, Vice President and Deputy Director, Director of Budget & Financial Accounting, Junior Accountant, Program Coordinator, Resource Coordinator at the VCW – Cherokee Avenue Center, Ticket to Work Program Senior Director, and Ticket to Work Program Case Manager. Two (2) full-time positions have been added – a WIOA Youth Job Developer and a Jail Center Job Developer (funded by the WIOA Adult program) – as well as one (1) part-time position has been added – a WIOA Youth Program Ambassador.
- 5% preliminary cost of living increase (an increase from 4% in the prior draft of the budget).
- 9% health insurance increase on average.

- 6% life & disability insurance increase on average.
- 30% average fringe rate, which includes payroll taxes, unemployment insurance taxes, health insurance, STD, LTD, life insurance, and a 10.4% retirement plan contribution and maximum \$520 annual match.

One-Stop Operator – Fairfax County Department of Family Services

- Number of staff is currently assumed to be the same as in FY 2023: 23 FTEs with 12 for the WIOA Adult and Dislocated Worker programs, 6 for the WIOA Youth program, 2 for the Senior Community Service Employment Program (SCSEP), and 3 for the Prince William ELEVATE program. COLA is estimated to be at 7.5%.

There are no staff reductions currently proposed in this Draft Budget.

Other changes incorporated into the FY 2024 budget include:

- Renewed award from the National Council on Aging to serve older workers through the WIOA Title V Older Worker program, known as the Senior Community Service Employment Program. (2.0 DFS FTE)
- Two renewed annual awards from the Virginia Department of Health and Human Services Employment Advancement for Temporary Assistance for Needy Families (TANF) to assist current TANF participants in the VIEW program, as well as parent(s) below 200% of the Federal poverty guidelines, who reside in Fairfax, Prince William and Loudoun in securing employment, often through paid work experience. (2.25 SSG FTEs)
- One new award from the Virginia Department of Health and Human Services Employment Advancement for Temporary Assistance for Needy Families (TANF) to assist current TANF participants in the VIEW program, as well as parent(s) below 200% of the Federal poverty guidelines, who reside in Fairfax, Prince William and Loudoun in securing employment, often through paid work experience. (1.10 SSG FTEs)
- Renewed award as the Supporting Organization for Go Virginia Region 7 (1.65 SSG FTE)
- Renewed award from ICF International through a U.S. Department of Labor H-1B grant award (0.6 SSG FTE)
- Continued funding for the CAREER NEG (through September 2023), the Department of Aging and Rehabilitative Services (DARS) Summer Earn and Learn grant (through December 2023), and the Prince William County ELEVATE grant (through October 2024).
- New funding in July 2023 from the United Way Financial Empowerment Center award, which provides year-round integrated financial services in the Woodbridge Center, and NVITE, which focuses on jobseekers moving into IT training and employment. (.18 SSG FTEs)
- A \$50,000 purchase of a new *SkillSource* Group Management Information System licenses, funded by WIOA and TANF grants.
- Revising the cost allocation plans for the Virginia Career Works - Prince William and Cherokee Avenue Centers, including charging half of the costs for the security guards and 50% of the costs for the Resource Coordinator positions at both Centers to WIOA.

Indirect costs will be based on the De minimis rate method. The De minimis rate is 10% of the

Modified Total Direct Costs (MTDC). MTDC includes direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). There are currently no budgeted unbillable indirect costs.

The *SkillSource* Group Board of Directors and Finance Committee approved the second pass of the FY 2024 budget during their May 2023 meetings.

ACTION REQUESTED:

The Virginia Career Works – Northern Board of Directors ratifies the second pass of the FY 2024 Interim *SkillSource* Budget.

STAFF: David Hunn
Nancy Nguyen
Seema Jain
703-827-3782



The **SKILLSOURCE GROUP, INC.**
Fiscal Year 2024 Consolidated Budget

	Budget FY 2024	Budget FY2023	Inc. (Dec) in Budget FY23 to FY24	Discussion of Budget FY 2023 to Budget FY 2024
Revenues				
Government contracts	\$ 9,793,425	\$ 8,850,879	942,547	Estimated Reduced WIOA funding; conclusion of AJC Security, Covid Disaster Relief, Covid CWH Discretionary, NVITE
Other restricted income	1,155,948	859,296	296,653	Increase in UW FEC funding and increased rental revenue due to increased total One-stop center operating costs
Unrestricted income	160,300	162,808	(2,508)	
Interest	1,800	1,800	-	
Total Revenues	11,111,473	9,874,782	1,236,691	
Expenditures				
<u>SSG Personnel costs</u>				
Salaries	1,554,074	1,335,298	218,776	Salary increase due to COLA
Fringe benefits	464,369	389,574	74,795	Fringe increase due to COLA and estimated increases in health insurance and disability insurance premiums
Total Personnel Costs	2,018,442	1,724,872	293,570	
<u>Operating Expenses</u>				
Annual report production	6,000	6,000	-	
Audit	37,500	38,522	(1,022)	
Communications	45,873	42,631	3,242	
Contracted maintenance & Other repairs	76,122	68,366	7,756	
Dues and memberships	4,035	4,035	-	
Equipment leases & maintenance	10,394	13,350	(2,956)	
Financial mgt services	28,393	35,833	(7,440)	
Insurance (business)	29,084	27,084	2,000	
Leases	514,634	482,512	32,122	Increase in Lease costs
Meetings and conference fees	3,225	3,225	-	
Supplies	134,967	81,170	53,797	
Payroll & HR Services	53,150	53,150	-	
Professional services/Consultants	145,700	129,238	16,462	Remove Security Services from Professional Services/Consultant
Security Services	84,451	-	84,451	Security Services funded by WIOA
Staff training & development	14,500	4,000	10,500	
Travel (staff)	8,220	8,355	(135)	
Utilities	31,500	31,500	-	
Total - SSG Operating	1,227,748	1,028,971	198,777	
<u>SSG Program Costs</u>				
Outreach	68,259	45,009	23,250	Increase in Outreach costs for PW ELEVATE
One-stop center costs	160,878	160,331	547	
Incumbent worker training	120,000	130,000	(10,000)	
Pay for Performance Bonus Payment	35,000	35,000	-	
Transitional Employment Work Exp	1,099,395	1,101,076	(1,681)	
Other training & support	306,122	235,630	70,492	
Program transportation & vouchers	5,943	5,943	-	
One Stop Center FY20 Set Aside	1,213,965	601,579	612,386	
Unobligated Funds	465,255	751,279	(286,024)	Decreased WIOA Funding and increased personnel costs due to COLA
Total - SSG Program	3,474,817	3,065,847	408,971	
<u>Subcontract services - One-stop Operator</u>				
One-stop Operator personnel	2,994,441	2,748,935	245,506	Increase personnel costs due to COLA
One-stop operations	69,788	39,788	30,000	
Subtotal - Personnel & Operations	3,064,229	2,788,723	275,506	
Training	1,231,921	1,226,357	5,564	
Total Subcontract - One-stop Operator	4,296,150	4,015,080	281,070	
<u>Other subcontract and programmatic services</u>				
Contractual personnel & Services	-	119,855	(119,855)	Conclusion of the American Job Center Security grant
Contractual operations	94,315	94,315	-	
Other Training & Services	-	-	-	
Total Subcontract - Others	94,315	214,170	(119,855)	
Total Expenditures	11,111,473	10,048,941	1,062,533	
Increase (Decrease) in Net Assets	\$ 0	\$ (174,158)	174,158	

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

SUBJECT: Approval of Renewal of FY 2024 Area #11 Eligible Training Providers (ETP)

Every year, Eligible Training Providers (ETPs) undergo an annual renewal process where they submit Performance Data Reports for each of their approved programs on the VCWN Area #11 list, and staff review performance data for each provider's approved programs to ensure they meet the State-mandated performance measures. For FY 2024, State staff are collecting Performance Data from each provider – this is the beginning of the State taking on a larger role in ETP management, starting July 1, 2023. **A new State policy is under review (draft version is enclosed), that would outline the responsibilities of the State and each local workforce area in reviewing new ETPs and programs, and renewing them.** For FY 2024 renewals, the local workforce areas are still responsible for renewing each provider and program in the Virginia Workforce Connection (VAWC) database.

VCWN staff have reviewed performance data provided by the State for each approved program. Data for any program that served less than 6 WIOA customers was suppressed, as it was not considered a large enough number of students to judge program performance on. The State has required that all programs have at least a 50% Completion Rate and a 65% Credential Attainment Rate. For Area #11, all programs that we have data for surpassed the Completion Rate performance measure; however, there were several programs that did not meet the Credential Attainment performance measure. VCWN staff will be meeting with these providers to discuss the performance for these programs and to assess the current performance for the program, and any strategies to improve credential attainment. These programs will be put on a probationary status for FY 2024, and will be reassessed during renewals next year, to determine if performance has improved.

It is important to note that the ETP performance data provided by the State is based on older WIOA Exiter data from July 1, 2018 – December 31, 2020. This data is the most up-to-date that they can provide to the local workforce areas, but it clearly overlaps with the start of the COVID-19 Pandemic, which severely impacted many ETPs. VCWN will be taking this into consideration, along with the Median Earnings data of jobseekers in these programs, which for some programs, is significant – meaning that even if individuals haven't obtained the certification, they have been able to obtain a well-paying job as a result of completing the training.

Based on the performance data provided, VCWN staff are recommending the following programs be renewed on a probationary status. Performance for each program will be re-assessed prior to FY 2025 renewals.

Provider Name	Program Name	Credential Attainment Rate	Median Earnings Q2
Astar Education Institute	Certified Nursing Assistant	33.33%	\$6,082
Fairfax County Public Schools Adult and Community Education	Accounting Assistant	28.57%	Suppressed
	Administrative Assistant	14.29%	\$7,656
Intellectual Point	Certified Ethical Hacking	41.67%	\$11,656
	Certified Scrum Master	57.14%	\$18,720
	CompTIA Security+	38.46%	\$13,714
	ITIL Foundation	61.9%	\$11,963
	Project Management Professional	38.46%	\$16,091
MedCerts	Medical Front Office Assistant and Administrative Specialist	33.33%	Suppressed
PeopleNTech Institute	Software Testing	46.67%	\$10,548
1 st CDL Training Center of NOVA	CDL A (Tractor Trailer)	34.78%	\$5,778

Based on the performance data provided, VCWN is recommending the following providers and their programs, other than the ones listed above, be renewed for FY 2024.

1. 1st CDL Training Center of NOVA
2. 7 CDL Driving School
3. AAA CDL School
4. ADV Technical Institute
5. Agile1Tech
6. American Massage & Bodywork Institute
7. A Rising Tide Academy
8. A Security Training Academy
9. ASM Educational Center
10. Astar Education Institute
11. AVI Career Training
12. Aviation Institute of Maintenance
13. Career Technical Institute
14. Career Technology Center
15. CDS Tractor Trailer Training
16. Clary's Nurse Aide Training Center
17. Computer C.O.R.E
18. Difference Makers Academy
19. Fairfax County Public Schools Adult and Community Education
20. Gee's Career Training Institute
21. George Mason University
22. Global Education Institute, LLC

23. Global Institute of Technology Services
24. GRACE Ministries of the United Methodist Church
25. Headz 1st Barber Institute
26. Heavy Construction Contractors Association
27. ImpactTek
28. Intellectual Point
29. Inter-Con Security Academy, Inc.
30. International Language Academy of Washington, DC
31. Jolie Hair Academy
32. Joyce Carelock Ministries- The H.E.L.P Center
33. Le Arai Beauty and Barber Academy
34. Learnix Tree Center, LLC
35. English Empowerment Center
36. Loudon County Public Schools
37. Marshall CDL Driving School
38. The Medical Education Center
39. Medical Learning Center
40. Moon River Nursing Careers
41. Northern Virginia Community College
42. NuPaths
43. Online Consulting Inc, dba ONLC Training Center
44. PeopleNTech Institute of Information Technology, Inc.
45. Per Scholas, Inc
46. Prince William County Public Schools
47. Rose Hill Healthcare Resources
48. Salvation Academy
49. Security University
50. Shippers' Choice of Virginia, Inc.
51. SmartPath LLC
52. Smoothstack
53. Spectrum Beauty Academy LLC
54. Southeast Lineman Training Center (Trenton, GA)
55. Three T Institute
56. Thrive Healthcare Academy
57. Transformation Services, Inc.
58. TranZed Apprenticeships
59. Tysons Institute
60. TASC Management
61. Ultimate Health School
62. United Air Temp, Air Conditioning and Heating, Inc.
63. University of the Potomac
64. Virginia Polytechnic Institute- CPE
65. Year Up National Capital Region

- 66. Tech Elevator
- 67. North America Technical Institute
- 68. TEK School

After these providers have been approved for renewal, VCWN staff will renew each program in VAWC. The deadline for completion is June 30, 2023.

Action Requested

VCWN Board of Directors approval of the sixty-eight (68) training providers and their 443 programs to continue as Area #11 Eligible Training Providers for FY 2024.

STAFF:

Sabrina Walker

Seema Jain

David Hunn

Policy Area: Programs and Services	
Title of Policy: Eligible Training Provider List	Number: 404-01 change 1
Effective Date:	Review by Date:
Approved Date: Revision Date:	Approved by:

I. Purpose

The Workforce Innovation and Opportunity Act (WIOA) requires states to maintain a list of training providers and training programs that are eligible to be purchased through an Individual Training Account (ITA). The list is known as the Eligible Training Provider List (ETPL). The WIOA establishes the eligible training provider process as part of the overall strategy to ensure informed customer choice, performance accountability, and continuous improvement. This policy provides the eligibility criteria, required information, performance measures, reporting elements, and the application procedures for inclusion on Virginia's ETPL. Virginia's Department of Workforce Development and Advancement (VDWDA), as Virginia's State Workforce Department is responsible for overseeing and maintaining Virginia's ETPL. Training shall be provided in a manner that ensures informed customer choice in the selection of training for regionally in-demand occupations, and prudent use of public funds in the selection of such providers.

II. Revision History

This Virginia Board of Workforce Development (VBWD) policy rescinds and replaces VBWD 404-01 Identification of Eligible Providers of Occupational Skills Training and VBWD 404-02, Change 1 Registered Apprenticeship Programs. Registered apprenticeship ETPL guidance from VBWD Policy 404-02, Change 1 has been incorporated into VBWD 404-01 change 1. The Local Workforce Development Boards (LWDBs) will maintain responsibility for reviewing and evaluating initial eligibility applications. The renewal evaluation process will be conducted by the VDWDA. The VDWDA will expand the provider services module in the Virginia Workforce Connection (VaWC) for the submission and processing of ETPL initial and renewal applications.

III. References

- Workforce Innovation and Opportunity Act (Pub. L. 113-128)
- United States Department of Labor, Workforce Innovation and Opportunity Act; Final Rule, 20 CFR, Part 680 Subpart D, Eligible Training Providers
- United States Department of Labor, Workforce Innovation and Opportunity Act; Final Rule, 20 CFR, Part 680 Subpart F, Work-Based Training
- United States Department of Labor, Apprenticeship Programs, Labor Standards for Registration, Amendment of Regulations; Final rule, 29 CFR, Part 29
- Code of Virginia Section 23.1-217, 23.1-218, and 23.1-219

- Training and Employment Guidance Letter 19-16 *Operating Guidance for the Workforce Innovation and Opportunity Act (WIOA)*
- Training and Employment Guidance Letter 3-18 *Eligible Training Provider (ETP) Reporting Guidance under the Workforce Innovation and Opportunity Act (WIOA)*
- Training and Employment Guidance Letter 8-19 *Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs*
- Training and Employment Guidance Letter 8-19 Change 1 *Guidance on registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA)*
- Training and Employment Guidance Letter 10-16 Change 2 *Workforce Innovation and Opportunity Act (WIOA) title I Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs*

IV. Policy

A. Providing Training Under WIOA Title I and Types of Training

WIOA authorizes both direct contract for services and individual training accounts (ITAs). An ITA is a payment agreement established by a local workforce development board on behalf of a student with a training provider and may be used to pay for any allowable type of training as long as the program of training service is on Virginia's ETPL. Select training services may also be provided using a contract between the provider and the local board. For these select training services, students can receive the training from a program that is not on the ETPL.

Training services that are exempt from the requirement to use a training provider on the ETPL include:

- On-the-job training, customized training, incumbent worker training, internships, paid or unpaid work experience, and transitional employment. LWDBs are required to identify their criteria for selecting such contractors in local policy. Any performance information required by the state for training that is exempt from the ETPL will be specified in the policy for those types of training.
- When the LWDB determines:
 - There are an insufficient number of eligible providers in the local area to accomplish the purpose of an ITA. The local plan and local policy must describe how this determination was made and the process used for contracting for services.
 - A community-based organization (CBO) or non-profit whose primary mission is to serve individuals with barriers to employment provides demonstrated effective training services. The LWDB must develop criteria in local policy to determine that the program is effective.
 - It would be most appropriate to award a contract to a provider to facilitate the training of multiple individuals in in-demand industry sectors or occupations, as long as the contract does not limit the individual's consumer choice.

- Circumstances in which a pay-for-performance contract is appropriate, if the LWDB chooses to utilize this strategy.

A program of study is defined as one or more courses or classes, or a structured regimen that provides job-driven training services and leads to a recognized post-secondary credential, secondary school diploma or its equivalent, employment, or measurable skills gains towards such a credential or employment. Training services could be delivered in person, online, or in a hybrid model.

Training programs must make every effort to provide training services that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.

B. Roles and Responsibilities

The VDWD, in consultation with the VBWD and soliciting and considering input from the local workforce development boards and public, is responsible for the following:

- Developing and maintaining the ETPL;
- Establishing initial and renewal criteria, information requirements, and performance requirements;
- Receiving initial training provider and program applications and referring to a LWDB for initial review;
- Ensuring that the LWDB reviews initial training provider and program applications in a timely manner;
- Notifying the training provider regarding all decisions to approve or deny eligibility on the ETPL and will update the ETPL accordingly;
- Receiving renewal applications, conducting annual evaluations for each training provider and program for renewal and will make the recommendation to approve or deny renewal applications;
- Taking appropriate actions, including the removal of ineligible training providers from the ETPL, against training providers that substantially violate the WIOA or state policies;
- Establishing an appeals procedure to training providers for programs that are denied inclusion on the ETPL;
- Establishing a process for adding Registered Apprenticeship Programs (RAPs) to the ETPL and annually verify the registration status of the RAPs;
- Ensuring that data elements related to the initial application, renewal, and performance information regarding approved providers and programs are entered into the supported state system of record;
- Maintaining the infrastructure to support the state ETPL, including publishing provided information related to cost and performance outcomes, and make it publicly accessible in a user-friendly way to the consumers, other members of the public, and other workforce stakeholders; and
- Ensuring that the ETPL does not reveal personally identifiable information about individuals.

The LWDB is responsible for the following:

- Ensuring that there are sufficient numbers and types of providers to offer training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice and leads to competitive integrated employment for individuals with disabilities;
- Evaluating and certifying the initial training provider and program(s) and communicating that decision to the VDWD within 90 days of receiving a complete application;
 - Local Boards must have an approved process in place to review initial training provider and training programs eligibility for certification;
- Removing ETPs that fail to meet state and local performance standards (if applicable) from the local ETPL, in accordance with state and local policies and procedures.
- Ensuring that the states' ETPL is disseminated publicly through the local one-stop system, including in formats accessible to individuals with disabilities, and its partner programs.
- Completing other responsibilities delegated to the LWDB by the state.

Training providers must submit accurate and timely performance data and cost information for both initial eligibility and renewals. Training providers must deliver results and provide complete and accurate information in order to retain status as an ETP (see Initial Eligibility and Renewal Criteria for additional information).

C. Eligible Institution Types

There are five categories of providers who may apply for consideration to be included on the Virginia ETPL:

1. A postsecondary educational institution that is eligible to receive federal funds under Title IV of the Higher Education Act of 1965 and that provides a program that leads to certification or license or college certificate, associate degree, or baccalaureate degree.
2. A postsecondary school that offers formal instructional programs with curricula designed primarily for students who have completed the requirements for a high school diploma or its equivalent. Such schools include programs of academic-vocational, vocational, and continuing professional education that may lead to a certification or licensure. This category excludes avocational and adult basic education programs.
3. An entity that carries out related instruction under the National Apprenticeship Act that is recognized by the VDWD. See RAP section for additional information on how RAPs may opt in to the ETPL.
4. A provider of a program of occupational training services that under Section 23.1-219 of the Code of Virginia is exempt from certification as a postsecondary school such as a professional or occupational training program regulated by another state or federal governmental agency other than the State Council of Higher Education for Virginia (SCHEV), any school, institute, or course of instruction offered by any trade association or any non-profit affiliation of a trade association on subjects related to the trade, business, or profession represented by such association.

5. A provider of adult education and literacy activities under Title II of WIOA, if these activities are provided in combination with occupational skills training.

Providers under categories 1 and 2 must provide evidence of active certification by the appropriate state agency to operate or must have program approval from an applicable state agency in order to be considered for approval on the ETPL.

In addition to identifying as one of the five eligible categories described above, the training provider must also meet the following minimum requirements:

- The training provider has a current verifiable Federal Employer Identification Number (FEIN);
- The training provider is not federally debarred, suspended or otherwise excluded from or ineligible for participation in federal programs or activities;
- The training provider is not a delinquent taxpayer with the Virginia Department of Revenue;
- The training provider has to provide written grievance and EO policies for students to file complaints within an organization against faculty, staff, or other employees that is published to ensure that students are aware of how to file a complaint; and
- The training provider complies with all applicable non-discrimination and equal opportunity provisions as potential recipients of WIOA funds.

Out-of-state Training Providers: WIOA funds may also be used for approved programs from other states. Reciprocity agreements between Virginia and other states will define initial eligibility criteria and application process and renewal criteria and process.

If Virginia does not have an active reciprocity agreement in place with the training provider's home state, the out-of-state training provider must follow the same application process for initial eligibility and renewal process as in-state providers. All out-of-state training providers must be listed on their home state's ETPL.

D. Initial Eligibility

To be considered for inclusion on the ETPL, the LWDB must certify the initial training provider application and all new program applications. The training provider must submit an application through the provider services module in the VaWC. An application may be submitted at any time of the year and new training providers and programs will be continually added to the ETPL as they become approved.

The LWDB will review the completed application within 90 business days of receipt to determine if the training provider meets the minimum criteria established. If approved, initial eligibility status is for no more than 12 months. After the initial eligibility period expires, training providers and each training program are subject to the procedures for eligibility renewal.

The training provider must agree to collect and report to the VDWD the social security numbers of all students in each eligible training program (WIOA and Non-WIOA funded

students during the reporting time frames), as well as the performance outcomes described in the reporting section below on an annual basis.

Information Requirements: All training providers applying for inclusion on the ETPL must provide a completed application that must include the following:

- Description of each program of training services to be offered to include description of instruction delivery-classroom, distance learning, or hybrid instruction;
- Location of training provider;
- Information on cost of attendance, including costs of tuition and fees;
- Training program completion rate;
- Whether the training program leads to an industry-recognized certificate or credential, including recognized post-secondary credentials;
- Whether the certificate or credential can be stacked with other credentials over time as part of a sequence to move an individual along a career pathway or up a career ladder;
- Credential attainment rate (see definition below);
- The average wages for the primary target occupation for which the training prepares the individual, as published by the Virginia Employment Commission, for the state and the local area where they are pursuing application;
- Description of the prerequisites or skills and knowledge required prior to the commencement of training;
- Description of how the provider will ensure access to training services throughout the state, including rural areas and through the use of technology;
- Description of how the training provider will work with the LWDB to serve individuals with barriers;
- Description of written and published refund policies specifying when refunds for tuition and other costs associated with the training program will be allowed;
- Description of whether the training program was developed in partnership with a business; and
- Description of how the training program aligns with the in-demand industry sectors and occupations within the region.

Criteria for Evaluation: The LWDB will review the initial training provider and training program application(s) to ensure that the following criteria are met.

- Verifiable training program completion rate for the previous program year (July 1- June 30) must meet or exceed 65%: Defined as the total number of ALL students who successfully completed (not withdrew or transferred) each program of study divided by the total number of ALL students who were enrolled in each program of study.
- Verifiable credential attainment rate for the previous program year must meet or exceed 65%: Defined as the total number of ALL students who exited each program of study AND attained a credential associated with the program of study within one year after exit divided by the number of ALL students enrolled in an education or training program who exited during the reporting period.
- Whether the provider has developed the training in partnership with business (a description of the partnership(s) and the name of the business(es)); and

- Verification of the training program aligns with in-demand industry sectors and occupations within the region.

Approval places the provider and program on the state ETPL but does not guarantee a local workforce development area will fund training activities in the program through the issuance of an ITA. The determination of funding is further based on local policy which must include, at minimum, relevance of training to in-demand occupations established by the LWDB, availability of local funds, and alignment with the individual's employment and career objectives.

E. Renewal Criteria

After the initial eligibility period of no more than one year, the training provider must submit an application for renewal for each program annually. The initial eligibility letter shall state the initial certification period and specify the date for the renewal evaluation to determine continuation on the ETPL.

The training provider must submit a renewal application and performance outcomes for every training program on the ETPL even if the program served zero WIOA students. Inactivity in training state and federal grant funded students for a two-year period may result in removal from the ETPL and require reapplication. Failure to submit performance outcomes and/or a renewal application may result in removal from the ETPL. The training provider may contact the VDWD to indicate that they wish to remove a program from the ETPL and do not want to renew a program for inclusion on the ETPL. Non-compliance will result in not being eligible for federal or state workforce development grant funds during the period of non-compliance.

Evaluations of training providers and programs will be completed annually by December 1 and will be conducted by the VDWD. The results of the annual evaluation and any recommendation to remove a training provider program from the ETPL will be delivered to the VBWD in their December quarterly meeting.

Required Information

- Performance on WIOA Indicators
 - Employment 2nd quarter: percentage of program students who are in unsubsidized employment during the second quarter after exit from the program
 - Employment 4th quarter: The percentage of program students who are in unsubsidized employment during the fourth quarter after exit from the program
 - Median earnings of program students who are in unsubsidized employment during the second quarter after exit from the program
 - Credential attainment: the percentage of program students who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program.
- Information on recognized postsecondary credentials received by program students
- Information on the training program completion rate for students

- Access to training services throughout the state (including rural areas and technology use)
- Information reported to state agencies on federal and state training programs other than WIOA Title I B
- The degree to which training programs relate to in-demand industry sectors and occupations in the state
- State licensure requirements of training providers, and licensing status of providers of training services, if applicable
- Ability to offer industry-recognized certificates and credentials
- Ability to offer industry-recognized post-secondary credential
- Quality of the program of training services including a program that leads to a recognized postsecondary credential
- Ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities
- Timeliness and accuracy of ETPL performance reports
- Performance and cost information for each program of study must be submitted annually

Criteria

WIOA permits Governors, in consultation with their state boards, to establish performance criteria for training providers. Virginia's performance requirements include a minimum training completion rate and the state's negotiated performance levels for the Adult WIOA Title I program with the Department of Labor Employment and Training Administration (DOLETA). The performance requirements may be revised as the state biannually negotiates performance measures with DOLETA. Training provider programs will be evaluated according to the criteria established in this policy beginning when program year 2023 data is available (Program Year 2023 is July 1, 2023-June 30, 2024).

In order to remain on the ETPL, all eligible training provider programs must meet the following outcomes for all students for the prior completed year ending June 30th :

1. Training Completion Rate: 80%
2. Credential Attainment Rate within one year: 75%
3. Employment 2nd quarter after Exit: Minimum performance level to be established after one year of baseline data has been collected for all students.
4. Median Earnings 2nd quarter after Exit: Minimum performance level to be established after one year of baseline data has been collected for all students.
5. Employment 4th quarter after Exit: Minimum performance level to be established after one year of baseline data has been collected for all students.

Virginia will use a phased-in approach to determine performance success or failure for each criteria. VDWA will work collaboratively with training providers to obtain the required information. Training providers that demonstrate a good faith effort in providing data will not be subject to removal from the ETPL; however, failure to provide any data may result in removal from the ETPL.

In the event the training provider does not have all the required performance data, it must show good cause as to why the data is unavailable, such as that the training program is new and data on past performance is not yet available.

If the performance data falls below the minimum standards and the program is recommended for removal from the ETPL, the training provider is provided an opportunity to appeal and provide an explanation that will be considered by the VBWD. (See appeals section for more information.)

Virginia's Secretary of Labor has the discretion to grant flexibility for extenuating circumstances.

In the VDWD's review of training provider program performance it will also consider whether the provider accurately and timely submitted all of the required information.

If a training provider's program failed to meet the criteria established above, they will be placed on ETPL probation for one year. The training provider will be required to develop a performance improvement plan and submit it to the VBWD. If a training provider on probationary status fails to meet performance levels on all measures the following year, the training provider program may be removed from the state ETPL. Training providers may re-apply for the ETPL the following year. Training providers who are removed from the state list may appeal.

F. Annual Reporting Requirements

Training provider and program performance reports are intended to provide critical information regarding students' employment, earnings, and credential outcomes for all programs on the ETPL. The purpose of these reports is to maximize informed consumer choice by identifying effective training programs and providers. Annual performance requirements are driven by the Federal Department of Labor and are detailed in TEG 3-18. The Department of Labor Employment and Training Administration (DOLETA) will make Training Provider Results available at: [TrainingProviderResults.gov](https://www.doleta.gov). Providers are required to enter performance information into the state reporting system to ensure transparency and support informed customer choice in the evaluation and selection of training providers.

Performance information must be entered for all students that entered a program on the ETPL even if there were no students funded by WIOA Title I through an ITA. Data must also be included for any student located outside of Virginia.

All training providers on the ETPL must submit the following information for all students in all programs on the ETPL, no later than July 25 of each Program Year through the ETPL Portal.

- Training Provider Name
- Program Name
- For every student, the following data must be reported

- Social Security Number for each student: Providing social security number will enable VDWD to obtain employment and earning data
- Program Entry Date
- Program Exit Date
- Training Program Completion Status
- Credential Earned-up to one year after exit

Providers of training who fail to provide the verification and performance information annually by July 25 may be removed from the state eligible training provider list.

G. Eligibility Denials and Terminations

Initial Eligibility Denials: The VBWD must deny any application to have a training program included on the ETPL if the training provider does not meet the eligibility requirements stated in Section C. Eligible Institution Types or if the training program does not meet the state's initial eligibility requirements stated in Section D. Initial Eligibility.

Renewal Terminations: Once the training provider is on the ETPL, the VBWD must terminate the eligibility of the training provider if the eligibility requirements of the provider are no longer met or if the training provider commits a substantial violation. Substantial violations include failure to submit timely and accurate annual performance reports or renewal applications, intentionally providing false information, or violating any provision of the WIOA Title I or its regulations, including the nondiscrimination and equal opportunity provisions. Removal will be for a period of at least two years. When determining if a training provider has failed to submit timely and accurate information, the VBWD will consider exceptional circumstances beyond the provider's control such as natural disasters, unexpected personnel transitions, and unexpected technology-related issues.

A training program may be removed the ETPL if the program does not meet the minimum performance standards stated in Section E Renewal Criteria.

Eligibility may be terminated at any time for cause, not only during the period of evaluating renewals. When a training provider or program is terminated, it will be removed from the published ETPL. If WIOA students are currently enrolled in a training program that must be removed from the ETPL, the student will be informed and the student may decide to complete their training program so as not to disrupt their progress.

Repayment: A provider whose eligibility is terminated because of intentionally supplying inaccurate information or has substantially violated the WIOA shall be liable for repayment of all WIOA funds received for the program during any period of noncompliance. LWDBs will make reasonable efforts to collect funds based on established policies and procedures.

Construction: These penalties shall be construed to provide remedies and penalties that supplement, but do not supplant, other civil and criminal remedies and penalties.

H. Appeals

I.

The training provider may appeal the decision to deny a program for inclusion on the ETPL or to terminate the inclusion of a program on the ETPL.

First Appeal Request: The training provider must file a written appeal within thirty (30) calendar days after the date of program denial or termination from the ETPL. Appeals may be sent electronically to the Director of WIOA Title I or the director's designee at wioa@vccs.edu. The subject line should read ETPL Appeal. The appeal must indicate the purpose of the request including identifying the training provider and program(s), information supporting the grounds upon which the appeal is sought, and any vital factors to support the grounds for appeal. A first level appeal must occur before the matter can be appealed to the VBWD.

Second Appeal Request: After receiving notice of the outcome of the first appeal request, the training provider may file a second level appeal by sending a request to the Director of the VBWD. The email must clearly state the training provider's desire to appeal the matter to a hearing and the reason(s) the training provider believes the outcome of the first level appeal was incorrect or inaccurate. The email must be sent within ten (10) business days after email notification was sent containing the outcome of the first level appeal.

The VBWD requires that the individual who files the second appeal or a designee, appear at the hearing to represent the training provider. To "appear" means that the representative participates in the hearing using the method of communication chosen by the Administrative Law Judge (ALJ). If no representative(s) for the institution appears at the scheduled hearing, the institution loses its right to the hearing. A representative of the LWDB may be present at any hearing.

During the appeals process the eligibility of the impacted training provider program(s) will be removed from the ETPL. During the appeals process, if eligibility is reinstated, the VDWDA will republish the training provider program(s) to the ETPL within five (5) business days from the final determination. Following the appeal, if a training provider program is denied initial eligibility on the ETPL, it may reapply as soon as the training institution addresses the reason for its denial on the list. Following the appeal, if a training provider is denied renewal on the ETPL for a substantial violation, the training provider must wait two years from the date of the final determination before reapplying to the ETPL.

J. Registered Apprenticeships and ETPL

The Virginia Registered Apprenticeship Director will initiate contact with the Registered Apprenticeship (RA) program sponsors to provide information about the state's ETPL. RA Programs are automatically eligible to be included on the ETPL and are exempt from state and local ETPL eligibility requirements and performance requirements.

RA Programs that desire to be included on the ETPL must contact the Director of Registered Apprenticeship. RA Programs are not automatically included on the ETPL, the RA Program

must opt in to be added to the ETPL. National RA Programs are not required to register their apprenticeship program in Virginia. The RA Program is required to submit the following information to be included on the ETPL:

- Occupations included within the RA Program;
- Name and address of the RA Program Employer/Sponsor;
- Name and address(es) of the Related Technical Instructions (RTI) provider(s) and the location(s) of instruction if different from the program sponsor's address;
- The method and duration of related technical instruction;
- The cost of the RTI if the RA sponsor is not providing the instruction; and
- The number of active apprentices in the program

Following the receipt of a completed application, the Director of Registered Apprenticeship will verify that the program sponsor is active and in good standing. Following that confirmation, the RA Application will be forwarded to the WIOA Title I Administrator to add the RA program information to the state ETPL.

Annually by December 1, the WIOA Title I Administrator will provide a list of the approved Registered Apprenticeship Eligible Training Providers to the Director of Registered Apprenticeship for verification of current registration status.

The RA Program will remain on the ETPL until:

- The RA Program notifies the VDWDA it no longer wants to be included on the ETPL;
- The program becomes deregistered under the National Apprenticeship Act;
- The program is determined to have intentionally supplied inaccurate information; or
- A determination is made that the RA Program substantially violated any provision of WIOA Title I or the WIOA regulations, including 29 CFR part 38.

The RA Program may appeal the decision to denial or remove the program from the ETPL by following the appeals processed outline in this policy.



NORTHERN REGION

A proud partner of the  network

**Proposed Workforce Referral Portal
Implementation Plan**

FINAL

February 23, 2023

Submission Approval By:

A handwritten signature in blue ink, appearing to read "D. A. Hunn", written over a horizontal line.

**David A. Hunn
Executive Director**

William Edouard Trumbull
William Edouard Trumbull (Feb 22, 2023 16:25 EST)

**William 'Ed' Trumbull
Chairman**

A handwritten signature in blue ink, appearing to read "J. C. McKay", written over a horizontal line.

**Jeffrey C. McKay
Chairman
Fairfax County Board of Supervisors**

Description of Local Workforce Area and American Job Centers

The Virginia Career Works Northern Region (Area #11) represents the counties of Fairfax, Loudoun and Prince William and the cities of Fairfax, Falls Church, Manassas and Manassas Park and serves as the most populous local workforce area in the Commonwealth of Virginia, representing more than 2.1 million residents and tens of thousands of businesses. The Northern Virginia Workforce System has one (1) Comprehensive Virginia Career Works Center located in Woodbridge, Virginia, and four (4) Affiliate Virginia Career Works Centers (see map below). The System also includes two jail-based Employment Centers at the Fairfax County Alternative Incarceration Branch (AIB) and the Prince William Manassas Regional Adult Detention Center (PWMRADC).



Outline of Business Process Planning and Timelines

The Virginia Career Works Northern Center staff, the Northern Virginia WIOA One Stop Operator team and multiple State and community-based Partner organizations comprise multiple dozens of staff, with varying levels of familiarity with the Virginia Referral Portal. For the period of March – June 2023, substantial time and effort will be devoted to gaining Portal access for these professional staff in addition to conducting Portal orientation and training to assure a common

knowledge and proficiency of the Portal software among all employees. Therefore, the Virginia Career Works Northern Region will incrementally implement the Virginia Referral Portal between March and June 2023, with the region's American Job Centers starting Portal utilization and access to its customers within the following schedule:

- Virginia Career Works Prince William Center - March 20, 2023
- Virginia Career Works Cherokee Avenue Center – April 3, 2023
- Virginia Career Works Annandale Center – May 1, 2023
- Virginia Career Works, Loudoun Workforce Resource Center – May 22, 2023
- Virginia Career Works South County (Alexandria) Center – June 5, 2023

All customers entering a Virginia Career Works - Northern Center seeking employment and/or training services may be referred directly to a partner agency or case manager associated with that Center. Center staff are on hand to deliver assistance to those customers seeking basic business services such as computer use, printing, faxing or general workforce assistance. The VCW Center workforce staff often do not have the opportunity to deliver more specialized services directly to a customer when they walk through the Center doors. Customers are often referred by the workforce Center staff to the appropriate partner agency to provide services such as placement assistance, career guidance, or case management. The Referral Portal will serve as the State's tool to track these referrals. Customers entering the VCW Northern Centers for services will be directed as follows:

Portal Sign-In Process:

(Step 1)

- When entering the Center, customers will be invited to sign into the Virginia Referral Portal by providing name, zip code, DOB, email address, telephone number and reason for visit (service needed).
- Customers are advised that a question will appear to click Yes or No to registration in the Virginia Referral Portal.

- Customers will be advised that registering in the Virginia Referral Portal will provide them with greater visibility among service providers in the workforce system for program information, employment leads and training opportunities.
- Customers who opt out from registering in the Virginia Referral Portal will be directed by Center workforce staff to appropriate services while in the VCW Center. Any customer that opts out from registering in the Referral Portal will not be denied services.

Portal Registration Process

(Step 2)

- Customers completing the sign in and the registration process in the Referral Portal, but DO NOT request to be referred for services, are assisted by workforce staff onsite at the VCW Centers. Examples of services that do not require referral are basic business services such as computer use, printing, faxing, telephone, or a typing proficiency test.
- Customers completing the sign in and the registration process in the Referral Portal and have selected to be referred for a particular service, the designated staffer reviewing all referral requests will pass the information onto the appropriate partner agency or case manager for assistance.

The Virginia Career Works Northern Region and its five (5) American Job Centers will not endorse nor participate in any staff-assisted data input of customer information into the Virginia Referral Portal. Virginia Career Works Northern staff, in addition to American Job Center staff affiliated with Fairfax County Government and Loudoun County Government have determined that any staff-assisted data input of customer information into the Referral Portal database, without acquiring physical evidence of client consent, is contrary to established and long-standing State and County requirements for assuring appropriate customer confidentiality of Personally Identifiable Information (PII). This local workforce area position may be reconsidered if appropriate revisions are made to the online Virginia Referral Portal software that allows an electronic customer consent to be checked and confirmed.

The broad utilization of the Virginia Referral Portal will require significant staffing assignments of new responsibilities that must be absorbed by existing personnel. These new requirements have yet to be determined increased workload burdens, in addition to increased costs for outreach and marketing materials, making the Virginia Referral Portal implementation an Unfunded State Mandate for the Virginia Career Works Northern Region. These new responsibilities and staffing requirements include:

- Executive Sponsor
- Professional Access Manager
- Community Catalog Manager
- Center Resource Point of Contact
- Center Referral Monitor
- Portal Communications Champion
- Portal Training and Feedback Liaison

Timeline:

March – June 2023 – Orientation and training on Portal software functions for all WIOA One Stop Operator staff, Center staff and Partner agencies.

March - June 2023 – Soft-launch of new Virginia Portal enrollment processes incrementally implemented at all VCW Northern American Job Centers, on the schedule outlined above..

March – June 2023 – Assessment of initial Portal enrollments and identification of any needed customer flow processes at the American Job Centers.

Outline of Planned Communication Strategies

All local communications outreach will be supplemental initiatives to Statewide outreach by the Virginia Secretary of Labor’s Office, the Virginia Community College System and the new Department of Workforce Development and Advancement.

The initial timeline and outreach steps and strategies include:

- March – June 2023 – Develop marketing and communication materials to promote the benefits associated with the Workforce Referral Portal.

- Link on VCW Northern website
 - Posters highlighting Virginia Portal link and benefits at all American Job Centers
 - Highlight Portal through email and texting outreach campaign to current VOS registrants.
- July – August 2023 - Hold in-person and virtual information sessions on the Referral Portal.
 - Engage community and state partners to promote Workforce Referral Portal to clients through monthly CQI meetings and other partner engagement activities.

Website & Social Media Process

1. Utilize the VCW Northern website and social media channels to promote the VCW Referral Portal link.
2. Partner organizations will be invited to promote the portal on their websites and social media channels as well and will be provided with a copy of this implementation plan for their use.
3. The following language may be used on websites and social media:

Headline: Virginia Career Works Referral Portal
Subtext: Connects you to local, regional, and state-wide career, education, and support resources.

American Job Center Resource Center Outreach

1. All American Job Center public-facing computers will have <https://app.virginia.myjourney.com/> programmed as the home page for all web browsers used.
2. Virginia Career Works Northern Center staff will encourage job seekers, when appropriate, to enroll into the Portal as they are being escorted to their assigned computer.
3. Partner organizations will be invited to promote the portal on their public facing computers as well and will be provided with a copy of this implementation plan for their use.
4. The following language may be used by s Virginia Career Works Northern One Stop Operator staff and Partner Agency employees:

“If you are looking for local, regional, and state-wide career, education, and support resources beyond what we can offer you, we encourage you to enroll into the Virginia Career Works Referral Portal. When you open your web browser the portal will be the first website that you see. If you need help, please let me know.”

Case Worker Meeting Process

1. All American Job Center Call Center Case Worker staff will ask clients during their introductory meeting if they would like to enroll into the Referral Portal.
2. Partner organizations will be invited to promote the Referral Portal during their staffs’ interactions with clients and will be provided with a copy of this implementation plan for their use.
3. The following language may be used by Virginia Career Works Northern One Stop Operator staff and Partner Agency employees:

“If you are looking for local, regional, and state-wide career, education, and support resources beyond what we can offer you, we encourage you to enroll into the Virginia Career Works Referral Portal. You can find the portal here, <https://app.virginia.myjourney.com/>. If you need help, please let me know.”

Discussion on Steps Taken to Reach Maximum Client Utilization in Portal

During April – June 2023 and transitioning into the first six months FY 2024, Virginia Career Works Northern Management will monitor Portal utilization weekly and monthly to assess growing public utilization in these initial months. Data comparing overall Center utilization with Portal enrollments will be compared monthly to determine if gaps exist and persist. Decisions by customers not to utilize the Referral Portal will also be assessed and monitored during this time period.

Outline of Regional Process for Gathering Customer Feedback on Portal Utilization

All Virginia Career Works Northern Centers will develop a method to solicit and record jobseeker feedback from American Job Center clients. VCWN will modify both its online and paper customer comment cards, to include questions regarding the Referral Portal. This customer input will be collected monthly and shared with the Virginia Career Works Northern Executive Director, for review and compilation. VCWN will also collect this feedback from customers during Center monitoring reviews.

The Northern Virginia WIOA One Stop Operator Management will develop a method to solicit and record jobseeker feedback from One Stop Operator staff. This professional staff input will be collected monthly and shared with the Virginia Career Works Northern Executive Director, for review and compilation. VCWN will also collect this feedback from staff and partners during Center monitoring reviews.

The collected input from both customers and Center and One Stop Operator professional staff will be compiled and shared with the State Referral Portal Steering Committee on desired Portal implementation.

Identification of Barriers to Implementation and Proposed Methods to Address

The Virginia Career Works Northern management and Northern Virginia One Stop Operator management have initially identified multiple barriers to successful Referral Portal implementation, including:

- Center clients refuse to utilize Referral Portal or are unable to utilize the Referral Portal due to literacy limitations or a lack of computer technology proficiency.
- Lack of awareness among VCW Northern professional staff and Partner Organization staff on Referral Portal data policy and importance of Portal utilization.
- Lack of training among VCW Northern professional staff and Partner Organization staff on Referral Portal software.
- Limitations of Referral Portal software and limited data integration with existing VaWC and VOS management information systems.
- Unintentional consequences that may become a barrier to using the tool including:
 - Literacy levels for understanding the process and what is being agreed to by the client.

- Uncomfortable with PII being shared with other entities or others accessing their information.
- Assumption that by not agreeing to sharing information through the Virginia Referral Portal, clients must visit a Center in person to be served (the following statement that appears for those who are unwilling to consent to release data: “By not consenting to release your data, this application cannot be processed any further to determine a referral to Virginia services. Please visit your nearest Virginia Career Works center to determine your next steps in receiving services.”)
- Limitations on the use in that the terms of agreement state the platform is only for those 18 years or older.

Department of Family Services

Employment & Training Team Report

April 2023

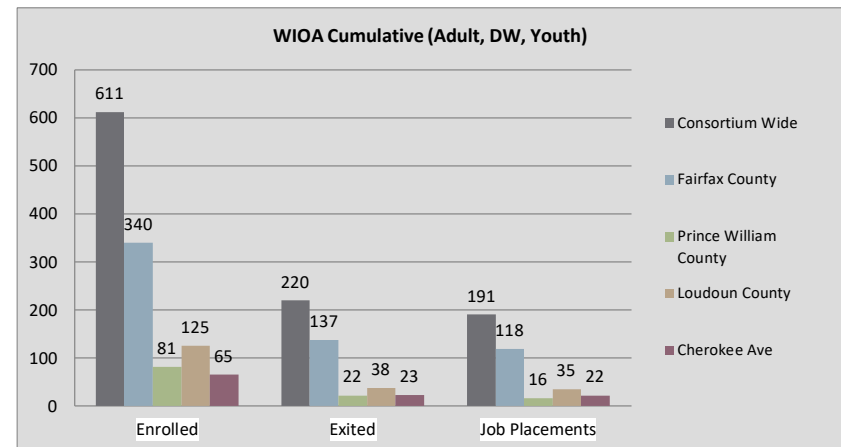
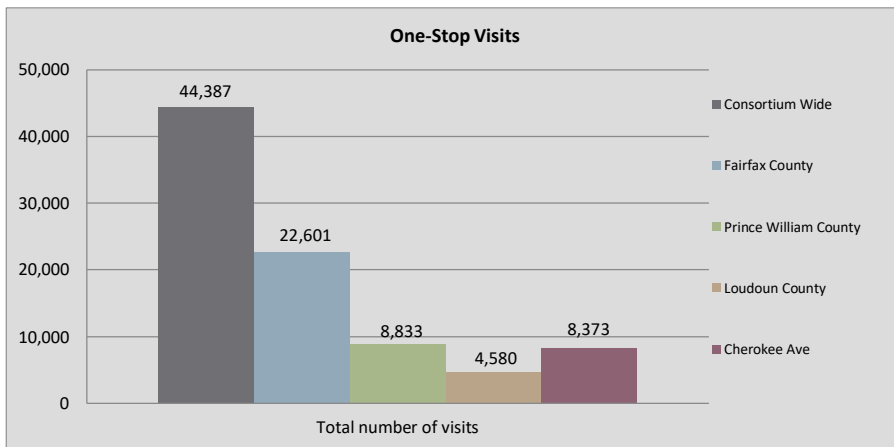


- Pages 1-2: Workforce Innovation and Opportunity Act Program
- Page 3: Workforce Innovation and Opportunity Act/Other Grants
- Page 4: Fairfax Alternative Incarceration Branch (AIB) Center
- Page 5: ITA and OJT Breakdown
- Page 6: Senior Community Service Employment Program (SCSEP)



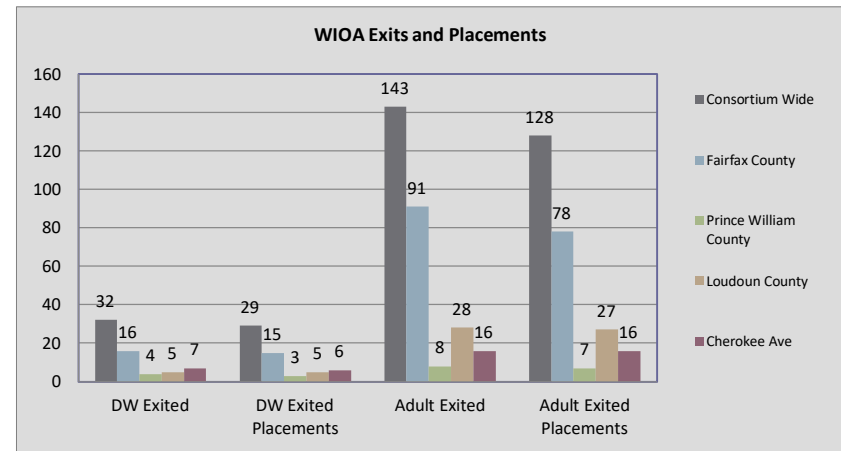
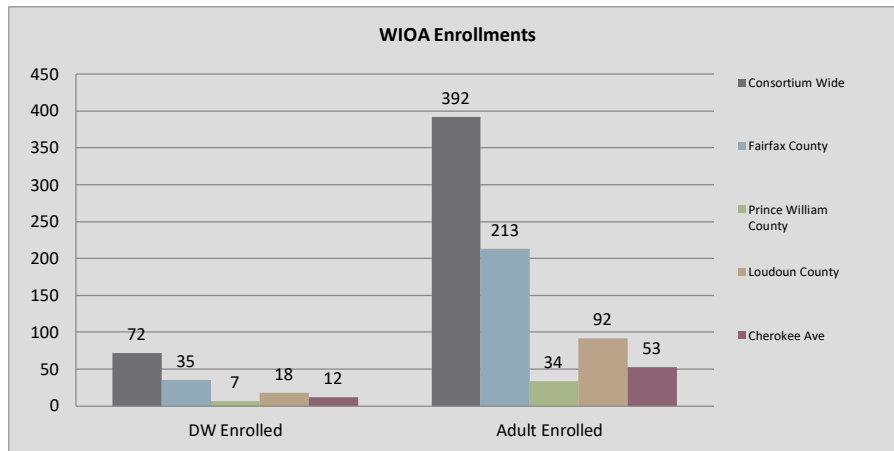
Northern Virginia Workforce Development Area, LWDA XI
WIOA Adult, Dislocated Worker, and Youth Statistics (July 1, 2022- April 30, 2023)

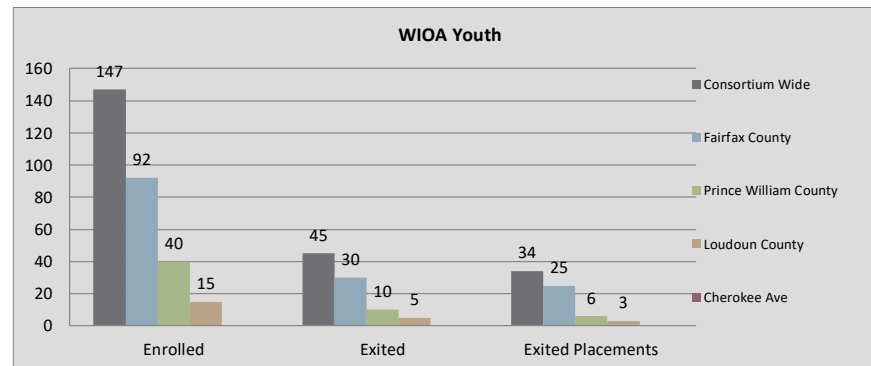
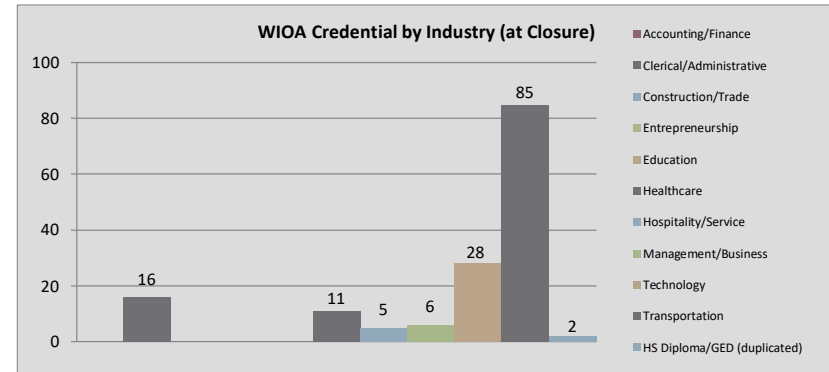
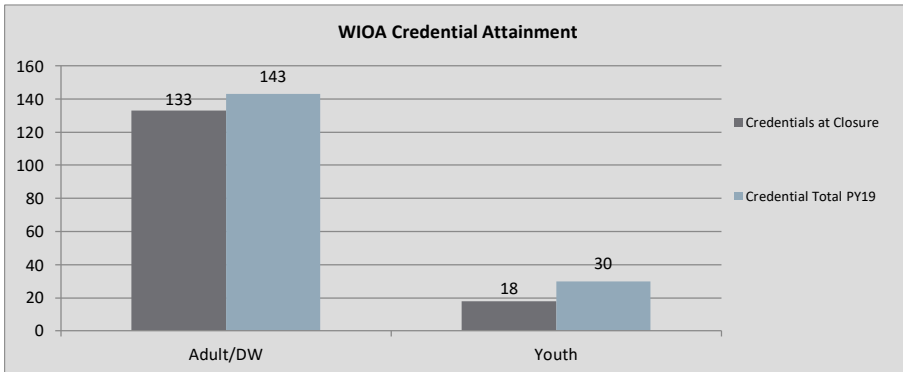
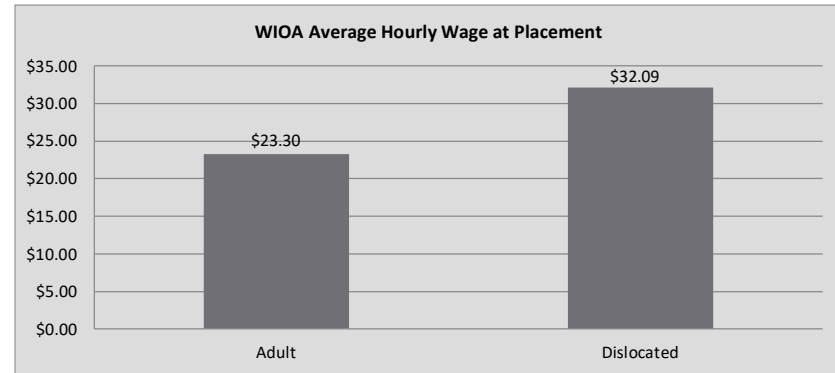
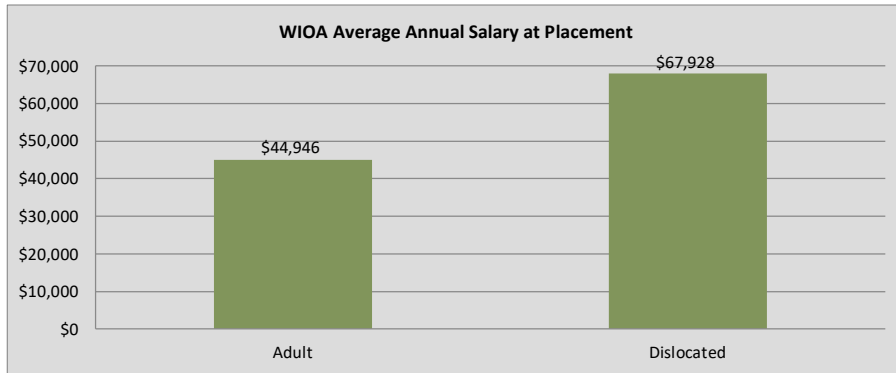
At-A-Glance				
One-Stop Services*	WIOA Services (Youth/Adult/DW)	All Employment & Training Programs		
Center Visits	44,387	Total Participants	611	
One-Stop Job Placements	66	WIOA Job Placements	191	
Average Hourly Wage at Placement	\$23.04	Average Hourly Wage at Placement (Adult)	\$23.30	
* Visit numbers are being brought current to include all virtual services being provided by center programs that would have utilized pre-COVID walk-in services during this PY if available. Note: Core placements are updated quarterly.	Average Hourly Wage at Placement (DW)	\$32.09	Total Enrolled	611
	Average Hourly Wage at Placement (Youth)	\$15.16	Total Exited	220
	Credentials Received in PY22	173	Total Job Placements	191
	Credentials Received at Closure	151	Total Participants with Disabilities	118
			Total Veterans	11



*IWT not included, see Page 3 for Data

WIOA Breakdown - Adult, Dislocated Worker and Youth

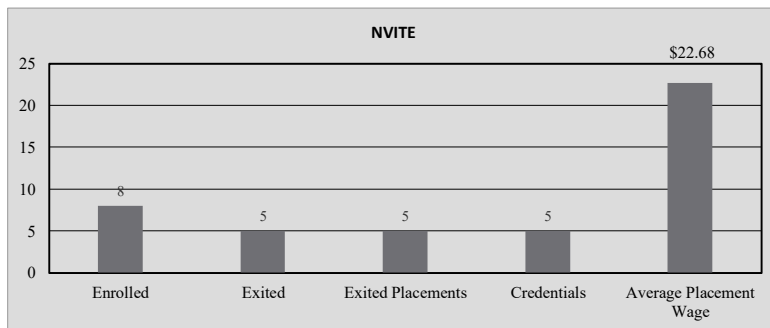
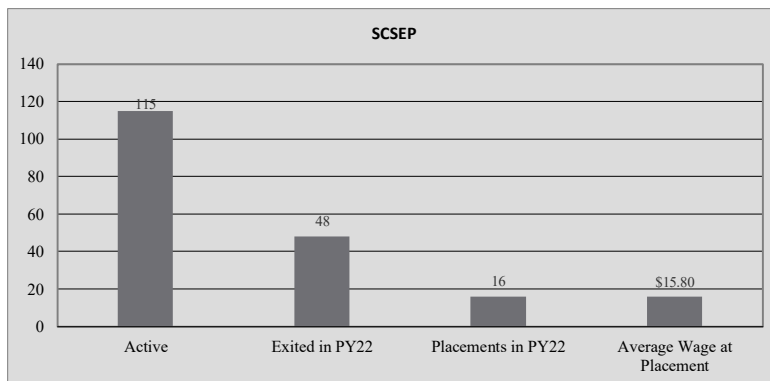
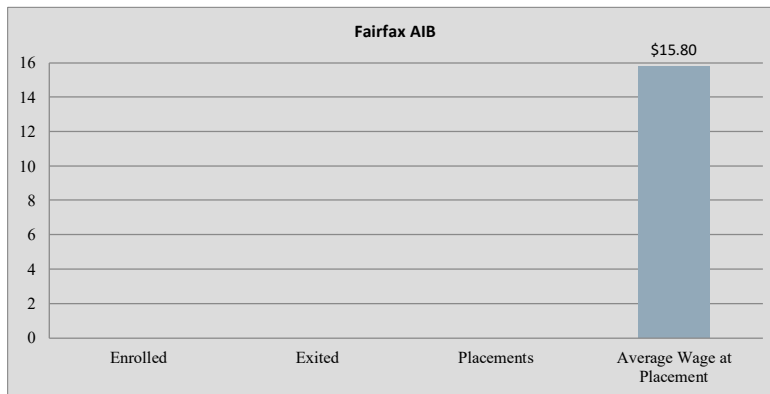




Northern Virginia Workforce Development Area, LWDA XI

WIOA Grants and Other Programs Statistics (July 1, 2022- April 30, 2023)

Non WIOA Grants

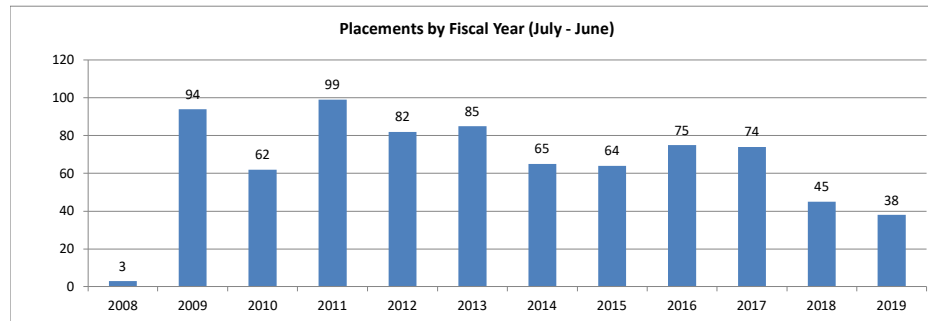
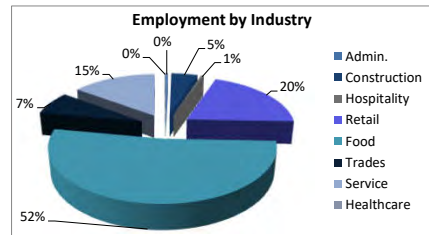
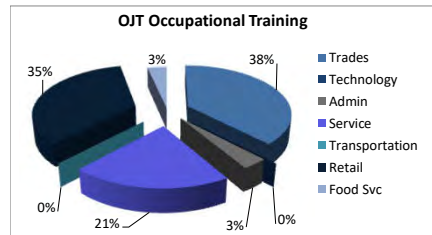


Fairfax AIB (Alternative Incarceration Branch) Center
Monthly Report

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Enrolled	0	0	0	0	0	0	0	0	0	0	0	0
Placed in Employment	0	0	0	0	0	0	0	0	0	0	0	0
Exited	0	0	0	0	0	0	0	0	0	0	0	0
<i>Employed at Exit</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Unemployed at Exit</i>	0	0	0	0	0	0	0	0	0	0	0	0
Currently Employed	0	0	0	0	0	0	0	0	0	0	0	0
Other Fairfax Inmates served	0	0	0	0	0	0	0	0	0	0	0	0
<i>Average Hourly Wage</i>	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80		

Cumulative	
Enrolled	938
Non-Exited Placements	132
Exited	790
<i>Unemployed at Exit</i>	127
<i>Employed at Exit</i>	658
Insured by Federal Bonding	68
<i>Total Bonding Value</i>	\$340,000
Total On the Job Trainings	29
<i>On the Job Training Expenditures</i>	\$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
Monthly Report

ITAs / INDUSTRY	Obligated Funds	Additional Training Expenses	WIOA YOUTH		WIOA ADULT/DW		TOTAL
			Number	Percent	Number	Percent	
Accounting/Finance (AF)	\$2,434.00		0	0.00%	5	2.46%	5
Clerical /Administrative (CA)	\$10,483.00		0	0.00%	5	2.46%	5
Construction / Trade (CT)	\$10,401.48		7	19.44%	2	1.00%	9
Education (Ed)	\$0.00		0	0.00%	0	0.00%	0
Healthcare (He)	\$133,337.00		19	52.78%	31	15.35%	50
Hospitality Services (HS)	\$16,514.00		1	2.78%	3	1.50%	4
Literacy (LA)	\$7,935.00		2	5.56%	1	0.50%	3
Management/Business (MB)	\$15,043.00		0	0.00%	8	3.96%	8
Technology (Tech)	\$140,892.00		3	8.34%	61	30.20%	64
Transportation (TR)	\$342,389.00		4	11.12%	86	42.57%	90
Others	\$0.00		0	0.00%	0	0.00%	0
TOTAL	\$679,428.48	\$0.00	36	100%	202	100.0%	238

ITAs / INDUSTRY	Obligated Funds
Accounting/Finance (AF)	\$2,434.00
Clerical /Administrative (CA)	\$10,483.00
Construction / Trade (CT)	\$10,401.48
Education (Ed)	\$0.00
Healthcare (He)	\$133,337.00
Hospitality Services (HS)	\$16,514.00
Literacy (LA)	\$7,935.00
Management/Business (MB)	\$15,043.00
Technology (Tech)	\$140,892.00
Transportation (TR)	\$342,389.00
Others	\$0.00
TOTAL	\$679,428.48

OJT Obligated by Grants	OJT /WEX Amount
WIOA Adult	\$13,615
WIOA DW	\$3,360
Youth	\$30,256
TOTAL	\$47,231

Northern Virginia Workforce Area #11
SCSEP Monthly Report

SCSEP Eligible Clients Identified	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
SCSEP Active Participants	114	115	114	113	117	115	115	112	113	115		
Transferred to NCOA Data Team	0	0	0	0	0	0	0	0	0	1		
Participants on LWOP	6	8	7	9	9	4	5	6	8	5		
New SCSEP Enrollments	1	5	6	3	9	7	3	0	9	1		
Average Age of Enrolled	66	66	65	65	66	66	66	66	66	66		
New SCSEP Pending Applications	9	5	4	6	5	7	5	4	5	6		
Exited from Program	6	2	6	4	7	9	3	5	5	1		
Exited with Placement	4	0	1	2	3	2	0	3	0	1		
Average Employed Monthly Wage	\$ 14.00	\$ -	\$ 17.00	\$ 12.00	\$ 16.00	\$ 17.85	\$ -	\$ 17.75	\$ -	\$ 16.00		
Active Host Site Agencies	25	25	26	27	27	27	28	30	29	29		
Host Site Agencies with Slots	3	3	1	2	4	3	2	6	4	6		
Number of Available Slots	3	4	4	2	8	5	3	9	8	8		
Participants Referred to Host Site	4	5	4	3	8	5	3	9	9	15		
New Host Site Agencies Contacted	15	13	6	5	3	2	3	2	3	3		
Referral from WIOA One Stop Centers	7	7	29	8	8	5	10	6	4	3		
Dual Enrolled with WIOA	1	1	1	1	0	0	0	1	1	1		

**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 2023 Workforce Area #11 Training and OJT Commitments** – For FY 2023 (Through April 2023), the Workforce Area #11 One Stop Operator obligated \$674,804 for 233 WIOA Adult, Dislocated Worker, and Youth jobseekers. An additional \$47,231 has been committed for On The Job Training and Work Experience opportunities.
- **Virginia Career Works Northern Board Certification** - The Virginia Career Works Northern Board Membership has been certified by State officials for the next two years. State officials will recommend our local board certification to the State Board of Workforce Development for approval at its June 29, 2023 meeting.
- **New Partnership Development with Lewis Leadership Academy** – The Virginia Career Works Northern and The *SkillSource* Group, Inc. has initiated a new partnership with the Lewis Leadership Academy at the John Lewis High School in Springfield, Virginia (Fairfax County Public Schools). Staff are introducing the WIOA Youth and Adult Programs to eligible students, offering LinkedIn Learning Licenses and outlining potential work-based learning opportunities during the new school year.
- **Summer 2023 Educating Youth Through Employment Program to Launch** - With Pandemic restrictions lifted, the *SkillSource* Group Educating Youth Through Employment Program (EYE) will launch in June 2023, running through mid-August 2023. Approximately 150 young adults will participate from Fairfax County’s DFS, Division of Children, Youth, and Families and the Department of Neighborhood and Community Services, and the Virginia Department for Aging and Rehabilitative Services. A new partnership with Kaiser Permanente will also commence in Summer 2023 with approximately 20 interns from Virginia and Maryland.
- **SkillSource Group Ticket to Work Program Exceeds \$2 Million in Earned Revenues** – In May 2023, the *SkillSource* Group Ticket to Work Employment Network, started in 2011, exceeded \$2 million in earned revenues from the U.S. Social Security Administration. Since inception, 237 local adults have gone to work, transforming their lives through work and self sufficiency.
- **New SkillSource Group Management Information System to Be Purchased** – *SkillSource* is proceeding to purchase access to a new cloud-based management information system, LaunchPad, in June 2023. This case management system will be used for the *SkillSource* Group Ticket to Work Program and various TANF employment programs, and eventually the Employer Solutions Team.
- **SkillSource Group Summary of Grants and Contracts Award Matrix is attached.**

Northern Virginia Workforce Innovation and Opportunity Act--LWDA XI

FY 2023 ITA Provider Summary

July 1-April 30, 2023

A. ITA Obligated by Providers

Provider (A-Z)	Training amount	Number of ITA	Training Industries
1st CDL Training Center of NOVA	\$80,750.00	22	Transportation
7 CDL Driving School	\$40,800.00	12	Transportation
A Security Training Company	\$2,700.00	1	HS
AAA CDL School	\$76,450.00	19	Transportation
Advance Technical Institute	\$1,999.00	1	MB & Technology
Agile1 Tech	\$10,850.00	4	Technology
American Inst., Health, Science & Tech.	\$11,500.00	4	Healthcare
ASM Educational Center	\$8,480.00	4	Technology
Astar Education Institute	\$4,544.00	3	Healthcare
Catholic University	\$1,195.00	1	MB
Fairfax County Public School	\$36,372.00	18	Accounting/Finance, Healthcare
Gee's Career Training Institute	\$1,100.00	1	Health
George Mason University	\$13,113.00	7	Management/Business, Technology
Germanna Community College	\$1,147.00	2	Accounting/Finance
Global Education Institute	\$3,985.00	2	Healthcare
Global Institute of Technology	\$14,450.00	5	Technology
Impact Tek	\$20,361.00	15	Technology
Intellectual Point	\$28,083.00	17	Technology
Joyce Carelock Ministries	\$9,000.00	3	Administrative Certificate
Laural River Community College	\$3,797.00	2	Literacy
LCPS	\$170.00	1	CT
Le Arai Beauty Academy	\$6,000.00	1	HS
Learnix Tree Centr	\$25,000.00	7	Technology
MedCerts	\$4,000.00	1	Healthcare
Moon River Nursing Careers	\$5,260.00	2	Healthcare
NVCC	\$67,155.00	21	Healthcare/LA
Old Dominion	\$1,425.00	1	
PeopleNTech	\$16,500.00	4	Technology
Safe Driving Academy	\$389.00	1	Transportation
Salvation Academy	\$2,030.00	2	Healthcare
Security University	\$8,485.00	3	Technology
Shipper's Choice	\$139,500.00	36	Transportation
Spectrum Beauty Academy	\$4,714.00	1	HS
The Medical Education Center	\$7,200.00	3	Healthcare
Three T Institute	\$7,100.00	3	MB & Technology
Thrive Healthcare Academy	\$1,100.00	1	Healthcare
Topcurl Beauty Academy	\$3,100.00	1	HS
Ultimate Health School	\$5,000.00	1	Healthcare
TOTAL	\$674,804.00	233	

B. ITA Obligated by Grants

Funding	Training Amount
WIOA Adult	\$550,134.00
WIOA Dislocated	\$35,814.00
WIOA Youth	\$88,856.00
TOTAL	\$674,804.00

Northern Virginia Workforce Innovation and Opportunity Act--LWDA XI

July 1 - April 30, 2023

FY 2023 OJT Provider Summary

A. OJT/WEX Obligated by Providers:

Provider (A-Z)	Name of OJT/WEX	Training Industries
Catalyst Recovery and Wellness	Front Office Coordinator	Healthcare
Chandler and Sons	Summer EYE Participant	
Children's Science Center	Summer EYE Participant	Healthcare
Fairfax County ACE Program	IT Training	Accounting/Finance, Healthcare & Technology
Hampton Inn Hotel	Summer EYE Participant	
Johnny Apple Seed Association (JASA);	Electrical course	Technology
La Cocina	Admin. Asst.	Admin.
Morcom International	Summer EYE Participant	
QuestKnight Enterprises	Summer EYE Participant	
Recovery Program Solutions of Virginia (Arlington)	Summer EYE Participant	
Virginia Career Works (Cherokee)	Summer EYE Participant	

B. OJT/WEX Obligated by Grants:

Grant	OJT/WEX Amount
WIOA Adult	\$13,615
WIOA DW	\$3,360
Youth	\$30,256
Total	\$47,231

May 15, 2023

***SkillSource* Group Ticket to Work Employment Network Surpasses New Milestone in Transitioning Jobseekers with Disabilities into Employment**

Tysons Corner, Virginia – The *SkillSource* Group, Inc., and the Virginia Career Works Northern Region announced that its Northern Virginia Ticket to Work Employment Network had surpassed \$2 million in revenues earned to support local adults with disabilities transitioning to full-time employment. Since 2010, 237 local adults with disabilities have gone to work through the Northern Virginia Ticket Program, allowing these individuals and their families to transform their lives through work, skills training, and self-sufficiency.

The Ticket to Work Program supports adults receiving Supplemental Security Income and Social Security Disability payments to return to work and to manage their Federal income and health benefits. A Social Security beneficiary is provided a Ticket, and can freely choose to collaborate with any Ticket Employment Network. An Employment Network only earns income when the new salary of the beneficiary meets or exceeds Social Security thresholds resulting in reduced or zero cash benefits. The Northern Virginia Ticket Employment Network was created in 2010 by The *SkillSource* Group, Inc. and was founded by Ms. Lauren Parker.

The Chairman of the Virginia Career Works Northern Region, William ‘Ed’ Trumbull, a Vice President at ICF International, said that “This new accomplishment by our Northern Virginia Ticket to Work Program reflects our ongoing efforts to deliver excellent workforce and customer service to our fellow Northern Virginia residents who are seeking to find a foothold in our strong regional labor market. Christopher Rieley, the Chairman of The *SkillSource* Group, Inc. and Vice President of The Bank of Clarke added that “Our efforts to transition Social Security beneficiaries to full-time employment supports private sector employers seeking new workers, while also reducing financial strain on the Social Security Trust Fund. Everyone wins when the Ticket Initiative is successful and The *SkillSource* Group is honored to be a leader in Virginia and the Mid-Atlantic Region.”

Learn more about the Northern Virginia Ticket to Work Employment Network and the Northern Virginia public workforce system at <https://vcwnorthern.com/ticket-to-work/> or by calling (703) 827-3782.

The <i>SkillSource</i> Group, Inc.				
SUMMARY OF PENDING FUNDING AND DEVELOPMENT ACTIVITIES				
To the Virginia Career Works Northern Board of Directors June 1, 2023				
Project Name/Solicitation	Funding Request	SSG Funding	#s to Be Served	Proposal Status
APPROVED				
2023 Prince William Financial Empowerment Center No-Cost Extension Request to United Way of the National Capital Area (January 2023 - June 2023)	\$0	\$0	600	Approved
	\$0	\$0	600	
NOT APPROVED				
	\$0	\$0	0	
PENDING				
2023 Fairfax County Department of Economic Initiatives - Work-Based Learning Project (May 2023 - October 2024)	\$2,800,000	\$900,000	125	In Scope of Work Development
Northern Virginia Green Jobs Proposal to Climate-Resilient Employees for a Sustainable Tomorrow (CREST) initiative through Jobs for the Future and the Ares Foundation	\$10,000 (for a possible \$750k grant)	\$10,000 (for a possible \$750k grant)	TBD	Submitted on 5/15/2023
Work-Based Learning Grant to Virginia Community College System and the Virginia Secretary of Labor	\$150,000	\$150,000	50	Submitted on 4/21/2023
U.S. Department of Justice Second Chance Act Improving Reentry Education and Employment Outcomes	\$900,000	\$900,000	150	Submitted on 4/4/2023
	\$3,860,000	\$1,960,000	325	