

WORKFORCE DEVELOPMENT BOARD MEETING
June 15, 2016 – 1:00 P.M.
Madren Conference Center – Board Room – Clemson, SC
AGENDA

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|
| <p>I. Call to Order/Opening Remarks</p> | | Robert Halfacre, Board Chair |
| <p>II. Approval of Minutes (04/20/16)*</p> | <p>Pgs.1-7</p> | Robert Halfacre |
| <p>III. Director's Report</p> <p>A. Meetings and Events</p> <p>B. H. 4145</p> <p>C. Business Engagement Goals</p> | <p>Pgs.8-34</p> | Trent Acker, WorkLink Exec. Director |
| <p>IV. Committee Reports</p> | | |
| <p>A. Executive Committee</p> <p>1) Report of Action(s)</p> <p>2) Special Presentation</p> <p>3) Board Officer Elections</p> | | Robert Halfacre |
| <p>B. Finance Committee</p> <p>1) PY 16 Budget Negotiations</p> <p style="padding-left: 20px;">a) Youth*</p> <p style="padding-left: 20px;">b) Adult/DW Program*</p> <p style="padding-left: 20px;">c) Adult/DW Operator*</p> <p style="padding-left: 20px;">d) WorkLink Budget*</p> <p>2) PY 15 Budget Overview</p> <p style="padding-left: 20px;">a) Youth</p> <p style="padding-left: 20px;">b) Adult/DW Program</p> <p style="padding-left: 20px;">c) Adult/DW Operator</p> <p style="padding-left: 20px;">d) WorkLink Budget Modifications*</p> <p>3) Ongoing Grants</p> | <p>Pgs.35-73</p> | Mike Wallace, Committee Chair |
| <p>C. Youth Committee</p> <p>1) PY 15 3rd Quarter Youth Performance</p> <p>2) WIOA Youth Program Fact Sheet/Highlights</p> <p>3) PY 15 Local Youth Monitoring Report</p> | <p>Pgs.74-88</p> | Kristi King-Brock, Committee Chair |
| <p>D. OneStop Operations Committee</p> <p>1) Committee Report</p> <p style="padding-left: 20px;">a) SC Works Operator</p> <p style="padding-left: 20px;">b) Adult/DW Program</p> <p style="padding-left: 20px;">c) Eligible Training Provider List*</p> <p style="padding-left: 20px;">d) Employer Services</p> | <p>Pgs.89-102</p> | Richard Blackwell, Committee Chair |
| <p>E. Persons with Disabilities Committee</p> <p>1) Committee Report</p> | <p>Pgs.103</p> | Pamela Smith, Committee Chair |

V. Other Business

NEXT MEETING – September 21, 2016 @ 1:00 P.M.
MADREN CONFERENCE CENTER, CLEMSON UNIVERSITY, CLEMSON SC
LUNCH IMMEDIATELY PRECEEDS THE MEETING AT NOON

**WORKFORCE INVESTMENT BOARD
BOARD MEETING**

April 20, 2016 - Minutes

Executive Board Room – Clemson University - Martin Inn & Conference Center

Members Present:

Amanda Hamby	Billy Gibson	Brooke Dobbins
Danny Brothers	David Bowers	David Collins
Doug Newton	Jason Duncan	Kristi King-Brock
Mike Wallace	Pamela Smith	Pat Pruitt
Ray Farley	Richard Blackwell	Robert Halfacre
Ronnie Booth	Stephanie Collins	Teri Gilstrap

Members Absent:

Ed Parris	Edgar Brown	Mary Gaston
Terence Hassan		

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite
Windy Graham	Patty Manley	

Guest Present:

Matt Fields	Renee Alexander	Steve Riddle
Karen Craven	Amanda Wagner	Nick Nickerson
Lisa Gillespie		

I. Call to Order

Chair Robert Halfacre called the meeting to order at 1:01pm, announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes. Chair Halfacre welcomed everyone in attendance and introductions were then made by all in attendance.

II. Approval of Minutes

The minutes from the 02/17/16 meeting were emailed with the meeting notice and included in the meeting packet. Chair Halfacre called for any corrections or amendments to the minutes. Pat Pruitt noted the date on page 2 in the Executive Committee report first bullet item should read 12/18/15.

BOARD ACTION TAKEN: David Collins made a motion to approve the minutes with noted correction, second by Doug Newton. The motion carried with a unanimous voice vote.

III. Director's Report

A.) PY'16 Allocations

Trent Acker referred to pages 9-11 are the State allocation amounts for PY'16 which show significant increases for the State, 27.17% increase for Adult; 30.67% for Dislocated Worker; and 27.56% for Youth. The State will withhold certain from each fund stream and will then use their formula to determine the allocations for each area. Mr. Acker stated based on the State allocations and the law, the minimum **projected** allocations for WorkLink are shown on page 12 with the following corrections:

PY'16 Projected Allocations	Fund Stream	Increase
\$808,956	Adult	\$144,538
\$589,089	Dislocated Worker	\$ 86,520
\$877,062	Youth	\$162,767

Mr. Acker will keep Board members informed regarding allocations.

On page 8, Mr. Acker noted the meetings, trainings and events staff has attended are included for Board members review.

B.) Board Membership

Mr. Acker informed Board members of Michael Keith's resignation from the Board due to job related functions. County Council has been informed and will begin to identify someone to fill the vacancy.

C.) May

Mr. Acker informed Board members he will be out of the office in late May/early June for the birth of their second child.

IV. Committee Reports

A.) Executive Committee

1) Report of Action(s)

Chair Halfacre referred to pages 13-18 reporting from the 3/23/16 Executive Committee meetings that the committee voted to allow the Youth, Adult/Dislocated Worker and OneStop Operator contract to transition from Henkels & McCoy to Eckerd effective 4/1/16.

B.) Finance Committee

1) PY'15 Budget Overview

a) Youth

Mike Wallace, Finance Committee Chair referred to pages 19-20 which show the Youth budget expenditures at 70.7% spent through 03/20/16. Mr. Wallace noted the \$9,089.73 in obligated funds which will help in meeting our expenditure goal.

b) Adult/DW Program

Mr. Wallace referred to the Adult & Dislocated Worker Program budgets on pages 21 & 22 stating they are expending on track through 03/20/16. The Adult budget is 68.9% expended and the Dislocated Worker budget is at 66.9% expended. Again noting the obligations in both Adult and Dislocated Worker funds will put us at meeting our expenditure goal.

c) Adult/DW Operator

Continuing on page 23, Mr. Wallace noted the Operator budgets expenditures also through 03/20/16 is at 72.6% expended.

2) Budget Modification Requests

a) Youth

Mr. Wallace deferred to Karen Craven to provide a report on the Youth Program budget modification request.

Ms. Craven stated due to the transition from Henkels & McCoy to Eckerd there is a request outlined on pages 26-29 to move funds from the Fringe, Fees, Profit & Indirect line items to the Operating, Direct Training & Supportive Services line items. Ms. Craven provided a brief explanation of the line item changes adding there is no change to the overall budgeted amount of \$702,148.

BOARD ACTION TAKEN: Motion from Finance to approve Youth budget modification #2 as presented, second from Brooke Dobbins. Motion carries.

b) Adult/DW Program

Mr. Wallace deferred to Matt Fields to provide report on the Adult/DW Program budget modification request.

Mr. Fields referred to page 30 stating this is a request to modify the Adult/DW Program budget to facilitate changes from additional monies being made available due to the transition from Henkels & McCoy to Eckerd. Mr. Fields provided an explanation to move \$12,812.42 from Indirect Cost & Fees line items to Operating Costs line items within the budget noting there is no overall change to the budget.

BOARD ACTION TAKEN: Motion from Finance to approve modification to Adult/DW Program budget as presented, second from Kristi King-Brock. Motion carried.

c) Adult/DW Operator

Mr. Field continued on page 41 reporting on the need to request a modification due to the transition stating monies being recaptured from changes in Training Fees, Indirect Costs, and Audit Fees are requested to move to Operating Costs line items with no overall change in the budget.

BOARD ACTION TAKEN: Motion from Finance to approve modification to Adult/DW Operator budget as presented, second from Doug Newton. Motion carried.

3) Ongoing Grants

Jennifer Kelly referred to page 49 which shows the Make it in America grant stating the grant has been extended by DOL to 09/30/17 to allow Technical Colleges to expend the funds and to conduct follow up on recipients of the grant funds.

Mr. Acker referred to page 50 which is the DWT NEG Grant reporting this grant was extended by SCDEW/DOL to 06/30/16. A participant was identified for this grant and has been billed against it; therefor the grant should be closed out by 04/30/16.

Mr. Acker stated page 51 shows the Local IWT grants awarded to local companies and the progress for trainings and modification(s) for these grants stating these grants are moving along well and are expected to be expended by the grant end date of 08/31/16.

Mr. Wallace referred to page 52 which is the OJT spreadsheet showing the summary of OJT contracts and the balance of those funds at \$2,482.30 in Adult funds and \$4,560.00 in DW funds.

C.) Youth Committee

1) PY'15 1st & 2nd Quarter Youth Performance

Kristi King-Brock, Youth Committee Chair referred to pages 53-54 which shows we are currently meeting and or exceeding in all goals.

2) One Year –PY16 Youth Contract Extension to Eckerd

Ms. King-Brock presented a recommendation from the Youth Committee for Board approval to extend the Youth Program grant with Eckerd for one program year (July 1, 2016 to June 30, 2017).

BOARD ACTION TAKEN: Motion from David Collins to approve the recommendation from Youth to extend the Youth Program grant as presented, second by David Bowers, Motion carried.

3) PY'16 Youth Budget Negotiations Committee

Ms. King-Brock presented a recommendation for Board approval for the PY'16 Youth Program Grant Awards Negotiation Team to set grant terms and a PY'16 Youth Program budget with Eckerd for the Youth Program. The Negotiation team will include: Kristi King-Brock, Jason Duncan, Elaine Bailey and Sharon Crite.

BOARD ACTION TAKEN: Motion from Pat Pruitt to approve recommendation from the Youth Committee and Finance Committee approving the PY'16 Youth Grant Awards Negotiation Team as presented, second by Mike Wallace. Motion carried.

4) 2016 AOP BIS Showcase Funding (Pending PY 16 Final Allocations)

Ms. King-Brock presented a recommendation from Youth Committee for Board approval to allocate \$5,000 to the 2016 AOP BIS Showcase pending PY'16 final allocations from State.

BOARD ACTION TAKEN: Motion from the Youth Committee, pending final allocations from the State, to approve allocation of \$5,000 to the 2016 AOP BIS, second by Danny Brothers. Motion carried.

D.) OneStop Operations Committee

1) Committee Report

Richard Blackwell reported from the OneStop Operations Committee meeting referring to pages 56-60 updating the Board on the Committee's approach to the Strategic Plan, Outreach, SC Works Systems, Adult & DW Program and Business Services.

a) SC Works Operator

Mr. Blackwell reported system wide and employer services reports on pages 61-62 show services and participation is tracking along well.

b) Adult/DW Program

Mr. Blackwell referred to pages 63-65 which show the demographics of participants and the WIOA individual career services reports which are also moving and tracking very well.

c) Employer Services

Mr. Blackwell encouraged Board members to read the WIOA participant's success stories found on pages 66-68.

2) PY16 Adult/DW Program Grant Extension

Mr. Blackwell presented a recommendation from the Committee for Board approval to extend the Adult/DW Program grant with Eckerd for one program year, 7/1/16 to 6/30/17.

BOARD ACTION TAKEN: Motion from Jason Duncan to approve the recommendation from the OneStop Operations Committee to extend the Adult/DW Program grant as presented, second by Mike Wallace. Motion carried.

3) PY16 Operator Grant Extension

Mr. Blackwell presented a recommendation from the OneStop Operations Committee for Board approval to extend the Adult/Dislocated Operator grant with Eckerd for one program year, 7/1/16 to 6/30/17.

BOARD ACTION TAKEN: Motion from Mike Wallace to approve the recommendation from the OneStop Operations Committee to extend the Operator Grant with Eckerd for one (1) program year, 07/01/2016 – 06/30/2017, second from Doug Newton. Motion carried.

4) PY16 Grant Awards Negotiation Team

Mr. Blackwell presented a recommendation from the OneStop Operations Committee for Board approval to form a PY16 Grant Awards Negotiation Team to set Grant terms and a PY16 budget with Eckerd for the Adult/DW Program and the Operator grants. The Negotiation team will include Board Members: Richard Blackwell, Brooke Dobbins, Amanda Hamby, and David Collins.

BOARD ACTION TAKEN: Motion from Jason Duncan to approve the recommendation from the OneStop Operations Committee to approve the PY'16 Grant Awards Negotiation Team as presented, second from Stephanie Collins. Motion carried.

E.) Persons with Disabilities Committee

1) Committee Update

Pamela Smith referred to page 69 and reported from the 3/10/16 Committee meeting reporting Committee members toured the VR training center gaining insight into the Vocational Rehabilitation Work Training Centers.

Ms. Smith reported the Committee reviewed the demographics of participants and were pleased with the numbers identified and discussed the referral process adding that in keeping in line with an education component, the Committee has invited AbleSC to the May meeting to provide a presentation on etiquette.

V. Other Business

Chair Halfacre provided an update from the annual job fair held 3/17/16 at Tri County Technical College's Student Union which was a success. 48 Employers, Service Agencies & Training providers participated along with the Blood Connection and the State Veteran's Assistance Program. More than 200 job seekers attended. Surveys are being returned with positive feedback and comments.

Chair Halfacre congratulated Richard Blackwell for receiving the Public Executive of the Year Award from the Community Development Corporation.

VI. Adjournment

With no further business to discuss the meeting was adjourned.

Respectfully submitted by: Patty Manley

Below is a list of the recent meetings, training sessions and events that the WorkLink staff has participated in since the last board meeting. This list is not comprehensive, but includes many highlights of the staff's interactions with our partners and the community at large.

Meetings | Training Sessions | Events

- TCTC (MOA SC Works Discussion) – 4/21/16
- Ribbon Cutting & Open House, The Bridge at Foothills – 4/26/16
- Pickens SHRM – 4/27/2016
- MOU and RSA Meeting (TCTC) – 4/31/16
- Conference Call (SC Works Management Committee) – 4/28/16
- PACE Board Meeting – 5/2/16
- Conference Call (RSA Goodwill Industries Discussion) – 5/3/16
- Oconee DSS (RSA DSS Discussion) – 5/4/16
- RSA AARP Discussion – 5/4/16
- Pickens Adult Learning Center (RSA PC Adult Ed Discussion) – 5/4/16
- Outreach Meeting – 5/5/16
- Conference Call (RSA Anderson Vocational Rehabilitation) – 5/5/16
- Oconee SHRM – 5/10/16
- Conference Call (Eckerd Workforce Services PY16 Budget) – 5/10/16
- ETPL Discussion – 5/10/16
- MOU and RSA Meeting (Eckerd) – 5/11/16
- Conference Call (MIIA Monthly meeting) – 5/11/16
- Anderson County Economic Development (Workforce Collaborative) – 5/11/16
- Anderson and Pickens DSS RSA Meeting – 5/12/16
- Business Services Integration Team Meeting – 5/13/16
- Conference Call (Upper Savannah MOU) – 5/13/16
- Conference Call (DEW RSA) – 5/16/16
- Spartanburg Training Center (SC Works Financial Management Workgroup) – 5/16/16
- Anderson County Economic Development (Workforce Collaborative) – 5/18/16
- Share (RSA Share Discussion) – 5/18/16
- Conference Call (NETC Monitoring) – 5/19/16
- Oconee County Hiring Event – 5/20/2016
- Conference Call (PY16 Budget Discussion with Eckerd) – 5/20/16
- Quarterly Partner's Meeting – 5/20/16
- Piedmont Technical College (Upstate Sector Strategies Team Meeting) – 5/24/16
- SCDEC Centralized Outreach Committee Meeting – 5/24/16
- RSA Meeting with Vocational Rehabilitation – 5/25/16
- SWDB Governance Committee – 5/26/16
- TCTC (MOA/RSA Discussion) – 5/31/16
- Steering Committee Meeting – 6/1/16
- Conference Call (SWDB Executive Committee Meeting) – 6/2/16
- Youth Program Statewide Meeting – 6/2/2016
- Meeting (Youth Aging Out of Foster Care Power Point) – 6/3/16
- Geographic Solutions Monthly User Group Call – 6/8/16
- Outreach Committee Meeting – 6/9/16
- Conference Call (Monthly MIIA Meeting) - 6/9/16
- BSIT Meeting – 6/10/16
- RSA Adult Education Meeting – 6/14/16
- WorkLink Board Meeting – 6/15/16

AN ACT TO AMEND THE CODE OF LAWS OF SOUTH CAROLINA, 1976, BY ADDING SECTION 13-1-2030 SO AS TO CREATE THE “COORDINATING COUNCIL FOR WORKFORCE DEVELOPMENT” TO MEET CERTAIN CURRENT AND FUTURE WORKFORCE NEEDS, TO PROVIDE FOR THE MEMBERS OF THE COORDINATING COUNCIL, AND TO ESTABLISH THE DUTIES OF THE COUNCIL.

Be it enacted by the General Assembly of the State of South Carolina:

“Coordinating Council of Workforce Development” created

SECTION 1. Article 13, Chapter 1, Title 13 of the 1976 Code is amended by adding:

“Section 13-1-2030. (A) There is established the ‘Coordinating Council of Workforce Development’ which is created to engage in discussions, collaboration, and information sharing concerning the state’s ability to prepare and train workers to meet current and future workforce needs. The coordinating council shall be comprised of the following members:

- (1) the Secretary of the Department of Commerce or his designee;
- (2) the State Superintendent of the Department of Education or his designee;
- (3) the Executive Director of the State Board for Technical and Comprehensive Education or his designee;
- (4) the Executive Director of the Department of Employment and Workforce or his designee;
- (5) the Executive Director of the Commission on Higher Education or his designee;
- (6) the president or provost of a research university who shall be selected by the presidents of the research universities;
- (7) the president or provost of a four-year college or university who shall be selected by the presidents of the four-year universities;
- (8) the president of a technical college who shall be appointed by the Chairman of the State Board for Technical and Comprehensive Education;
- (9) a person appointed by the Superintendent of Education who has particularized expertise regarding Chapter 59, Title 59, the South Carolina Education and Economic Development Act; and
- (10) a representative from the business community appointed by the President of the South Carolina Chamber of Commerce.

(B)(1)The coordinating council shall:

- (a) develop and implement procedures for sharing information and coordinating efforts among stakeholders to prepare the state’s current and emerging workforce to meet the needs of the state’s economy. The primary workforce focus of the council shall be on persons over age twenty-one;
- (b) make recommendations to the General Assembly concerning matters related to workforce development that exceed the council members’ agencies’ scope of authority to implement and legislation is required;
- (c) recommend, to the General Assembly, programs intended to increase student access to and incentivize workforce training within state training programs or through programs offered by businesses through scholarships, grants, loans, tax credits, or other programs documented to be effective in addressing current and future workforce needs;
- (d) develop a method for identifying and addressing long-term workforce needs;
- (e) conduct an ongoing inventory of existing workforce programs to identify duplications among and within the programs and identify ineffective programs. The council may make recommendations concerning the appropriate actions necessary to eliminate duplication, improvements to ineffective programs so that the programs can achieve the desired result, or the elimination of programs that no longer meet workforce needs; and
- (f) submit an annual progress report to the Governor and the General Assembly, by July first of each fiscal year, concerning the actions taken by the council during the previous fiscal year, and any

recommendations for legislation or agency action. The council may submit additional reports on an ongoing basis as deemed necessary by the council chairman.

(2) The coordinating council may create subcommittees or advisory groups comprised of community or state or local government stakeholders to assist the council in carrying out the council's duties as contained in item (1).

(C) The Secretary of the Department of Commerce or his designee to the coordinating council shall be the coordinating council's chairman. (D) The Commission on Higher Education, the Department of Commerce, and the State Board for Technical and Comprehensive Education shall provide staff for the coordinating council."

Time effective

SECTION 2. This act takes effect upon approval by the Governor.

2015 SWDB Local Areas Incentive: Business Engagement Goals

PY15 through June 3, 2016			
LWDA	Annual Goal	New Businesses Engaged	% of Annual Goal Achieved
Worklink	685	772	112.7%
Upper Savannah	382	526	137.7%
Upstate	712	393	55.2%
Greenville	1,249	968	77.5%
Midlands	1,512	896	59.3%
Trident	1,647	742	45.1%
Pee Dee	600	688	114.7%
Lower Savannah	533	715	134.1%
Catawba	643	666	103.6%
Santee-Lynches	376	382	101.6%
Waccamaw	1,014	908	89.5%
Lowcountry	645	673	104.3%
South Carolina	10,000	8329	83.3%

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Nikki R. Haley
Governor

Cheryl M. Stanton
Executive Director

STATE INSTRUCTION NUMBER 15-11

To: Local Area Signatory Officials
Local Area Administrators

Subject: Local Memorandum of Understanding Guidelines

Issuance Date: March 17, 2016

Effective Date: Immediately

Purpose: To provide guidance to local workforce development boards regarding the requirement of a local Memorandum of Understanding (MOU) with workforce system partners.

Background: Local Boards, SC Works Center operators, and other workforce partners must increase coordination of programs and resources to support a comprehensive workforce system that seamlessly provides integrated services that are accessible to all jobseekers, workers, and businesses. The Workforce Innovation and Opportunity Act (WIOA) facilitates this stronger alignment by requiring Local Boards, with the agreement of the chief elected officials, to develop and enter into an MOU with all partners concerning the operations and funding of the local SC Works system.

Policy: Each Local Board is responsible for ensuring that an MOU is developed and executed with all of the required workforce system partners within its local area. The MOU should take the form of an “umbrella” document, agreed to and signed by all workforce system partners within the local area. The MOU must contain provisions describing:

- Services to be coordinated and provided through the SC Works delivery system;
- How the costs of such services and the operating costs of the system will be funded;
- Methods for referral of individuals between the SC Works Center operator and between partners, for appropriate services and activities;
- Methods to ensure appropriate access to services, including access to technology and materials, is made available to all customers, including individuals with disabilities;
- The duration of the MOU, not to exceed three years, and the procedures for amending the MOU during the term of the MOU; and
- Signatures of the Local Board, partners, and the chief elected officials.

WIOA identifies the following entities as required partners in the workforce system:

1. Adult, Dislocated Worker, and Youth Programs
2. Adult Education and Family Literacy Act Programs
3. Wagner-Peyser Employment Services Programs
4. Rehabilitation Programs for Individuals with Disabilities
5. Post-Secondary Career and Technical Education Programs (Perkins)
6. Community Services Block Grant Employment and Training Activities
7. Native American Programs
8. HUD Employment and Training Activities
9. Job Corps Programs
10. Veterans Employment and Training Programs
11. Migrant and Seasonal Farmworker Programs
12. Senior Community Service Employment Programs
13. Trade Adjustment Assistance Programs
14. Unemployment Compensation Programs
15. YouthBuild Programs
16. Temporary Assistance for Needy Families (TANF) Programs
17. Second Chance Act Programs

Each required partner must:

- Provide access to program activities through the SC Works system (in-person or electronically);
- Use a portion of the funds available for the program to maintain the SC Works delivery system, including the funding of services and infrastructure costs; and
- Enter into an MOU with the Local Workforce Development Board and participate in the operation of the SC Works system consistent with the MOU and in accordance with WIOA requirements and those of the Federal laws authorizing the partner program or activities.

With approval of the Local Board and chief elected officials, WIOA also allows other partners to be a part of the workforce system, including local employers and community-based, faith-based, and/or non-profit organizations, as well as employment, education, and training programs provided by public libraries or in the private sector. Optional partners must meet the same conditions as required partners.

Resource Sharing Agreement

The Resource Sharing Agreement (RSA) is a required addendum to the MOU that identifies the shared costs of operating the SC Works system by partner and must be renewed annually. The RSA is a product of local discussion and negotiation, and must include:

- The period of time in which the RSA is effective, which may differ from the duration of the MOU;
- Identification of the SC Works partners, chief elected officials, and the Local Board participating in the agreement;

- Identification of a cost allocation methodology that demonstrates how center infrastructure and shared services costs are charged to each partner in proportion to relative benefits received;
- Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects the agreed upon cost allocation methodology;
- Description of the periodic review process to ensure equitable benefit among partners;
- Identification of the steps taken by the Local Board, chief elected officials, and partners to reach consensus; and
- Description of the process and timelines to be followed between partners to resolve issues during the MOU duration period when consensus cannot be reached.

Under WIOA, required partners must use a portion of their funds to pay for costs relating to the operation of the workforce system, including:

- **Infrastructure Costs, defined as:**
Nonpersonnel costs that are necessary for the general operation of an SC Works Center, including:
 - Rental costs of facilities
 - Costs of utilities and maintenance
 - Equipment
 - Assessment related products
 - Assistive technology for individuals with disabilities
 - Technology to facilitate access to the SC Works Center
 - Including technology used in planning and outreach activities for the center; and
- **Shared Services Costs**
The costs of shared services that are authorized for and may be commonly provided through the SC Works partner programs to any individual, such as initial intake, assessment of needs, identification of appropriate services to meet such needs, evaluation of basic skills, referrals to other partners, and business services.

Infrastructure and shared services costs should be allocated proportionately among partners. Determining the proportionate share attributable to a specific partner program is part of the negotiation process. Partners should first review SC Works Center budgets to determine which costs should be shared. A list of federally accepted cost-sharing methodologies can be found in the [Technical Assistance Guide](#) issued by the US Department of Labor in 2002. From this list, the partners should select the appropriate allocation mechanism for the determined shared costs. Partners may pay for their share of the system through cash payments or fairly evaluated in-kind contributions. In-kind contributions must be converted to costs to determine equity. The cost-sharing methodology and payment mechanisms developed, negotiated, and approved by each partner must be included in the RSA and the MOU to ensure costs are allocated to all required partners in proportion to relative benefits received. In some cases, it is possible to have a contribution amount of zero for partners whose cost in proportion to benefits received is so minimal as to be considered immaterial.

Key Cost Considerations

Allocable: Costs are allocable to a particular program based on the benefits received by that program. Measuring benefit is the critical requirement to be performed in allocating costs. The allocation mechanism is the agreed upon cost-sharing methodology used to allocate costs to the partner programs. Care should be taken to ensure that the method chosen does not distort the results.

Allowable: To be allowable, a cost must be necessary and reasonable for the proper and efficient administration of the program. To reduce the risk of accumulating and being held accountable for disallowed costs, Local Boards and partners should carefully review anticipated program expenditures and all applicable regulations before any program costs are incurred.

Reasonable: For a cost to be reasonable, it cannot exceed that which would be incurred by a prudent person under the same circumstances. In determining the reasonableness of a given cost, consideration should be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the successful operation of the SC Works system;
- The restraints or requirements imposed by such factors as: sound business practices, Federal and state laws, and all applicable regulations;
- Market prices for comparable goods or services for the geographic area;
- Whether individuals concerned acted with prudence in the circumstances considering the responsibilities to the SC Works system, including customers, employees, partners, the public at large, and the government; and
- Significant deviations from the established procedures of the SC Works system that may have unjustifiably increased the cost.

Local Boards and partners are expected to negotiate terms of the MOU and RSA in “good faith.” Good faith includes fully and repeatedly engaging partners, transparently sharing information, and maintaining a shared focus on the needs of the customer. In a collaborative manner, the negotiators have a responsibility to ensure that resources available are utilized based upon fair cost-sharing concepts and a responsible allocation methodology. This methodology must maximize all resources available to the SC Works system from all partners, avoid duplication, and improve the efficiency and quality of employment and training services available to both individuals and employers.

Timeline

To ensure compliance and fiduciary responsibility, all MOUs for the upcoming Program Year (PY) must be fully executed by June 30th of the current PY. Local Boards must ensure all required partners are engaged in a timely manner to allow for the necessary negotiations. Electronic signatures are authorized and strongly encouraged to ensure timely execution of the MOU.

Impasse Situations

Workforce system partners shall first attempt to resolve all cost-sharing disputes informally in accordance with local policies. The State infrastructure funding mechanism will be developed for implementation in PY 2017 and will be used when consensus agreement cannot be reached between the Local Board, chief elected officials, and workforce system partners. The State criteria will include the process by which a partner may appeal a determination regarding the portion of funds to be provided under the State funding mechanism.

Template

The attached MOU template has been developed in collaboration with core and other partners at the state level. The template is designed to give guidance in the development of local area agreements and to ensure that Local Boards and partners are in compliance with US Department of Labor directives, as well as those of the partners' federal cognizant agencies. Local Boards are expected to utilize the template to increase consistency among all partners and maximize partner participation in the development and execution of the agreements. Additionally, the template should be used to streamline the signature process, including ease of administration for partners with multiple agreements to review.

Action: Local Boards must develop and enter into an MOU with WIOA required partners in accordance with this policy. Please ensure that all staff and local workforce development board members receive and understand this policy.

Inquiries: Questions may be directed to Mary jo Schmick at (803) 737-2708 or mschmick@dew.sc.gov.



Patricia Sherlock, Director
Policies and Procedures

Attachment: Memorandum of Understanding Template

THE _____ WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The parties included in this MOU are the _____ Workforce Development Board (LWDB), Chief Elected Officials (CEO), the _____ SC Works Operator (OSO) and all required partners identified in the Act and other optional partners (Partners).

The LWDB is responsible for developing this MOU with the SC Works partners; designating or certifying SC Works operators; strategic planning; policy development; and oversight.

The CEO is responsible for appointing LWDB members, designating the local grant recipient and, in partnership with the LWDB, providing oversight of the local workforce delivery system.

The OSO's function is to manage the SC Works system and coordinate the delivery of workforce services delivered through the system.

The SC Works system will bring together a series of partner programs and entities responsible for workforce development, education, and other human resources programs to collaborate in the creation of a seamless customer-focused service delivery network that enhances access to the programs' services.

The Workforce Innovation and Opportunity Act (WIOA) identifies the following entities as required partners in the workforce system:

1. Adult, Dislocated Worker, and Youth Programs
2. Adult Education and Family Literacy Act Programs
3. Wagner-Peyser Employment Services Programs
4. Rehabilitation Programs for Individuals with Disabilities
5. Post-Secondary Education Programs (Perkins)
6. Community Services Block Grant Employment and Training Activities
7. Native American Programs
8. HUD Employment and Training Activities
9. Job Corps Programs
10. Veterans Employment and Training Programs
11. Migrant and Seasonal Farmworker Programs
12. Senior Community Service Employment Programs
13. Trade Adjustment Assistance Programs
14. Unemployment Compensation Programs
15. YouthBuild Programs
16. Temporary Assistance for Needy Families (TANF) Programs
17. Second Chance Programs

With approval of the Local Board and chief elected officials, WIOA also allows other partners to be a part of the workforce system, including local employers and community-based, faith-based, and/or non-profit organizations, as well as employment, education, and training programs provided by public libraries or in the private sector. Optional partner outreach is strongly encouraged as these partnerships are necessary to provide job seekers with the high-quality career, education, and supportive services needed to place them with businesses seeking skilled workers. Optional partners must meet the same conditions as required partners.

Each Partner agrees to:

- (a) Provide access to its programs or activities through the SC Works delivery system, in addition to any other appropriate locations;
- (b) Use a portion of funds made available to the partner's program, to the extent consistent with the Federal law authorizing the partner's program and with Federal cost principles in 2 CFR parts 200 and 2900, to:
 - (1) Provide applicable career services; and
 - (2) Work collaboratively with the State and Local Board to establish and maintain the SC Works delivery system. This includes jointly funding the one stop infrastructure through partner contributions that are based upon:
 - (i) A reasonable cost allocation methodology by which infrastructure costs are charged to each partner in proportion to the relative benefits received;
 - (ii) Federal cost principles;
- (c) Enter into an MOU with the Local Board relating to the operation of the SC Works system; and
- (d) Participate in the operation of the SC Works system consistent with the terms of the MOU, requirements of authorizing laws, the Federal cost principles, and all other applicable legal requirements.

The development and implementation of this System will require mutual trust and teamwork between the Parties all working together to accomplish shared goals and in keeping with the main purposes and priorities of WIOA.

Purposes:

- Increasing access to and opportunities for the employment, education, training, and support services that individuals need, particularly those with barriers to employment;
- Supporting the alignment of workforce, education, and economic development systems;
- Improving the quality and labor market relevance of a demand-driven workforce that meets the needs of businesses and job seekers;
- Promoting improvement in the structure and delivery of services; and
- Providing workforce development activities that increase opportunities of participants and that increase post-secondary credential attainment and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers, and enhance productivity, and competitiveness of the nation.

The Parties agree to:

- Actively participate in the strategic planning process for the local SC Works system;
- Serve on the Business Services team and participate in Industry or Sector partnerships, as applicable;
- Participate in SC Works Partner meetings, as appropriate;
- Coordinate and integrate activities so that individuals seeking assistance will have access to information and services that lead to positive employment outcomes; and

- At a minimum, provide electronic access to programs, activities and services:
 - Services provided through electronic means will supplement and not supplant those provided through the physical SC Works delivery system. The term “electronic” includes Web sites, social media, internet chat features, and telephone.

Services

A comprehensive SC Works center is a physical location where jobseekers and employer customers can access the programs, services, and activities of all required SC Works partners. Customers must have access during regular business days at a comprehensive SC Works center. Current hours are Monday – Friday 8:30am to 5:00 pm. The Local Board may establish other service hours at other locations to accommodate the schedules of individuals who work on regular business days.

SC Works centers provide services to individual customers based on individual needs, including the seamless delivery of multiple services to individual customers. There is no required sequence of services. From the services listed in *Attachment A, WIOA Required Services*, please indicate with an “X” which services are directly provided by each partner program. *Attachment B, _____ SC Works Partner List*, should include all local area partners participating in the agreement and their service location(s) and program(s) they represent.

Accessibility

The Parties agree SC Works centers must comply with applicable physical accessibility requirements, as set forth in 29 CFR part 38, to provide services to meet the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities. Access to services, includes access to technology and materials that are available through the SC Works delivery system; providing reasonable accommodations for individuals with disabilities; making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities; administering programs in the most integrated setting appropriate; communicating with persons with disabilities as effectively as with others; and the use of appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity. All SC Works centers must be physically and programmatically accessible to individuals with disabilities.

Certification

Each local area must have at least one certified Comprehensive SC Works center and certified business services. The parties agree to cooperate and participate in the achievement of Certification of the local SC Works System. Chief elected officials and the Local Board will use objective criteria and procedures developed by the State when certifying SC Works centers. The criteria will evaluate the SC Works centers and SC Works delivery system for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. Evaluations of effectiveness will include how well the SC Works center integrates available services for participants and businesses, meets the workforce development needs of participants and local employers, operates in a cost efficient manner, coordinates services among the SC Works partner programs, and provides maximum access to partner program services even outside regular business hours. These evaluations will include criteria evaluating how well the centers and delivery systems take actions to comply with the disability-related regulations implementing WIOA. Failure to achieve certification will have a direct impact on the local area’s ability to receive funding and deliver services. All partners must work together to establish processes and services to achieve and maintain the required certification.

Center Management

The Center Manager is responsible for the day-to-day operation of the identified facilities. The Center Manager will coordinate with Partners to ensure staff is scheduled appropriately within the Center, respond to questions of an operational nature, manage the facilities, coordinate the Sharing of Resources, and will be the primary point of contact for SC Works Certification Standards and other related issues.

Eligibility

Each Partner shall be independently responsible for determining eligibility for their respective programs. The SC Works Operator and other providers of WIOA services may, at their discretion, consider the use of evaluations, assessments, or individual plans created or conducted pursuant to another education or training program under WIOA.

Staff Management

Each Partner shall be responsible for providing the direct supervision and control of its staff in such matters as selection and hiring decisions, personnel planning and evaluation, salary and benefits and other matters directly pertaining to an employer-employee relationship. Each Partner will facilitate cross training opportunities and cooperative staffing arrangements within the Centers, as appropriate.

Dispute Resolution

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of all parties to discuss and resolve disputes. Should resolution efforts fail, the dispute shall be referred to the Workforce Development Director, or the Director's designee, and the Chair of the local Board who shall place the dispute upon the agenda of a regular or special meeting of the local Board or Committee designated by the Chair. The Executive Director of the Partner, or the Executive Director's designee, and the local Board or Designated Committee of the local Board shall attempt to mediate and resolve the dispute. If an agreement still cannot be reached, an explanation as to pending solutions may be stated and written notice provided to the State WIOA Administrative Entity (Department of Employment and Workforce), the State representative of the party involved, and the local signatory official.

Modification and Assignment

This MOU may be modified at any time by written mutual agreement of the parties involved. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties.

Termination

Withdrawal from the agreement requires ninety (90) calendar days written notice to the local Board who is responsible for notifying all other partners in the agreement. In accordance with WIOA, required partners are not permitted to withdraw from the agreement. Furthermore, upon the withdrawal of any non-required partner, the future costs associated with this agreement shall be reallocated among the remaining partners, and this agreement shall be modified in writing, accordingly.

Oversight

The _____ Workforce Development Board will set the vision and goals for the workforce system and will assist Partners in continuously improving the system. The Partners will be responsible for cooperating with the SC Works Operator in coordinating delivery of services in the SC Works system. Partners will share joint responsibility for providing leadership in the design and delivery of shared processes or services offered by the partners. The local Board and the State will evaluate SC Works operations and system performance to recommend new policies and changes to current policy for the operation of the SC Works system.

SC Works Partner Meetings

Partners will meet no less than once quarterly to develop, implement and refine processes and documentation to achieve the SC Works Certification Standards; to discuss operational and customer service issues; to address other matters necessary for the success of the SC Works system. Standing and ad hoc committees may be formed to address on-going and special issues and to maximize the participation in the operation and certification of the SC Works centers.

System Integration and Referral

The Parties will promote system integration to the maximum extent feasible through the cross training of staff, use of common and/or linked information systems and participation in a continuous improvement process designed to improve processes and increase outcomes and customer satisfaction. A key responsibility of each partner is effective referral of customers to the appropriate partner for services. This shall be done in a manner that reduces duplication, promotes a "no wrong door" policy, and ensures tracking of referrals to build accountability. Please see *Attachment C* for referral process and forms.

Confidentiality

Customer information, on employers and job seekers, will be shared in accordance with separate partner confidentiality agreements. Partners agree that confidentiality of customer information will be maintained at all times. Partners agree to safeguard and protect confidential and personally identifying information pursuant to applicable Federal and State law, and 2 CFR 200.79. Partners with access to unemployment insurance information from the S.C. Department of Employment and Workforce must maintain these records pursuant to S.C. Code Ann. §§ 41-29-150 through 170, 20 CFR Part 603, and IRS Publication 1075, which require that certain S.C. Department of Employment and Workforce data be kept confidential.

Grants Management

Each Partner will be responsible for managing funds and activities under their control. Grant administration, including grant management, fiscal activities, evaluation/reporting, and overall coordination activities will be the responsibility of individual partners.

Compliance

Each Partner shall be responsible for ensuring that its activities are in compliance with their respective authorizing legislation and all regulations, policies and procedures set forth by the Federal or state government.

No Hold Harmless/Indemnification by Any Partner

To the extent allowed under law, no party shall be liable for any claims, demands, expenses, liabilities and losses (including reasonable attorney's fees) which may arise out of any acts or failures to act by any other party, its employee or agents, in connection with the performance of services pursuant to this agreement.

Liability Insurance

Each partner ensures that it will secure and maintain general tort liability insurance through an authorized carrier in at least the amount in South Carolina Code 15-78-120 of the South Carolina Tort Claims Act. Any liability of the Partner or any claims, damages, losses or cost arising out of or related acts performed by the Partners, or their agents under this agreement shall be governed by the South Carolina Tort Claims Act 15-78-10, et seq.

Severability

If any provision of this document is held invalid, the remainder shall not be affected thereby and shall remain in force. Similarly, should any Party withdraw, modify, assign or terminate their participation in this MOU, it shall remain binding and in full force and effect with respect to other remaining parties.

Assurance and Certifications:

1. The Parties will ensure that no person shall be discriminated against in consideration for or receipt of employment and training services or staff position because of sex, gender identity, sexual orientation, disability, race, color, age, religion, or national origin. Each participant shall have recourse through the appropriate complaint procedure.
2. The Parties will strictly adhere to all Federal, State, and Local laws that pertain to Employment and Training, including Minor Labor and Civil Rights Laws.
3. It is expressly understood and agreed by the Parties that employees performing work within the SC Works system remain at all times employees of their respective agencies.
4. No funds utilized in conducting activities under this agreement shall be used to promote religious or anti-religious activities, or used for lobbying activities in violation of 18 U.S.C. 1913, or used for political activities in violation of 5 U.S.C. 1501 to 1508.
5. Each member of the Parties assures that it is an equal opportunity employer and is aware of and shall comply with Equal Opportunity (EO) practices as mandated by state and Federal statutes and regulations.
6. The Parties will not expose employees or customers to surroundings or working conditions which are unsanitary, hazardous, or dangerous. SC Works centers will be operated in accordance with reasonable safety practices.
7. The Parties will each comply with provisions of 41 U.S.C. §702 in providing a drug-free workplace.

HOW THE COSTS OF THE SERVICES AND THE OPERATING COSTS OF THE SYSTEM WILL BE FUNDED

The Resource Sharing Agreement (RSA) is a plan to fund the costs of the services and the operating costs of the system, including funding of infrastructure costs of one stop centers and funding of the shared services and operating costs of the one stop delivery system. The Partners agree to enter into a ***Resource Sharing Agreement (Attachment D)*** to support the cost of shared services and jointly occupied facilities. Such agreement shall meet the principle of proportionate responsibility for support of services. Cost allocation among partners shall meet WIOA regulations, Federal Uniform Guidance, state rules, policies and guidelines. Each partner will have a separate Resource Sharing Agreement detailing shared cost which shall be incorporated into this MOU. The SC Works system is a work in progress and its costs and the Partners' resource contributions are based on projections only and may need to be adjusted from time to time to most accurately reflect actual costs and contributions. Each RSA will be negotiated and modified annually.

Impasse Situations

Workforce system partners shall first attempt to resolve all cost-sharing disputes informally in accordance with local policies. The State infrastructure funding mechanism to be implemented in Program Year 2017 will be used when consensus agreement cannot be reached between the Local Board, chief elected officials, and workforce system partners. The State criteria will include the process by which a partner may appeal a determination regarding the portion of funds to be provided under the State funding mechanism.

Duration

This MOU shall be reviewed and renewed not less than once every 3-year period to ensure delivery of services and to reflect any changes in the signatory official of the Board, SC Works partners, and chief elected officials. The fiscal year shall be duly recognized as July 1 through June 30.

Authority and Signatures

The individuals signing have the authority to commit their respective organizations to the terms of this MOU and do so by signature below. Electronic signatures are authorized and strongly encouraged to ensure timely execution of the MOU. The following individual signature pages are the Partners as the entity who is the grant recipient, administrative entity, or organization responsible for administering the funds and carrying out the specified programs and activities in the local area.

Effective Date

Without regard to the date of signatures below, the Partners agree the effective date of this agreement is July 1, 2016.

Attachments

A: WIOA Required Services by Partner

B: SC Works Partners and Corresponding Status

C: Referral Process

D: Resource Sharing Agreement

THE _____ WORKFORCE AREA

SC WORKS SYSTEM

MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Chief Elected Officials:

____ County Council
Name- Chair

____ County Council
Name- Chair

Signature

Date

Signature

Date

____ County Council
Name- Chair

____ County Council
Name- Chair

Signature

Date

Signature

Date

____ County Council
Name- Chair

____ County Council
Name- Chair

Signature

Date

Signature

Date

____ County Council
Name- Chair

Signature

Date

THE _____ WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The _____ Workforce Development Board is the designated entity responsible for oversight of the local SC Works delivery system including developing this MOU with the SC Works partners, designating or certifying SC Works operators, strategic planning, and policy development.

Board Chair

Date: _____

Operator (if applicable)

Date: _____

THE _____ WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

_____ is the designated local grant recipient responsible for administering the following title I WIOA programs:

- Adults;
- Dislocated Workers; and
- Youth

_____ Date: _____
Local Grant Recipient Authorized Official

THE _____ WORKFORCE AREA

SC WORKS SYSTEM

MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The South Carolina Department of Employment and Workforce is the sole entity and designated State agency responsible for administering the funds of the following:

- Employment services authorized under the Wagner-Peyser Act (29 U.S.C. 49 *et seq.*);
- Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 *et seq.*);
- Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.;
- Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law)
- Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) activities authorized under the Food and Nutrition Act

Cheryl Stanton, Executive Director

Date: _____

THE _____ WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The South Carolina Vocational Rehabilitation Department is a designated agency specified under sec. 101(a) (2) of the Rehabilitation Act that is primarily concerned with vocational rehabilitation, or vocational and other rehabilitation, of individuals with disabilities in the State and is responsible for administering or supervising policy for the Vocational Rehabilitation program, authorized under title I of the Rehabilitation Act.

Neal Getsinger, Commissioner

Date: _____

CONTINUE INDIVIDUAL SIGNATURE PAGES FOR ALL PARTNERS IN THE FORMAT SHOWN ABOVE, INCLUDING A LIST OF PROGRAMS ADMINISTERED BY THAT PARTNER.

MOU Attachment A: WIOA REQUIRED SERVICES

REQUIRED PARTNERS	Eligibility Deters.	Outreach & Orientation	Skills Assess- ments	Labor Exchange	Partner Referrals	Provision of LMI	Provision of Performance Information	Supportive Services	UI Filing	Financial Aid Assistance	Individual Career Services	Access to Training Services	Business Services
Adult, DW, and Youth													
Adult Education/Family Literacy													
Wagner-Peyser													
Rehab.Programs for Indiv. w/Disabilities													
Post-Sec. Career & Tech. Ed. (Perkins)													
CSBG Employment and Training													
Native American Programs													
HUD Employment and Training													
Job Corps													
Veterans Employment and Training													
Migrant and Seasonal Farmworker													
Senior Community Svc. Employment													
Trade Adjustment Assistance													
Unemployment Compensation													
YouthBuild													
TANF													
Second Chance Act													

Eligibility Determinations: Determination if an individual is eligible for WIOA Adult, DW, or Youth programs.

Outreach & Orientation: Information on and access to services in the SC Works system.

Skills Assessments: Initial assessment of skill levels including literacy, numeracy, English language proficiency, and aptitudes and abilities (including skills gaps)

Labor Exchange: Job search and placement assistance, career counseling, and non-traditional employment information.

Partner Referrals: Referrals to and coordination with programs and services within the SC Works system and other workforce programs.

Provision of LMI: Local, regional, and national labor market statistics including: job vacancy listings, skills needed to obtain those jobs, in-demand occupations and earnings, and advancement opportunities available.

Provision of Performance Information: Partner specific data on how local areas are performing on accountability measures relating to the area's overall SC Works system.

Supportive Services: Information relating to the availability of supportive services, such as child care and transportation, and referrals to supportive service programs, as needed.

Unemployment Insurance Filing: Information and assistance regarding filing claims for unemployment compensation.

Financial Aid Assistance: Assistance in establishing eligibility for financial aid programs not provided under WIOA.

Individualized Career Services: Individualized services provided to eligible customers, such as counseling and career planning, to help the customer obtain or retain employment.

Access to Training Services: Access to training services such as On-the-Job training, entrepreneurial, adult education and literacy, and customized training.

Business Services: Employer services, such as job fairs, recruitment assistance, and incumbent worker training, are made available to local employers.

[illegible]

SC Works Center Location 1 SC Works Center Location 2 SC Works Center Location 3

MOU ATTACHMENT C

CROSS REFERRAL AGREEMENT

1. The parties agree that each partner shall receive referrals from and make referrals to the SC Works system in accordance with this Cross Referral Agreement.

- (a) Referral Definition

A referral is defined as a good faith effort by each local SC Works Partner to direct customers to the right service at the right time.

Referrals are made in SC Works Online Services (SCWOS), or if the partner does not have a SCWOS staff account, the Partner Referral Form (Attachments C-1).

Referrals between partners will be counted when a Referral Form is received by any one partner. It will be incumbent on each partner to follow-up with referrals received from other partners, to facilitate each partner's individual intake process.

2. Each partner will use the attached referral form or SCWOS Referral in referring individuals for services they are not able to provide. This agreement will be updated to include any necessary performance standards, tracking requirements, etc. as WIOA implementation progresses.
3. The parties agree to make discussion of the referral process (for review and enhancement) a permanent agenda item at all regularly scheduled partner meetings, to include:
 - ◇ Provide feedback on the success of cross-referral arrangements;
 - ◇ Cross-train their respective staffs;
 - ◇ Consider co-enrollment options and practices;
 - ◇ Consider the effect of cross-referrals on mutual performance expectations; and
 - ◇ Constantly improve the joint delivery of services to customers.

MOU ATTACHMENT C-1

Referral *

(Please fill out and send with customer upon referral OR EMAIL TO APPROPRIATE PARTNER)

Date Referred: _____ Last 4 Digits of SS#: _____ Phone # _____

Customer's Name:

Last	First	MI
------	-------	----

Email: _____ Alternate Contact Information: _____

REFERRED FROM:

AGENCY: _____

YOUR NAME & TITLE: _____

YOUR PHONE #: _____ YOUR EMAIL: _____

REFERRED TO:

AGENCY: _____ PROGRAM: _____

NAME & TITLE: _____

DESCRIPTION OF SERVICES YOUR CUSTOMER NEEDS:

If an Employment Assessment and/or Plan has been completed at your agency, please document and provide client with the Assessment and/or Plan to bring or take to his/her initial visit resulting from this referral. Please add any comments that will assist the "Referred To" agency in assisting this individual:

DESCRIPTION OF WHEN, HOW, OR IF YOU NEED FEEDBACK ON THIS REFERRAL:

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ INITIALS: _____

PLEASE RETAIN COPY FOR CLIENT'S CASE FILE (SCAN)

CASE NOTE REQUIRED FOR CONTACT ATTEMPTS, APPOINTMENTS, RESULTS, ETC.

***ALL PARTNERS WITH SCWOS ACCOUNTS WILL UTILIZE THE REFERRAL SYSTEM IN SCWOS.**

MOU ATTACHMENT D

RESOURCE SHARING AGREEMENTS

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider Eckerd Kids, Inc. Contract # 16Y495H1

Project/Activity Palmetto Youth Connections Funding Source WIOA Youth Modification # _____

CATEGORIES	Out-of-School Youth	In-School Youth	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$265,188	\$ 12,955		\$ 278,143	\$ 278,143
Work Experience Staff Salary & Fringe	\$109,927	\$ 5,786		\$ 115,712	\$ 115,712
OPERATING COSTS	\$ 45,263	\$ -		\$ 45,263	\$ 45,263
TRAINING COSTS	\$ 81,360			\$ 81,360	\$ 81,360
Work Experience Stipends	\$ 42,108	\$ 12,936		\$ 55,044	\$ 55,044
SUPPORTIVE SERVICE COSTS	\$ 23,655	\$ -		\$ 23,655	\$ 23,655
Training Transportation	\$ 10,800	\$ 1,200		\$ 12,000	\$ 12,000
Work Experience Transportation	\$ 3,375	\$ 375		\$ 3,750	\$ 3,750
Training Support Materials	\$ 1,530	\$ 170		\$ 1,700	\$ 1,700
Work Experience Support Materials	\$ 1,170	\$ 130		\$ 1,300	\$ 1,300
Training Fees/ Profit	\$ -	\$ -		\$ -	\$ -
General Liability Insurance	\$ 3,849	\$ 203		\$ 4,052	\$ 4,052
Indirect Costs	\$ 54,477	\$ 2,867		\$ 57,344	\$ 57,344
Total Budget Costs	\$642,702	\$ 36,622	\$ -	\$ 679,323	\$ 679,323
Percentage of Budget	95%	5%		100.00%	
Work Experience Cost	\$170,756				
	25%				
Cost Limitations			2% Maximum	At least 98%	100%

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
COST AND PRICE ANALYSIS WORKSHEET

Service Provider Henkels & McCoy, Inc.

Contract # 16Y495H1

Project/ Activity Palmetto Youth Connections

Funding Source: WIOA Youth

Mod # _____

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST					Out-of-School Youth		In-School Youth		ADMINISTRATION		NON-ADMINISTRATIVE	
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%	Amount
TOTAL SALARIES				\$310,996.86		\$296,198.70		\$14,798.16		\$0.00		\$296,516.94
FRINGE BENEFITS:												
FICA		X	7.65%	\$23,791.26		\$22,659.20		\$1,132.06		\$0.00		\$22,683.55
Workers Comp.		X	3.00%	\$9,329.91		\$8,885.96		\$443.94		\$0.00		\$8,895.51
Health & Wealth (Pos. Level)		X	12.32%	\$38,324.00		\$36,500.43		\$1,823.57		\$0.00		\$36,539.65
Ret. / Pension		X	1.95%	\$6,064.44		\$5,775.87		\$288.56		\$0.00		\$5,782.08
Unemployment Insurance (State & Federal)		X	1.72%	\$5,349.15		\$5,094.62		\$254.53		\$0.00		\$5,100.09
Other (Specify):		X	0.00%	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
TOTAL FRINGE BENEFITS			#####	\$82,858.75		\$78,916.08		\$3,942.67		\$0.00		\$79,000.87
INDIRECT COST: RATE	#####	X	9.28%	\$ 57,343.72	95%	\$54,476.54	5%	\$2,867.19		\$0.00		\$57,343.72
TOTAL COST				\$451,199.33		\$429,591.32		\$21,608.01		\$0.00		\$432,861.53

Each position must be supported by a job description. A complete "Per Person" cost analysis must be completed and attached as an Exhibit.

A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
COST AND PRICE ANALYSIS WORKSHEET

Service Provider Eckerd Kids, Inc. Contract # 16Y495H1 Mod # _____
Project/Activity Palmetto Youth Connections Fund Source WIOA Youth

Categories & Line Items	Total Cost	OUT-OF-SCHOOL YOUTH	IN-SCHOOL YOUTH	Administration	Non-Administration
OPERATING COSTS					
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ 9,600	\$ 9,600			\$ 9,600
1.2 Staff Expendable Supplies & Materials	\$ 1,200	\$ 1,200	\$ -		\$ 1,200
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 300	\$ 300	\$ -		\$ 300
1.4 Copy & Print Expenses	\$ 1,200	\$ 1,200	\$ -		\$ 1,200
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,039	\$ 7,039	\$ -		\$ 7,039
1.6 Staff Travel					
Local Mileage cost	\$ 9,655	\$ 9,655	\$ -		\$ 9,655
RM POV	\$ 1,040	\$ 1,040			\$ 1,040
Non-Local Mileage cost	\$ 1,600	\$ 1,600	\$ -		\$ 1,600
Non-Local Per Diem/Lodging Cost	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)					
Non-Expendable Equipment Purchases (Computer Leases)	\$ 9,888	\$ 9,888	\$ -		\$ 9,888
1.9 Postage (Stamps, FedEx, etc.)	\$ 741	\$ 741	\$ -		\$ 741
TOTAL OPERATING COSTS	\$ 45,263	\$ 45,263	\$ -	\$ -	\$ 45,263
TRAINING COSTS					
2.1 WI Customer Supplies & Materials Costs	\$ 1,560	\$ 1,560	\$ -		\$ 1,560
2.2 WI Customer Book Costs	\$ 500	\$ 500	\$ -		\$ 500
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 11,500	\$ 11,500	\$ -		\$ 11,500
2.4 Other: TABE Assessment Costs	\$ -	\$ -	\$ -		\$ -
2.12 Other: WorkKeys Assessment Costs	\$ -	\$ -	\$ -		\$ -
WI Customer Individualized Training Costs					
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 21,000	\$ 21,000	\$ -		\$ 21,000
2.6 Individual Training Account/Voucher Cost	\$ 43,200	\$ 43,200	\$ -		\$ 43,200
2.9 WI Customer Work Experience Costs					
Reimbursable Stipends	\$ 55,044	\$ 42,108	\$ 12,936		\$ 55,044
2.10 WI Customer Awards & Recognition Costs	\$ -	\$ -	\$ -		\$ -
2.11 Software Licenses	\$ 3,600	\$ 3,600	\$ -		\$ 3,600
TOTAL TRAINING COSTS	\$ 136,404	\$ 123,468	\$ 12,936	\$ -	\$ 136,404
SUPPORTIVE SERVICES COSTS					
3.1 WI Customer Incentives (Youth Only)	\$ 21,645	\$ 21,645	\$ -		\$ 21,645
3.2 WI Customer Transportation Costs					
3.2 Training Transportation	\$ 12,000	\$ 10,800	\$ 1,200		\$ 12,000
3.2 Work Experience Transportation	\$ 3,750	\$ 3,375	\$ 375		\$ 3,750
3.3 WI Customer Childcare Costs	\$ 510	\$ 510	\$ -		\$ 510
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)					
3.4 Training Support Materials	\$ 1,700	\$ 1,530	\$ 170		\$ 1,700
3.4 Work Experience Support Materials	\$ 1,300	\$ 1,170	\$ 130		\$ 1,300
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
TOTAL SUPPORTIVE SERVICES COSTS	\$ 42,405	\$ 40,530	\$ 1,875	\$ -	\$ 42,405
TRAINING/PROFESSIONAL FEES/PROFIT					
4.1 Profit - Can be tied to Performance	\$ -	\$ -	\$ -		\$ -
4.2 General Liability Insurance	\$ 4,052	\$ 3,849	\$ 203		\$ 4,052
TOTAL FEES / PROFIT COSTS	\$ 4,052	\$ 3,849	\$ 203	\$ -	\$ 4,052

* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit

WorkLink PYC Budget Comparison

		PY15 Budget Mod #2		PY16 Budget	Amt of Increase or Decrease
Slot Level					
		175		156	(19)
Staff Costs					
Sub-Total of Staff Costs		\$ 309,622.68		\$ 310,996.86	\$ 1,374.18
Fringe Benefits	Rate		Rate		
Health Insurance	16.81%	\$ 52,062.90	12.32%	\$ 38,324.00	\$ (13,738.90)
FICA	7.65%	\$ 23,686.14	7.65%	\$ 23,791.26	\$ 105.12
Unemployment	2.79%	\$ 8,626.89	1.72%	\$ 5,349.15	\$ (3,277.74)
Workers Comp	1.00%	\$ 3,081.15	3.00%	\$ 9,329.91	\$ 6,248.76
Retirement (403b Match)	0.00%	\$ 1,504.05	1.95%	\$ 6,064.44	\$ 4,560.39
Genral Liability Ins	2.27%	\$ 7,021.25	0.00%	\$ -	\$ (7,021.25)
Sub-Total Fringe:	30.51%	\$ 95,982.38	26.64%	\$ 82,858.75	\$ (13,123.63)
Operating Costs					
1.1 Facility, Utilities, Maintennace		\$ 17,922.81		\$ 9,600.00	\$ (8,322.81)
1.2 Staff Consummable Supplies		\$ 2,400.00		\$ 1,200.00	\$ (1,200.00)
1.3 Advertising, Outreach		\$ 600.00		\$ 300.00	\$ (300.00)
1.4 Copy, Print		\$ 2,400.00		\$ 1,200.00	\$ (1,200.00)
1.5 Communications		\$ 9,083.70		\$ 7,039.40	\$ (2,044.30)
1.6 Staff Travel		\$ 13,656.35		\$ 13,795.04	\$ 138.69
1.7 Staff Conferences, Training		\$ 2,400.00		\$ 1,500.00	\$ (900.00)
1.8 Staff Computer Leases		\$ 9,935.04		\$ 9,888.00	\$ (47.04)
1.9 Postage		\$ 2,445.00		\$ 741.00	\$ (1,704.00)
Sub-Total Operating		\$ 60,842.90		\$ 45,263.44	\$ (15,579.46)

57.98%

6.66%

WorkLink PYC Budget Comparison

		PY15 Budget Mod #2		PY16 Budget	Amt of Increase or Decrease
Training					
2.1 Participant Supplies		\$ 1,050.00		\$ 1,560.00	\$ 510.00
2.2 Participant Books		\$ 875.00		\$ 500.00	\$ (375.00)
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)		\$ 11,700.00		\$ 11,500.00	\$ (200.00)
2.4 TABE Testing Materials		\$ -		\$ -	\$ -
2.5 Tuition (Adult Education Vocational)		\$ -		\$ 21,000.00	\$ 21,000.00
		\$ 38,311.78		\$ 43,200.00	\$ 4,888.22
2.9 Work Experience (Stipends)		\$ 58,045.09		\$ 55,044.00	\$ (3,001.09)
2.10 Awards / Events		\$ -		\$ -	\$ -
2.11 Software Licenses		\$ 3,840.00		\$ 3,600.00	\$ (240.00)
2.12 Work Keys		\$ -		\$ -	\$ -
Sub-Total Training		\$ 113,821.87		\$ 136,404.00	\$ 22,582.13
Supportive Services					
3.1 Participant Incentives (Skill Invoices)		\$ 17,437.50		\$ 21,645.00	\$ 4,207.50
3.2 Transportation		\$ 14,000.00		\$ 15,750.00	\$ 1,750.00
3.3 Childcare		\$ -		\$ 510.00	\$ 510.00
3.4 Training Support Materials		\$ 3,000.00		\$ 3,000.00	\$ -
3.5 Emergency Assistance		\$ 500.00		\$ 1,500.00	\$ 1,000.00
Sub-Total of Supportive Services		\$ 34,937.50		\$ 42,405.00	\$ 7,467.50
Sub-Total of Contract Costs		\$ 615,207.33		\$ 617,928.05	\$ 2,720.72
Indirect Cost & Fees					
Training Fee (Profit)	4.00%	\$ 18,456.22	0.00%	\$ -	\$ (18,456.22)
Indirect Cost	10.55%	\$ 64,888.99	9.28%	\$ 57,343.72	\$ (7,545.27)
Audit Fee (H&M) / General Liab (Eckerd)	0.70%	\$ 3,595.46	0.60%	\$ 4,051.63	\$ 456.17
Sub-Total of Indirect & Fees		\$ 86,940.67		\$ 61,395.35	\$ (25,545.32)
		\$ 702,148.00		\$ 679,323.40	\$ (22,824.60)

20.08%

6.24%

9.04%

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
BUDGET FLOW PROJECTIONS

Service Provider Henkels & McCoy, Inc. Contract # 16Y495H1

Project/Activity Palmetto Youth Connections Fund Source WIOA

Mod #

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
August-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
September-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
October-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
November-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
December-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
January-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
February-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
March-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
April-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
May-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
June-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%

WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

CLIENT FLOW PROJECTIONS

Service Provider Eckerd Kids, Inc.

Contract # 16Y495H1

Project/Activity Palmetto Youth Connections

Fund Source WIOA

Mod # _____

Period	Clients Served			Clients Exited Cumulative	Active Clients
	Carryover	New	Cumulative		
July-15	69	5	74	10	64
August-15	64	5	69	10	59
September-15	59	15	74	10	64
October-15	64	10	74	10	64
November-15	64	5	69	10	59
December-15	59	4	63	10	53
January-16	53	9	62	10	52
February-16	52	9	61	10	51
March-16	51	9	60	10	50
April-16	50	9	59	5	54
May-16	54	7	61	10	51
June-16	51	0	51	10	41
Carryovers	69	87			
New Enrollments	87				
Follow-up Cases	100				
Total Served	256				
Planned Carryovers	60				

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited
Option to Serve In-School Youth.

WORKFORCE DEVELOPMENT BOARD
 WorkLink Workforce Development Area
GRANT BUDGET SUMMARY

Service Provider Eckerd Workforce Development Contract # 16A295H2 & 16D295H2

Project/Activity SC Works Adult-DW Services Funding Source WIOA Adult & DLW Formula Fund Modification # original

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 340,600	\$ 44,845		\$ 385,445	\$ 385,445
OPERATING COSTS	\$ 42,518	\$ 5,408		\$ 47,926	\$ 47,926
TRAINING COSTS	\$ 202,938	\$ 25,812		\$ 228,750	\$ 228,750
SUPPORTIVE SERVICE COSTS	\$ 9,759	\$ 1,241		\$ 11,000	\$ 11,000
Training Fees/Professional Fees/ Profit	\$ 3,916	\$ 498		\$ 4,414	\$ 4,414
Indirect Costs	\$ 55,417	\$ 7,048		\$ 62,466	\$ 62,466
Total Budget Costs	\$ 655,147	\$ 84,853	\$ -	\$ 740,000	\$ 740,000
Percentage of Budget	89%	11%		100%	
Cost Limitations			2% Maximum	At least 98%	100%

COST AND PRICE ANALYSIS WORKSHEET

Mod # original

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST					ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION		
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%	Amount	
													1
													8
													6
													0
													0
													2
													0
													0
													0
													1
0	\$ -	12	0%	\$ -	88.72%	\$ -	11.28%	\$ -			100%	\$ -	
0	\$ -	12	0%	\$ -	88.72%	\$ -	11.28%	\$ -			100%	\$ -	
				\$ -	88.72%	\$ -	11.28%	\$ -			100%	\$ -	
				\$ -	88.72%	\$ -	11.28%	\$ -			100%	\$ -	
				\$ -	85.00%	\$ -	15.00%	\$ -			100%	\$ -	
				\$ -	85.00%	\$ -	15.00%	\$ -			100%	\$ -	
				\$ -	85.00%	\$ -	15.00%	\$ -			100%	\$ -	
				\$ -	85.00%	\$ -	15.00%	\$ -			100%	\$ -	
TOTAL SALARIES				\$ 292,668.48		\$ 258,291.70		\$ 34,376.78				\$ 292,668.48	
FRINGE BENEFITS:													
Health Insurance		X	17.38%	\$ 50,866.40	88.72%	\$ 45,126.75	11.28%	\$ 5,739.65			100%	\$ 50,866.40	
FICA		X	7.65%	\$ 22,389.14	88.72%	\$ 19,862.80	11.28%	\$ 2,526.34			100%	\$ 22,389.14	
Unemployment		X	1.72%	\$ 5,033.90	88.72%	\$ 4,465.88	11.28%	\$ 568.01			100%	\$ 5,033.90	
Workers Comp		X	3.00%	\$ 8,780.05	88.72%	\$ 7,789.33	11.28%	\$ 990.72			100%	\$ 8,780.05	
Retirement (403b Match)		X	1.95%	\$ 5,707.04	88.72%	\$ 5,063.07	11.28%	\$ 643.97			100%	\$ 5,707.04	
		X	0.00%	\$ -	88.72%	\$ -	11.28%	\$ -			100%	\$ -	
TOTAL FRINGE BENEFITS				\$ 92,776.53		\$ 82,307.82		\$ 10,468.70				\$ 92,776.53	
INDIRECT COST: RATE	\$ 673,120.86	X	9.28%	\$ 62,465.62	88.72%	\$ 55,417.13	11.28%	\$ 7,048.49			100%	\$ 62,465.62	
TOTAL COST				\$ 447,910.62	88.72%	\$ 397,369.36	11.28%	\$ 50,541.27			100%	\$ 447,910.62	

A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit

WORKFORCE DEVELOPMENT BOARD
WorkLink Workforce Development Area
COST AND PRICE ANALYSIS WORKSHEET

Service Provider Eckerd Workforce Development Contract # 16A295H2 & 16D295H2 Mod # original
Project/Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds

Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 4,200	\$ 3,726	\$ 474	\$ 4,200
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 960	\$ 852	\$ 108	\$ 960
1.4 Copy & Print Expenses	\$ 3,900	\$ 3,460	\$ 440	\$ 3,900
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,361	\$ 6,530	\$ 831	\$ 7,361
1.6 Staff Travel				
Local Mileage cost	\$ 6,157	\$ 5,462	\$ 695	\$ 6,157
Non-Local Mileage cost	\$ 1,800	\$ 1,597	\$ 203	\$ 1,800
Non-Local Per Diem/Lodging Cost	\$ 3,000	\$ 2,661	\$ 339	\$ 3,000
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 4,380	\$ 3,886	\$ 494	\$ 4,380
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ 7,288	\$ 6,466	\$ 822	\$ 7,288
Wide Area Network (WAN) Equipment and Computer Software	\$ 6,480	\$ 5,749	\$ 731	\$ 6,480
1.9 Postage (Stamps, FedEx, etc.)	\$ 2,400	\$ 2,129	\$ 271	\$ 2,400
TOTAL OPERATING COSTS	\$ 47,926	\$ 42,518	\$ 5,408	\$ 47,926
TRAINING COSTS				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 7,750	\$ 6,876	\$ 874	\$ 7,750
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workbooks)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 221,000	\$ 196,063	\$ 24,937	\$ 221,000
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 228,750	\$ 202,938	\$ 25,812	\$ 228,750
SUPPORTIVE SERVICES COSTS				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 11,000	\$ 9,759	\$ 1,241	\$ 11,000
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -	\$ -	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ 11,000	\$ 9,759	\$ 1,241	\$ 11,000
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ 4,414	\$ -	\$ -	\$ 4,414
TOTAL FEES / PROFIT COSTS	\$ 4,414	\$ -	\$ -	\$ 4,414

* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit

WORKFORCE DEVELOPMENT BOARD
WorkLink Workforce Development Area
CLIENT FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 16A295H2 & 16D295H2
 Project Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds
 Mod# original

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-15	185	18	203	10	4	14	189
August-15	189	18	207	10	4	14	193
September-15	193	18	211	10	4	14	197
October-15	197	18	215	9	3	12	203
November-15	203	18	221	12	6	18	203
December-15	203	18	221	10	4	14	207
January-16	207	18	225	10	6	16	209
February-16	209	18	227	12	4	16	211
March-16	211	18	229	10	4	14	215
April-16	215	18	233	12	4	16	217
May-16	217	18	235	12	4	16	219
June-16	219	18	237	12	6	18	219
Estimated PY15 Carryovers	185	216					
New PY16 WIA Enrollments	216						
Active Follow-up	209						
Total Served	610						
Estimated PY16 Carryovers	219						

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

WORKFORCE DEVELOPMENT BOARD
 WorkLink Workforce Development Area
BUDGET FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 16A295H2 & 16D295H2

Project/Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds

Mod# original

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-15	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
August-15	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
September-15	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
October-15	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
November-15	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
December-15	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
January-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
February-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
March-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
April-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
May-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%
June-16	\$0.00	0%	\$61,666.67	100%	\$61,666.67	100%

WorkLink SC Works (H&M - EWD)
PY15 VS. PY16 Budget Comparison
1700 & 1701 Adult-DW

Staff Postions	PY16 Staff		PY15 Budget Mod #2 Adult- DW		PY16 Budget Adult-DW	Amt of Increase or Decrease
1			\$ 4,888.48		\$ 7,850.88	\$ 2,370.48
2						\$ -
3						\$ 10,566.40
4						\$ 16,330.56
5						\$ 46,800.00
6						\$ 23,592.00
7						\$ (15,256.00)
8						\$ (10,712.00)
9						\$ (2,080.00)
1						\$ 4,971.20
0	0		\$ 34,320.00		\$ -	\$ (34,320.00)
0	0		\$ 41,371.20		\$ -	\$ (41,371.20)
						\$ -
Sub-Total of Staff Costs			\$ 291,777.04		\$ 292,668.48	\$ 891.44
Fringe Benefits		Rate				
Health Insurance		23.02%	\$ 67,179.60	17.38%	\$ 50,866.40	\$ (16,313.20)
FICA		7.65%	\$ 22,320.94	7.65%	\$ 22,389.14	\$ 68.20
Unemployment		2.69%	\$ 7,875.23	1.72%	\$ 5,033.90	\$ (2,841.33)
Workers Comp		1.07%	\$ 3,127.88	3.00%	\$ 8,780.05	\$ 5,652.17
Retirement (403b Match)		1.95%	\$ 1,404.65	1.95%	\$ 5,707.04	\$ 4,302.39
		0.00%	\$ -		\$ -	\$ -
Public-General Liability		3.02%	\$ 6,636.25		\$ -	\$ (6,636.25)
Sub-Total Fringe:		39.40%	\$ 108,544.55		\$ 92,776.53	\$ (15,768.02)
TOTAL			\$ 400,321.59		\$ 385,445.01	\$ (14,876.58)

WorkLink SC Works (EWDS)
PY15 VS. PY16 Budget Comparison
1700 & 1701 Adult-DW

		PY15 Budget Mod #1 Adult-DW		PY15 Budget Mod #2 Adult-DW		Amt of Increase or Decrease
Operating Costs						
1.1 Facility, Utilities, Maintennace		\$ 1,800.00		\$ -		\$ (1,800.00)
1.2 Staff Consumable Supplies		\$ 4,086.89		\$ 4,200.00		\$ 113.11
1.3 Advertising, Outreach		\$ 1,099.69		\$ 960.00		\$ (139.69)
1.4 Copy, Print		\$ 4,560.00		\$ 3,900.00		\$ (660.00)
1.5 Communications		\$ 6,839.80		\$ 7,360.80		\$ 521.00
1.6 Staff Travel		\$ 20,871.51		\$ 10,956.73		\$ (9,914.78)
1.7 Staff Conferences, Training		\$ 4,380.00		\$ 4,380.00		\$ -
1.8 Staff Equipment / Computer Leases / Software		\$ 13,621.44		\$ 13,768.32		\$ 146.88
1.9 Postage		\$ 2,400.00		\$ 2,400.00		\$ -
Sub-Total Operating		\$ 59,659.33		\$ 47,925.85		\$ (11,733.48)
Training						
2.3 Credential Exams & Assessments		\$ 9,200.00		\$ 7,750.00		\$ (1,450.00)
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ 254,733.91		\$ 221,000.00		\$ (33,733.91)
2.8 On-the-Job Training		\$ -		\$ -		\$ -
Sub-Total Training		\$ 263,933.91		\$ 228,750.00		\$ (35,183.91)
Supportive Services						
3.11 Transportation		\$ -		\$ -		\$ -
3.12 Childcare		\$ -		\$ -		\$ -
3.13 Emergency Assistance		\$ -		\$ -		\$ -
3.14 Training Support Materials		\$ 10,000.00		\$ 11,000.00		\$ 1,000.00
Sub-Total of Supportive Services		\$ 10,000.00		\$ 11,000.00		\$ 1,000.00
Sub-Total of Contract Costs						
		\$ 733,914.83		\$ 673,120.86		\$ (60,793.97)
Indirect Cost & Fees						
Training Fee (Profit)	4.00%	\$ 22,017.45	0.00%	\$ -		\$ (22,017.45)
Indirect Cost	11.32%	\$ 77,409.67	9.28%	\$ 62,465.62		\$ (14,944.05)
Audit Fee / General Liability Ins.	0.70%	\$ 3,853.05	0.60%	\$ 4,413.52		\$ 560.47
Sub-Total of Indirect & Fees		\$ 103,280.17		\$ 66,879.13		\$ 63,026.08
		\$ 837,195.00		\$ 740,000.00		\$ (97,195.00)

WORKFORCE DEVELOPMENT BOARD
WorkLink Workforce Development Area
GRANT BUDGET SUMMARY

Service Provider Eckerd WorkForce Development Contract # 16A995H2 & 16D995H2

Project/Activity SC Works Operator Funding Source NIOA Adult & DLW Formula Fund Modification # original

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 49,229	\$ 8,154		\$ 57,383	\$ 57,383
OPERATING COSTS	\$ 9,538	\$ 1,301		\$ 10,839	\$ 10,839
TRAINING COSTS	\$ -	\$ -		\$ -	\$ -
SUPPORTIVE SERVICE COSTS	\$ -	\$ -		\$ -	\$ -
Training Fees/Professional Fees/ Profit	\$ 394	\$ 54		\$ 447	\$ 447
Indirect Costs	\$ 5,571	\$ 760		\$ 6,331	\$ 6,331
Total Budget Costs	\$ 64,732	\$ 10,268	\$ -	\$ 75,000	\$ 75,000
Percentage of Budget	86%	14%		100%	
Cost Limitations			2% Maximum	At least 98%	100%

WORKFORCE DEVELOPMENT BOARD
 WorkLink Workforce Development Area
COST AND PRICE ANALYSIS WORKSHEET

Service Provider Eckerd WorkForce Development

Contract # 16A995H2 & 16D995H2

Project/ Activity SC Works Operator

Funding Source WIOA Adult & DLW Formula Funds

Mod # original

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST					ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%	Amount
TOTAL SALARIES				\$ 45,014.32		\$ 38,344.63		\$ 6,669.69				\$ 45,014.32
FRINGE BENEFITS:												
Health Insurance		X	13.16%	\$ 5,922.80	88.00%	\$ 5,212.06	12.00%	\$ 710.74			100%	\$ 5,922.80
FICA		X	7.65%	\$ 3,443.60	88.00%	\$ 3,030.36	12.00%	\$ 413.23			100%	\$ 3,443.60
Unemployment		X	1.72%	\$ 774.25	88.00%	\$ 681.34	12.00%	\$ 92.91			100%	\$ 774.25
Workers Comp		X	3.00%	\$ 1,350.43	88.00%	\$ 1,188.38	12.00%	\$ 162.05			100%	\$ 1,350.43
Retirement (403b Match)		X	1.95%	\$ 877.78	88.00%	\$ 772.45	12.00%	\$ 105.33			100%	\$ 877.78
		X	0.00%	\$ -	88.00%	\$ -	12.00%	\$ -			100%	\$ -
TOTAL FRINGE BENEFITS				\$ 12,368.85		\$ 10,884.59		\$ 1,484.26				\$ 12,368.85
INDIRECT COST: RATE	\$ 68,221.71	X	9.28%	\$ 6,330.97	88.00%	\$ 5,571.26	12.00%	\$ 759.72			100%	\$ 6,330.97
TOTAL COST				\$ 63,714.15	88.00%	\$ 56,068.45	12.00%	\$ 7,645.70			100%	\$ 63,714.15

Each position must be supported by a job description.

A complete "Per Person" cost analysis must be completed and attached as an Exhibit.

A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit

WORKFORCE DEVELOPMENT BOARD
WorkLink Workforce Development Area
COST AND PRICE ANALYSIS WORKSHEET

Service Provider Eckerd WorkForce Development Contract # 16A995H2 & 16D995H2 Mod # original
Project/Activity SC Works Operator Fund Source WIOA Adult & DLW Formula Funds

Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 3,300	\$ 2,904	\$ 396	\$ 3,300
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -
1.4 Copy & Print Expenses	\$ 2,220	\$ 1,954	\$ 266	\$ 2,220
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 781	\$ 687	\$ 94	\$ 781
1.6 Staff Travel				
Local Mileage cost	\$ 1,229	\$ 1,082	\$ 148	\$ 1,229
Non-Local Mileage cost	\$ 240	\$ 211	\$ 29	\$ 240
Non-Local Per Diem/Lodging Cost	\$ 240	\$ 211	\$ 29	\$ 240
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 1,440	\$ 1,267	\$ 173	\$ 1,440
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ 849	\$ 747	\$ 102	\$ 849
Wide Area Network (WAN) Equipment and Computer Software	\$ 300	\$ 264	\$ 36	\$ 300
1.9 Postage (Stamps, FedEx, etc.)	\$ 240	\$ 211	\$ 29	\$ 240
TOTAL OPERATING COSTS	\$ 10,839	\$ 9,538	\$ 1,301	\$ 10,839
TRAINING COSTS				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ -	\$ -	\$ -	\$ -
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workshop)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ -	\$ -	\$ -	\$ -
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ -	\$ -	\$ -	\$ -
SUPPORTIVE SERVICES COSTS				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ -	\$ -	\$ -	\$ -
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -			\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ -	\$ -	\$ -	\$ -
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability	\$ 447	\$ 394	\$ 54	\$ 447
TOTAL FEES / PROFIT COSTS	\$ 447	\$ 394	\$ 54	\$ 447

* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit

WORKFORCE DEVELOPMENT BOARD
 WorkLink Workforce Development Area
BUDGET FLOW PROJECTIONS

Service Provider Eckerd WorkForce Development Contract # 16A995H2 & 16D995H2

Project/Activity SC Works Operator Fund Source WIOA Adult & DLW Formula Funds

Mod# original

	Cumulative Expenditures					
Period	Administration	%	Non-Administration	%	Totals	%
July-15	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
August-15	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
September-15	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
October-15	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
November-15	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
December-15	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
January-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
February-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
March-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
April-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
May-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%
June-16	\$0.00	0%	\$6,250.00	100%	\$6,250.00	100%

WorkLink SC Works Operator (Eckerd)

PY16 BUDGET

Staff Postions	Staff		PY15 Budget Mod #2		PY16 Budget	Amt of Increase or Decrease
					\$ 1,812.72	\$ -
					\$ 936.00	\$ (936.00)
					\$ 42,265.60	\$ (4,534.40)
					\$ -	\$ (2,520.96)
Sub-Total of Staff Costs			\$ 53,005.68		\$ 45,014.32	\$ (7,991.36)
Fringe Benefits		Rate				
Health Insurance		21.15%	\$ 10,324.60	13.16%	\$ 5,922.80	\$ (4,401.80)
FICA		7.65%	\$ 4,054.93	7.65%	\$ 3,443.60	\$ (611.33)
Unemployment		3.02%	\$ 1,478.73	1.72%	\$ 774.25	\$ (704.48)
Workers Comp		0.12%	\$ 774.96	3.00%	\$ 1,350.43	\$ 575.47
Retirement (403b Match)		0.00%	\$ -	1.95%	\$ 877.78	\$ 877.78
			\$ -	0.00%	\$ -	\$ -
Public-General Liability		3.02%	\$ 1,205.93	0.00%	\$ -	\$ (1,205.93)
Sub-Total Fringe:		34.96%	\$ 17,839.15	27.48%	\$ 12,368.85	\$ (5,470.30)
TOTAL			\$ 70,844.83		\$ 57,383.17	\$ (13,461.66)

53005.68

WorkLink SC Works Operator (Eckerd)
PY16 Budget

		PY15 Budget Mod #2		PY16 Budget	Amt of Increase or Decrease
Operating Costs					
1.1 Facility, Utilities, Maintennace		\$ 118.28		\$ -	\$ (118.28)
1.2 Staff Consumable Supplies		\$ 1,381.72		\$ 3,300.00	\$ 1,918.28
1.3 Advertising, Outreach		\$ -		\$ -	\$ -
1.4 Copy, Print		\$ 1,380.00		\$ 2,220.00	\$ 840.00
1.5 Communications		\$ 1,004.40		\$ 780.60	\$ (223.80)
1.6 Staff Travel		\$ 2,488.65		\$ 1,709.30	\$ (779.35)
1.7 Staff Conferences, Training		\$ 120.00		\$ 1,440.00	\$ 1,320.00
1.8 Staff Equipment / Computer Leases / Software		\$ 1,398.24		\$ 1,148.64	\$ (249.60)
1.9 Postage		\$ 120.00		\$ 240.00	\$ 120.00
Sub-Total Operating		\$ 8,011.29		\$ 10,838.54	\$ 2,827.25
Training					
2.1 Participant Supplies		\$ -		\$ -	\$ -
2.2 Participant Books		\$ -		\$ -	\$ -
2.3 Credential Exams & Assessments		\$ -		\$ -	\$ -
2.4 Software Licenses		\$ -		\$ -	\$ -
2.5 Tuition (Adult Education)		\$ -		\$ -	\$ -
2.6 Tuition (College or Vocational)		\$ -		\$ -	\$ -
2.8 On-the-Job Training		\$ -		\$ -	\$ -
Sub-Total Training		\$ -		\$ -	\$ -
Supportive Services					
3.11 Transportation		\$ -		\$ -	\$ -
3.12 Childcare		\$ -		\$ -	\$ -
3.13 Emergency Assistance		\$ -		\$ -	\$ -
3.14 Training Support Materials		\$ -		\$ -	\$ -
Sub-Total of Supportive Services		\$ -		\$ -	\$ -
Sub-Total of Contract Costs		\$ 78,856.12		\$ 68,221.71	\$ (10,634.41)
Indirect Cost & Fees					
Training Fee (Profit)	4.00%	\$ 2,365.68	0.00%	\$ -	\$ (2,365.68)
Indirect Cost	11.32%	\$ 8,317.35	9.28%	\$ 6,330.97	\$ (1,986.38)
Audit Fee / General Liability Insurance	0.70%	\$ 460.85	0.60%	\$ 447.32	\$ (13.53)
Sub-Total of Indirect & Fees		\$ 11,143.88		\$ 6,778.29	\$ (4,365.59)
		\$ 90,000.00		\$ 75,000.00	\$ (15,000.00)

Grant Number: 15Y495H1 Invoice: 103-I1011 Period Covered: 5/1/16-5/31/16						
	MARCH FINAL	APRIL	MAY			
Eckerd Goal	75.0%	83.3%	91.7%			100.0%
Line Item	1603-I1009	1603-I1010	103-I1011	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	12,533.07	25,063.82	25,876.69	\$278,972.99	\$30,649.69	90.1%
Fringe Benefit Total	4,309.97	7,722.33	9,932.42	\$95,740.94	\$241.44	99.7%
Staff Cost Total	16,843.04	32,786.15	35,809.11	\$374,713.93	\$30,891.13	92.4%
Operating						
1.1 Facility, Utilities	0.00	1,062.50	1,062.50	\$14,874.50	\$3,048.31	83.0%
1.2 Staff Consumable Supplies	385.29	0.00	0.00	\$1,961.10	\$438.90	81.7%
1.3 Advertising, Outreach	0.00	0.00	0.00	\$0.00	\$600.00	0.0%
1.4 Copy, Print	559.12	0.00	0.00	\$2,058.49	\$341.51	85.8%
1.5 Communications	403.51	488.45	294.34	\$5,328.12	\$3,755.58	58.7%
1.6 Staff Travel	1,881.25	491.92	596.20	\$11,941.91	\$1,714.44	87.4%
1.7 Staff Conferences, Training	0.00	0.00	0.00	\$1,870.76	\$529.24	77.9%
1.8 Staff Computer Leases	0.00	0.00	0.00	\$6,119.21	\$3,815.83	61.6%
1.9 Postage	274.64	0.00	0.00	\$1,873.66	\$571.34	76.6%
Operating Total (01)	3,503.81	2,042.87	1,953.04	\$46,027.75	\$14,815.15	75.7%
Direct Training						
2.1 Participant Supplies	222.00	0.00	275.00	\$591.00	\$459.00	56.3%
Tuition - includes WK assessment						
2.2 Instructional Related Costs (Books)	0.00	0.00	0.00	\$0.00	\$875.00	0.0%
2.3 Credential Exam Fees (CAN/GED/WK)	1,754.19	0.00	657.32	\$8,807.44	\$2,892.56	75.3%
2.4 TABE Test Materials						
2.5 Adult Education Tuition						
2.6 Tuition (College/Occupational Training)	2,621.00	0.00	4,713.00	\$34,761.00	\$3,550.78	90.7%
2.9 Work Experience	2,807.44	3,681.31	7,814.14	\$51,440.03	\$6,605.06	88.6%
2.10 Awards/Events						
2.11 Software Licenses (ETO)	0.00	0.00	0.00	\$2,200.00	\$1,640.00	57.3%
2.12 Work Keys						
Direct Training Total (02)	7,404.63	3,681.31	13,459.46	\$97,799.47	\$16,022.40	86%
Support Services						
3.1 Participant Incentives (Skill Invoices)	1,000.00	1,450.00	2,900.00	\$19,625.00	-\$2,187.50	112.5%
3.2 Transportation	380.00	1,040.00	900.00	\$12,350.00	\$1,650.00	88.2%
3.3 Childcare	0.00					
3.4 Training Support Materials	46.00	0.00	214.30	\$2,491.97	\$508.03	83.1%
3.5 Emergency Assistance	0.00	0.00	0.00	\$0.00	\$500.00	0.0%
3.6 Laptop Incentive						
Support Service Total (03)	1,426.00	2,490.00	4,014.30	\$34,466.97	\$470.52	98.7%
Sub-total	29,177.48	41,000.33	55,235.91	\$553,008.12	\$62,199.21	90%
General Overhead (Indirect) (H&M - 11.32%)(E - 8.23%)	3,302.89	3,374.33	4,545.92	\$59,626.82	\$5,262.17	91.9%
Audit Cost 0.70%	0.00			\$3,534.53	\$60.93	98.3%
Profit/Fee Held for Performance 4%	1,167.10			\$18,270.88	\$185.34	99.0%
Contract Total	33,647.47	44,374.66	59,781.82	\$634,440.34	\$67,707.65	90.4%
WORK EXPERIENCE	MAR FIN	APR	MAY	Cumulative	YTD % Spent	
	3,168.74	6,987.28	7,990.28	\$81,472.90	13.24%	
	626.10	2,221.70	3,119.06	\$25,991.67	4.22%	
	2,807.44	3,681.31	7,814.14	\$70,108.22	11.40%	
	6,602.28	12,890.29	18,923.48	\$177,572.79	28.86%	
	1%	2%	3%			

Grant Number: 15A995H1 & 15D995H1

Invoice: 1697-I1010

Period Covered: 4/1/16-4/30/16

		FEBRUARY	MARCH FINAL		APRIL					
		66.7%	66.7%	75.0%	75.0%	83.3%	83.3%			100.0%
Line Item	Mod #2	1697-I1008	1697-I1008	1697-I1010 Adult	1697-I1010 DW	1697-I1011 Adult	1697-I1011 DW	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD
Staff Salary Total	\$53,005.68	4,157.41	807.74	1,593.68	242.73	3,585.26	728.07	\$45,262.40	\$7,743.28	85.4%
Fringe Benefit Total	\$17,839.14	1,533.72	319.73	605.37	96.25	1,016.54	206.32	\$16,259.31	\$1,579.83	91.1%
Staff Cost Total	\$70,845	5,691.13	1,127.47	2,199.06	338.97	4,601.80	934.39	\$61,521.71	\$9,323.11	86.8%
Operating										
1.1 Facility, Utilities	118.28					0.00	0.00	\$0.00	\$118.28	0.0%
1.2 Staff Consumable Supplies	\$1,381.72	29.75	5.25	342.65	60.48	0.00	0.00	\$623.21	\$758.51	45.1%
1.4 Copy, Print	\$1,380.00	0.00	0.00	702.08	123.91	0.00	0.00	\$892.28	\$487.72	64.7%
1.5 Communications	\$1,004.40	45.23	7.98	94.68	16.71	71.80	12.22	\$660.04	\$344.36	65.7%
1.6 Staff Travel	\$2,488.65	184.01	53.60	69.15	15.21	35.20	6.22	\$908.39	\$1,580.26	36.5%
1.7 Staff Conferences, Training	\$120.00	0.00	0.00	0.00	0.00	0.00	0.00	\$115.00	\$5.00	95.8%
1.8 Staff Computer Leases	\$1,398.24	0.00	0.00	0.00	0.00	0.00	0.00	\$1,183.11	\$215.13	84.6%
1.9 Postage	\$120.00	0.00	0.00	31.91	5.63	0.00	0.00	\$37.54	\$82.46	31.3%
Operating Total (01)	\$8,011.29	258.99	66.83	1,240.47	221.94	107.00	18.44	\$4,419.57	\$3,591.72	55.2%
Subtotal	\$78,856.11	5,950.12	1,194.30	3,439.53	560.91	4,708.80	952.83	\$65,941.28	\$12,914.83	83.6%
General Overhead (Indirect) (H&M 11.32%) (E 8.23%)	\$8,926.51	673.55	135.19	389.35	63.50	387.53	79.28	\$7,290.47	\$1,636.04	81.7%
Audit Cost 0.70%	\$614.48	41.65	8.36	0.00	0.00			\$453.00	\$161.48	73.7%
Profit/Fee Held for Performance 4%	\$3,154.24	238.00	47.77	137.58	22.44			\$2,411.19	\$743.05	76.4%
Contract Total	\$91,551	6,903.33	1,385.63	3,966.46	646.84	5,096.33	1,032.11	\$76,095.94	\$15,455.40	83.1%

Grant Number: 15A295H1
Invoice: 100-I1010
Period Covered: 4/1/16-4/30/16

		FEBRUARY 66.7%	MARCH FINAL 75.0%	APRIL 83.3%				100.0%	
Line Item	Mod #2	1600- I1007	1600- I1009	1600- I1010	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligatio ns	
Staff Salary Total	\$248,011.00	23,305.42	9,278.65	19,881.12	\$211,025.78	\$36,985.22	85.1%		
Fringe Benefit Total	\$ 92,262.88	9,846.56	4,218.05	6,132.51	\$86,525.38	-\$86,525.38	93.8%		
Staff Cost Total	\$340,273.88	33,151.98	13,496.70	26,013.63	\$297,551.16	\$42,722.72	87.4%		
Operating									
1.1 Facility, Utilities	936.00	0.00	0.00	0.00	\$0.00	\$936.00	0%		
1.2 Staff Consumable Supplies	\$3,473.85	-76.63	290.32	0.00	\$1,888.69	\$1,585.16	54.4%		
1.3 Advertising, Outreach	\$934.74	115.80	267.23	0.00	\$521.67	\$413.07	55.8%		
1.4 Copy, Print	\$3,876.00	394.66	441.49	0.00	\$2,665.02	\$1,210.98	68.8%		
1.5 Communications	\$5,813.83	327.98	753.41	507.10	\$4,954.08	\$859.75	85.2%		
1.6 Staff Travel	\$17,740.78	1,297.71	2,084.97	313.18	\$10,757.02	\$6,983.76	60.6%		
1.7 Staff Conferences, Training	\$3,723.00	1,524.08	0.00	0.00	\$2,649.94	\$1,073.06	71.2%		
1.8 Staff Computer Leases	\$11,578.22	0.00	0.00	0.00	\$11,541.38	\$36.84	99.7%		
1.9 Postage	\$2,040.00	8.73	18.54	0.00	\$745.61	\$1,294.39	36.5%		
Operating Total (01)	\$50,116.42	3,592.33	3,855.96	820.28	\$35,723.41	\$14,393.01	71.3%		
Direct Training									
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 8,414.26	494.60	1,216.12	24.00	\$5,844.17	\$7,713.83	69.5%		
2.6 Tuition (College/Occupational Training)	\$216,523.82	5,835.64	11,369.00	7,559.75	\$142,553.72	\$60,903.28	65.8%		
Direct Training Total (02)	\$224,938.08	6,330.24	12,585.12	7,583.75	\$148,397.89	\$76,540.19	66.0%		
Support Services									
3.1 Participant Incentives (Skill Invoices)		0.00	0.00	0.00	-\$2.00	\$2.00	#DIV/0!		
3.4 Training Support Materials	\$8,500.00	1,730.18	0.00	0.00	\$5,194.44	\$3,305.56	61%		
Support Service Total (03)	\$8,500.00	1,730.18	0.00	0.00	\$5,192.44	\$3,307.56	61.1%		
Sub-total	\$623,828.38	44,804.73	29,937.78	34,417.66	\$486,864.90	\$136,963.48	78.0%		
General Overhead (Indirect)(H&M 11.32%) (E 8.23%)	\$65,798.00	5,071.90	3,388.96	2,832.57	\$54,049.60	\$11,748.40	82.1%		
Audit Cost 0.70%	\$3,275.00	313.63	0.00		\$3,588.00	-\$313.00	109.6%		
Profit/Fee Held for Performance 4%	\$18,715.00	1,792.19	1,197.51		\$18,097.89	\$617.11	96.7%		
Contract Total	\$711,616.38	51,982.45	34,524.25	37,250.23	\$562,600.39	\$149,015.99	79.1%		

Grant Number: 15D2995H1
Invoice: 101-I1011
Period Covered: 4/1/16-4/30/16

Line Item	FEBRUARY 66.7%	MARCH FINAL 75.0%	APRIL 83.3%				100.0%	Obligations
	1602- I1009	1601- I1011	1601- I1012	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD		
Staff Salary Total	4,012.50	1,670.83	3,516.29	\$38,739.41	\$5,026.59	88.5%		
Fringe Benefit Total	1,716.95	665.38	1,085.91	\$15,807.11	\$474.57	97.1%		
Staff Cost Total	5,729.45	2,336.21	4,602.20	\$54,546.52	\$5,501.16	90.8%		
Operating								
1.1 Facility, Utilities	0.00	0.00	0.00	\$0.00	\$165.13	0.0%		
1.2 Staff Consumable Supplies	-13.53	51.24	0.00	\$300.42	\$312.61	49.0%		
1.3 Advertising, Outreach	20.44	47.16	0.00	\$92.06	\$72.89	55.8%		
1.4 Copy, Print	69.95	77.87	0.00	\$470.58	\$213.42	68.8%		
1.5 Communications	57.89	132.94	89.48	\$843.95	\$182.02	82.3%		
1.6 Staff Travel	185.50	355.95	87.37	\$1,839.39	\$1,291.34	58.8%		
1.7 Staff Conferences, Training	268.95	0.00	0.00	\$467.63	\$189.37	71.2%		
1.8 Staff Computer Leases	0.00	0.00	0.00	\$1,624.22	\$419.00	79.5%		
1.9 Postage	1.54	3.27	0.00	\$143.04	\$216.96	39.7%		
Operating Total (01)	590.74	668.43	176.85	\$5,781.29	\$3,062.74	65.4%		
Direct Training								
2.3 Credential Exam Fees (CAN/GED/WK)	3.62	103.00	231.00	\$463.73	\$1,021.14	31.2%		
2.6 Tuition (College/Occupational Training)	1,520.25	6,522.00	5,169.44	\$30,402.14	\$7,807.95	79.6%		
Direct Training Total (02)	1,523.87	6,625.00	5,400.44	\$30,865.87	\$8,829.09	77.8%		
Support Services								
3.4 Training Support Materials	57.66	0.00	0.00	\$198.96	\$1,301.04	13.3%		
Support Service Total (03)	57.66	0.00	0.00	\$198.96	\$1,301.04	13.3%		
Subtotal	7,901.72	9,629.65	10,179.49	\$91,392.65	\$18,694.03	83.0%		
General Overhead (Indirect) 11.32%	894.47	1,090.08	837.77	\$10,039.26	\$1,571.74	86.5%		
Audit Cost 0.70%	55.31	0.00		\$626.25	-\$48.25	108.3%		
Profit/Fee Held for Performance 4%	316.07	385.19		\$3,251.41	\$51.59	98.4%		
Contract Total	9,167.58	11,104.91	11,017.26	\$105,381.66	\$20,197.01	83.9%		

Grant Number: 15A995H1 & 15D995H1

Invoice: 1697-I1010

Period Covered: 4/1/16-4/30/16

		FEBRUARY		MARCH FINAL		APRIL				100.0%
		66.7%	66.7%	75.0%	75.0%	83.3%	83.3%			
Line Item	Mod #2	1697-I1008	1697-I1008	1697-I1010 Adult	1697-I1010 DW	1697-I1011 Adult	1697-I1011 DW	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD
Staff Salary Total	\$53,005.68	4,157.41	807.74	1,593.68	242.73	3,585.26	728.07	\$45,262.40	\$7,743.28	85.4%
Fringe Benefit Total	\$17,839.14	1,533.72	319.73	605.37	96.25	1,016.54	206.32	\$16,259.31	\$1,579.83	91.1%
Staff Cost Total	\$70,845	5,691.13	1,127.47	2,199.06	338.97	4,601.80	934.39	\$61,521.71	\$9,323.11	86.8%
Operating										
1.1 Facility, Utilities	118.28					0.00	0.00	\$0.00	\$118.28	0.0%
1.2 Staff Consumable Supplies	\$1,381.72	29.75	5.25	342.65	60.48	0.00	0.00	\$623.21	\$758.51	45.1%
1.4 Copy, Print	\$1,380.00	0.00	0.00	702.08	123.91	0.00	0.00	\$892.28	\$487.72	64.7%
1.5 Communications	\$1,004.40	45.23	7.98	94.68	16.71	71.80	12.22	\$660.04	\$344.36	65.7%
1.6 Staff Travel	\$2,488.65	184.01	53.60	69.15	15.21	35.20	6.22	\$908.39	\$1,580.26	36.5%
1.7 Staff Conferences, Training	\$120.00	0.00	0.00	0.00	0.00	0.00	0.00	\$115.00	\$5.00	95.8%
1.8 Staff Computer Leases	\$1,398.24	0.00	0.00	0.00	0.00	0.00	0.00	\$1,183.11	\$215.13	84.6%
1.9 Postage	\$120.00	0.00	0.00	31.91	5.63	0.00	0.00	\$37.54	\$82.46	31.3%
Operating Total (01)	\$8,011.29	258.99	66.83	1,240.47	221.94	107.00	18.44	\$4,419.57	\$3,591.72	55.2%
Subtotal	\$78,856.11	5,950.12	1,194.30	3,439.53	560.91	4,708.80	952.83	\$65,941.28	\$12,914.83	83.6%
General Overhead (Indirect) (H&M 11.32%) (E 8.23%)	\$8,926.51	673.55	135.19	389.35	63.50	387.53	79.28	\$7,290.47	\$1,636.04	81.7%
Audit Cost 0.70%	\$614.48	41.65	8.36	0.00	0.00			\$453.00	\$161.48	73.7%
Profit/Fee Held for Performance 4%	\$3,154.24	238.00	47.77	137.58	22.44			\$2,411.19	\$743.05	76.4%
Contract Total	\$91,551	6,903.33	1,385.63	3,966.46	646.84	5,096.33	1,032.11	\$76,095.94	\$15,455.40	83.1%

Grant Number: 15A295H1
Invoice: 100-I1010
Period Covered: 4/1/16-4/30/16

		FEBRUARY 66.7%	MARCH FINAL 75.0%	APRIL 83.3%				100.0%	
Line Item	Mod #2	1600- I1007	1600- I1009	1600- I1010	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligatio ns	
Staff Salary Total	\$248,011.00	23,305.42	9,278.65	19,881.12	\$211,025.78	\$36,985.22	85.1%		
Fringe Benefit Total	\$ 92,262.88	9,846.56	4,218.05	6,132.51	\$86,525.38	-\$86,525.38	93.8%		
Staff Cost Total	\$340,273.88	33,151.98	13,496.70	26,013.63	\$297,551.16	\$42,722.72	87.4%		
Operating									
1.1 Facility, Utilities	936.00	0.00	0.00	0.00	\$0.00	\$936.00	0%		
1.2 Staff Consumable Supplies	\$3,473.85	-76.63	290.32	0.00	\$1,888.69	\$1,585.16	54.4%		
1.3 Advertising, Outreach	\$934.74	115.80	267.23	0.00	\$521.67	\$413.07	55.8%		
1.4 Copy, Print	\$3,876.00	394.66	441.49	0.00	\$2,665.02	\$1,210.98	68.8%		
1.5 Communications	\$5,813.83	327.98	753.41	507.10	\$4,954.08	\$859.75	85.2%		
1.6 Staff Travel	\$17,740.78	1,297.71	2,084.97	313.18	\$10,757.02	\$6,983.76	60.6%		
1.7 Staff Conferences, Training	\$3,723.00	1,524.08	0.00	0.00	\$2,649.94	\$1,073.06	71.2%		
1.8 Staff Computer Leases	\$11,578.22	0.00	0.00	0.00	\$11,541.38	\$36.84	99.7%		
1.9 Postage	\$2,040.00	8.73	18.54	0.00	\$745.61	\$1,294.39	36.5%		
Operating Total (01)	\$50,116.42	3,592.33	3,855.96	820.28	\$35,723.41	\$14,393.01	71.3%		
Direct Training									
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 8,414.26	494.60	1,216.12	24.00	\$5,844.17	\$7,713.83	69.5%		
2.6 Tuition (College/Occupational Training)	\$216,523.82	5,835.64	11,369.00	7,559.75	\$142,553.72	\$60,903.28	65.8%		
Direct Training Total (02)	\$224,938.08	6,330.24	12,585.12	7,583.75	\$148,397.89	\$76,540.19	66.0%		
Support Services									
3.1 Participant Incentives (Skill Invoices)		0.00	0.00	0.00	-\$2.00	\$2.00	#DIV/0!		
3.4 Training Support Materials	\$8,500.00	1,730.18	0.00	0.00	\$5,194.44	\$3,305.56	61%		
Support Service Total (03)	\$8,500.00	1,730.18	0.00	0.00	\$5,192.44	\$3,307.56	61.1%		
Sub-total	\$623,828.38	44,804.73	29,937.78	34,417.66	\$486,864.90	\$136,963.48	78.0%		
General Overhead (Indirect)(H&M 11.32%) (E 8.23%)	\$65,798.00	5,071.90	3,388.96	2,832.57	\$54,049.60	\$11,748.40	82.1%		
Audit Cost 0.70%	\$3,275.00	313.63	0.00		\$3,588.00	-\$313.00	109.6%		
Profit/Fee Held for Performance 4%	\$18,715.00	1,792.19	1,197.51		\$18,097.89	\$617.11	96.7%		
Contract Total	\$711,616.38	51,982.45	34,524.25	37,250.23	\$562,600.39	\$149,015.99	79.1%		

Grant Number: 15D2995H1
Invoice: 101-I1011
Period Covered: 4/1/16-4/30/16

	MARCH						
	FEBRUARY	FINAL	APRIL				
	66.7%	75.0%	83.3%			100.0%	
Line Item	1602-I1009	1601-I1011	1601-I1012	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD	Obligations
Staff Salary Total	4,012.50	1,670.83	3,516.29	\$38,739.41	\$5,026.59	88.5%	
Fringe Benefit Total	1,716.95	665.38	1,085.91	\$15,807.11	\$474.57	97.1%	
Staff Cost Total	5,729.45	2,336.21	4,602.20	\$54,546.52	\$5,501.16	90.8%	
Operating							
1.1 Facility, Utilities	0.00	0.00	0.00	\$0.00	\$165.13	0.0%	
1.2 Staff Consumable Supplies	-13.53	51.24	0.00	\$300.42	\$312.61	49.0%	
1.3 Advertising, Outreach	20.44	47.16	0.00	\$92.06	\$72.89	55.8%	
1.4 Copy, Print	69.95	77.87	0.00	\$470.58	\$213.42	68.8%	
1.5 Communications	57.89	132.94	89.48	\$843.95	\$182.02	82.3%	
1.6 Staff Travel	185.50	355.95	87.37	\$1,839.39	\$1,291.34	58.8%	
1.7 Staff Conferences, Training	268.95	0.00	0.00	\$467.63	\$189.37	71.2%	
1.8 Staff Computer Leases	0.00	0.00	0.00	\$1,624.22	\$419.00	79.5%	
1.9 Postage	1.54	3.27	0.00	\$143.04	\$216.96	39.7%	
Operating Total (01)	590.74	668.43	176.85	\$5,781.29	\$3,062.74	65.4%	
Direct Training							
2.3 Credential Exam Fees (CAN/GED/WK)	3.62	103.00	231.00	\$463.73	\$1,021.14	31.2%	
2.6 Tuition (College/Occupational Training)	1,520.25	6,522.00	5,169.44	\$30,402.14	\$7,807.95	79.6%	
Direct Training Total (02)	1,523.87	6,625.00	5,400.44	\$30,865.87	\$8,829.09	77.8%	
Support Services							
3.4 Training Support Materials	57.66	0.00	0.00	\$198.96	\$1,301.04	13.3%	
Support Service Total (03)	57.66	0.00	0.00	\$198.96	\$1,301.04	13.3%	
Subtotal	7,901.72	9,629.65	10,179.49	\$91,392.65	\$18,694.03	83.0%	
General Overhead (Indirect) 11.32%	894.47	1,090.08	837.77	\$10,039.26	\$1,571.74	86.5%	
Audit Cost 0.70%	55.31	0.00		\$626.25	-\$48.25	108.3%	
Profit/Fee Held for Performance 4%	316.07	385.19		\$3,251.41	\$51.59	98.4%	
Contract Total	9,167.58	11,104.91	11,017.26	\$105,381.66	\$20,197.01	83.9%	

Grant Number: 15A995H1 & 15D995H1

Invoice: 1697-I1010

Period Covered: 4/1/16-4/30/16

		FEBRUARY	MARCH FINAL		APRIL					
		66.7%	66.7%	75.0%	75.0%	83.3%	83.3%			100.0%
Line Item	Mod #2	1697-I1008	1697-I1008	1697-I1010 Adult	1697-I1010 DW	1697-I1011 Adult	1697-I1011 DW	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD
Staff Salary Total	\$53,005.68	4,157.41	807.74	1,593.68	242.73	3,585.26	728.07	\$45,262.40	\$7,743.28	85.4%
Fringe Benefit Total	\$17,839.14	1,533.72	319.73	605.37	96.25	1,016.54	206.32	\$16,259.31	\$1,579.83	91.1%
Staff Cost Total	\$70,845	5,691.13	1,127.47	2,199.06	338.97	4,601.80	934.39	\$61,521.71	\$9,323.11	86.8%
Operating										
1.1 Facility, Utilities	118.28					0.00	0.00	\$0.00	\$118.28	0.0%
1.2 Staff Consumable Supplies	\$1,381.72	29.75	5.25	342.65	60.48	0.00	0.00	\$623.21	\$758.51	45.1%
1.4 Copy, Print	\$1,380.00	0.00	0.00	702.08	123.91	0.00	0.00	\$892.28	\$487.72	64.7%
1.5 Communications	\$1,004.40	45.23	7.98	94.68	16.71	71.80	12.22	\$660.04	\$344.36	65.7%
1.6 Staff Travel	\$2,488.65	184.01	53.60	69.15	15.21	35.20	6.22	\$908.39	\$1,580.26	36.5%
1.7 Staff Conferences, Training	\$120.00	0.00	0.00	0.00	0.00	0.00	0.00	\$115.00	\$5.00	95.8%
1.8 Staff Computer Leases	\$1,398.24	0.00	0.00	0.00	0.00	0.00	0.00	\$1,183.11	\$215.13	84.6%
1.9 Postage	\$120.00	0.00	0.00	31.91	5.63	0.00	0.00	\$37.54	\$82.46	31.3%
Operating Total (01)	\$8,011.29	258.99	66.83	1,240.47	221.94	107.00	18.44	\$4,419.57	\$3,591.72	55.2%
Subtotal	\$78,856.11	5,950.12	1,194.30	3,439.53	560.91	4,708.80	952.83	\$65,941.28	\$12,914.83	83.6%
General Overhead (Indirect) (H&M 11.32%) (E 8.23%)	\$8,926.51	673.55	135.19	389.35	63.50	387.53	79.28	\$7,290.47	\$1,636.04	81.7%
Audit Cost 0.70%	\$614.48	41.65	8.36	0.00	0.00			\$453.00	\$161.48	73.7%
Profit/Fee Held for Performance 4%	\$3,154.24	238.00	47.77	137.58	22.44			\$2,411.19	\$743.05	76.4%
Contract Total	\$91,551	6,903.33	1,385.63	3,966.46	646.84	5,096.33	1,032.11	\$76,095.94	\$15,455.40	83.1%

Grant Number: 15A295H1
Invoice: 100-I1010
Period Covered: 4/1/16-4/30/16

		FEBRUARY		MARCH	APRIL				
		66.7%		75.0%	83.3%				100.0%
Line Item	Mod #2	1600-I1007	1600-I1009	1600-I1010	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligations	
Staff Salary Total	\$248,011.00	23,305.42	9,278.65	19,881.12	\$211,025.78	\$36,985.22	85.1%		
Fringe Benefit Total	\$ 92,262.88	9,846.56	4,218.05	6,132.51	\$86,525.38	-\$86,525.38	93.8%		
Staff Cost Total	\$340,273.88	33,151.98	13,496.70	26,013.63	\$297,551.16	\$42,722.72	87.4%		
Operating									
1.1 Facility, Utilities	936.00	0.00	0.00	0.00	\$0.00	\$936.00	0%		
1.2 Staff Consumable Supplies	\$3,473.85	-76.63	290.32	0.00	\$1,888.69	\$1,585.16	54.4%		
1.3 Advertising, Outreach	\$934.74	115.80	267.23	0.00	\$521.67	\$413.07	55.8%		
1.4 Copy, Print	\$3,876.00	394.66	441.49	0.00	\$2,665.02	\$1,210.98	68.8%		
1.5 Communications	\$5,813.83	327.98	753.41	507.10	\$4,954.08	\$859.75	85.2%		
1.6 Staff Travel	\$17,740.78	1,297.71	2,084.97	313.18	\$10,757.02	\$6,983.76	60.6%		
1.7 Staff Conferences, Training	\$3,723.00	1,524.08	0.00	0.00	\$2,649.94	\$1,073.06	71.2%		
1.8 Staff Computer Leases	\$11,578.22	0.00	0.00	0.00	\$11,541.38	\$36.84	99.7%		
1.9 Postage	\$2,040.00	8.73	18.54	0.00	\$745.61	\$1,294.39	36.5%		
Operating Total (01)	\$50,116.42	3,592.33	3,855.96	820.28	\$35,723.41	\$14,393.01	71.3%		
Direct Training									
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 8,414.26	494.60	1,216.12	24.00	\$5,844.17	\$7,713.83	69.5%		
2.6 Tuition (College/Occupational Training)	\$216,523.82	5,835.64	11,369.00	7,559.75	\$142,553.72	\$60,903.28	65.8%		
Direct Training Total (02)	\$224,938.08	6,330.24	12,585.12	7,583.75	\$148,397.89	\$76,540.19	66.0%		
Support Services									
3.1 Participant Incentives (Skill Invoices)		0.00	0.00	0.00	-\$2.00	\$2.00	#DIV/0!		
3.4 Training Support Materials	\$8,500.00	1,730.18	0.00	0.00	\$5,194.44	\$3,305.56	61%		
Support Service Total (03)	\$8,500.00	1,730.18	0.00	0.00	\$5,192.44	\$3,307.56	61.1%		
Sub-total	\$623,828.38	44,804.73	29,937.78	34,417.66	\$486,864.90	\$136,963.48	78.0%		
General Overhead (Indirect)(H&M 11.32%) (E 8.23%)	\$65,798.00	5,071.90	3,388.96	2,832.57	\$54,049.60	\$11,748.40	82.1%		
Audit Cost 0.70%	\$3,275.00	313.63	0.00		\$3,588.00	-\$313.00	109.6%		
Profit/Fee Held for Performance 4%	\$18,715.00	1,792.19	1,197.51		\$18,097.89	\$617.11	96.7%		
Contract Total	\$711,616.38	51,982.45	34,524.25	37,250.23	\$562,600.39	\$149,015.99	79.1%		

Grant Number: 15D2995H1
Invoice: 101-I1011
Period Covered: 4/1/16-4/30/16

	MARCH						
	FEBRUARY	FINAL	APRIL				
	66.7%	75.0%	83.3%			100.0%	
Line Item	1602-I1009	1601-I1011	1601-I1012	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD	Obligations
Staff Salary Total	4,012.50	1,670.83	3,516.29	\$38,739.41	\$5,026.59	88.5%	
Fringe Benefit Total	1,716.95	665.38	1,085.91	\$15,807.11	\$474.57	97.1%	
Staff Cost Total	5,729.45	2,336.21	4,602.20	\$54,546.52	\$5,501.16	90.8%	
Operating							
1.1 Facility, Utilities	0.00	0.00	0.00	\$0.00	\$165.13	0.0%	
1.2 Staff Consumable Supplies	-13.53	51.24	0.00	\$300.42	\$312.61	49.0%	
1.3 Advertising, Outreach	20.44	47.16	0.00	\$92.06	\$72.89	55.8%	
1.4 Copy, Print	69.95	77.87	0.00	\$470.58	\$213.42	68.8%	
1.5 Communications	57.89	132.94	89.48	\$843.95	\$182.02	82.3%	
1.6 Staff Travel	185.50	355.95	87.37	\$1,839.39	\$1,291.34	58.8%	
1.7 Staff Conferences, Training	268.95	0.00	0.00	\$467.63	\$189.37	71.2%	
1.8 Staff Computer Leases	0.00	0.00	0.00	\$1,624.22	\$419.00	79.5%	
1.9 Postage	1.54	3.27	0.00	\$143.04	\$216.96	39.7%	
Operating Total (01)	590.74	668.43	176.85	\$5,781.29	\$3,062.74	65.4%	
Direct Training							
2.3 Credential Exam Fees (CAN/GED/WK)	3.62	103.00	231.00	\$463.73	\$1,021.14	31.2%	
2.6 Tuition (College/Occupational Training)	1,520.25	6,522.00	5,169.44	\$30,402.14	\$7,807.95	79.6%	
Direct Training Total (02)	1,523.87	6,625.00	5,400.44	\$30,865.87	\$8,829.09	77.8%	
Support Services							
3.4 Training Support Materials	57.66	0.00	0.00	\$198.96	\$1,301.04	13.3%	
Support Service Total (03)	57.66	0.00	0.00	\$198.96	\$1,301.04	13.3%	
Subtotal	7,901.72	9,629.65	10,179.49	\$91,392.65	\$18,694.03	83.0%	
General Overhead (Indirect) 11.32%	894.47	1,090.08	837.77	\$10,039.26	\$1,571.74	86.5%	
Audit Cost 0.70%	55.31	0.00		\$626.25	-\$48.25	108.3%	
Profit/Fee Held for Performance 4%	316.07	385.19		\$3,251.41	\$51.59	98.4%	
Contract Total	9,167.58	11,104.91	11,017.26	\$105,381.66	\$20,197.01	83.9%	

Formula Tuition	Adult	Dislocated Worker	Total
PY15 Budget	\$224,938.08	\$39,694.96	\$264,633.04
PY15 Vouchers Paid	\$157,720.69	\$24,075.92	\$181,796.61
PY15 Vouchers Not Paid	\$24,727.80	\$7,872.20	\$32,600.00
PY15 Vouchers Total	\$182,448.49	\$31,948.12	\$214,396.61
PY15 Funds Unobligated	\$42,489.59	\$7,746.84	\$50,236.43
PY15 ITA's Approved	\$254,235.30	\$39,095.02	\$293,330.32
PY15 ITA's Deobligations	\$44,986.49	\$6,244.50	\$51,230.99
Total ITA's	\$209,248.81	\$32,850.52	\$242,099.33
Remaining for new ITAs	\$15,689.27	\$6,844.44	\$22,533.71
PY16 Carryover ITAs	\$1,517.00	\$0.00	\$1,517.00

Report as of 6.6.16

*Funds not received from SCDEW yet	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD-April	Actual % Expended	Goal Expended	Goal % Expended	Balance
PY'15 Allocations Estimate	597,977	66,441	452,313	50,256	642,866	71,429	1,881,282					
Transfer of funds (80%)	361,850	-	(361,850)	-	-	-	-		*As of April 2016, does not include all of the Eckerd billing due to deadline			
PY'14 Carryover	224,330	23,399	165,114	25,741	284,803	29,641	753,028					
	1,184,157	89,840	255,577	75,997	927,669	101,070	2,634,310					
Service Providers												
Henkels & McCoy / Eckerd - Adult/DW Services	712,694	-	124,501	-	-	-	837,195	619,714	74%	488,364	58%	217,481
Henkels & McCoy / Eckerd - Operator	76,500	-	13,500	-	-	-	90,000	67,337	75%	52,500	58%	22,663
Henkels & McCoy / Eckerd - Youth	-	-	-	-	702,148	-	702,148	530,283	76%	409,586	58%	171,865
OJT	32,000	-	8,000	-	-	-	40,000	26,225	66%	23,333	58%	13,775
Undesignated Funds	137,445	41,412	26,005	28,868	60,592	52,861	347,183	-	0%	-	0%	347,183
Total Pass-Through Contracts	958,639	41,412	172,006	28,868	762,740	52,861	2,016,526	1,243,559	62%	973,783	48%	772,967
Total Revenue after Obligations	225,518	48,428	83,571	47,129	164,929	48,209	617,784					
In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD-April	Actual % Expended	Goal Expended	Goal % Expended	Balance
Salaries, Fringe, & Indirect	149,963	31,107	66,454	30,156	143,230	30,144	451,054	427,493	95%	413,466	92%	23,561
SC Works Centers & Satellites Facility Costs	163,140	4,376	28,937	4,194	11,240	4,376	216,263	171,784	79%	198,241	92%	44,479
Payment from SCDEW for Facilities	(103,575)		(18,273)				(121,848)	(54,384)	45%	(111,694)	92%	(67,464)
ADA Upgrades	3,599	121	640	99	349	121	4,929	3,994	81%	4,518	92%	935
Contractual Services		1,345		1,345		1,345	4,035	1,854	46%	3,699	92%	2,181
Travel	1,455	248	364	264	1,131	264	3,725	2,252	60%	3,415	92%	1,473
AOP BIS Transportation					5,000		5,000	5,000	100%	4,583	92%	-
Strategic Plan (carryover from PY14)	2,250	500	1,500	500	2,250	500	7,500	7,747	0%	6,875	92%	(247)
Supplies - Consummable & Non-Consummable		680		640		680	2,000	1,025	51%	1,833	92%	975
Insurance (Combined from PY14)		2,916		2,744		2,916	8,576	7,814	91%	7,861	92%	762
Postage		170		170			500	254	51%	458	92%	246
Printing		1,834		1,833		1,833	5,500	2,800	51%	5,042	92%	2,700
Web Site Hosting & Renewal Fees	500	2,175	500	2,150	500	2,175	8,000	7,030	88%	7,333	92%	970
Memberships, Dues, & Prof Fees		1,000		1,075		1,075	3,150	1,644	52%	2,888	92%	1,506
Training	736	48	184	51	730	51	1,800	2,295	128%	1,650	92%	(495)
Job Fair / Hiring Event Expenses							-	(59)	0%	-	0%	59
R&M & Gas - WIA Car		835		835		830	2,500	556	22%	2,292	92%	1,944
Outreach (SC Works Center's Only)	6,950		2,975				9,925	2,396	24%	9,098	92%	7,529
Meeting Expense (Madren Center & Other)	500	1,073	290	1,073	500	1,740	5,175	2,623	51%	4,744	92%	2,552
Total In-House	225,518	48,428	83,571	47,129	164,929	48,209	617,784	594,118	96%	566,302	92%	23,666

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

Grant Detail - Program Year 2015

Local Adult EM10.xlsx

SC Appalachian Council of Governments

PY 15 Expenditure Rates - Adult

Program Beginning Balance	Admin Beginning Balance	Program Expenditures	Admin Expenditures	% Expended of Fund Stream
860,991.00	85,503.00	710,520.00	34,232.00	78.69%

Program

Program Year of Award	Total Program Award	Prior Yr Program Expenditures (Actual & Accrued)	PY 2015 Beginning Balance - Program	PY 2015 Program Expenditures	Balance of Program	% Expended (of total award)
PY 2014	740,771.00	477,757.00	263,014.00	263,014.00	0.00	100.00%
PY 2015	597,977.00	0.00	597,977.00	447,506.00	150,471.00	74.84%

Administration

Program Year of Award	Total Admin Award	Prior Yr Admin Expenditures	PY 2015 Beginning Balance - Admin	PY 2015 Admin Expenditures	Balance of Admin	% Expended (of total award)
PY 2014	81,422.00	62,360.00	19,062.00	19,062.00	0.00	100.00%
PY 2015	66,441.00	0.00	66,441.00	15,170.00	51,271.00	22.83%

Reported Obligations PY15 - FY16

Program Allocation	Program Obligation	Admin Allocation	Admin Obligations	Program Unobligated	Admin Unobligated	% Obligated	% Program Obligation
597,977.00	480,713.00	66,441.00	15,170.00	117,264.00	51,271.00	74.63%	80.39%

Reported Obligations PY14 - FY15

Program Allocation	Program Obligation	Admin Allocation	Admin Obligations	Program Unobligated	Admin Unobligated	% Obligated	% Program Obligation
740,771.00	740,771.00	81,422.00	81,422.00	0.00	0.00	100.00%	100.00%

SC Appalachian Council of Governments

Program Year 2015 Expenditure Rates - Dislocated Worker

Local Area/Subgrantee	Program Beginning Balance	Admin Beginning Balance	Program Expenditures - (DW)	Program Expenditures - (Adult)	Admin Expenditures	Fund Utilization Rate
SC Appalachian Council of Governments	609,395.00	74,674.00	178,604.00	210,617.00	37,667.00	62.40%

Program

Program Year	Total Program Award	Prior Year Expenditures - DW	Prior Year Expenditures - Adult	PY 2015 Beginning Balance	PY 2015 Expenditures - DW	PY 2015 Expenditures - Adult	Balance of Program	% Expended (of total award)
PY 2015	452,313.00	0.00	0.00	452,313.00	90,522.00	141,617.00	220,174.00	51.32%
PY 2014	650,197.00	168,012.00	325,103.00	157,082.00	88,082.00	69,000.00	0.00	100.00%

Program Year	Earmarked for Adult Program	Earmarked Expenditures	Earmark %	Balance of Earmark
PY 2015	292,850.00	141,617.00	65%	151,233.00
PY 2014	394,103.00	394,103.00	61%	0.00

Administration

Program Year	Total Admin Award	Prior Year Admin Expenditures	PY 2015 Beginning Balance	PY 2015 Admin Expenditures	Balance of Admin	% Expended (of total award)
PY 2015	50,256.00	0.00	50,256.00	13,249.00	37,007.00	26.36%
PY 2014	72,279.00	47,861.00	24,418.00	24,418.00	0.00	100.00%

Obligations

	PY15 FY16 Program Allocation	PY15 FY16 Program Obligation	PY15 FY16 Admin Allocation	PY15 FY16 Admin Obligations	PY15 FY16 Program Unobligated	PY15 FY16 Admin Unobligated	% Obligated	% Program Obligation Rate
PY 15 - FY16	452,313.00	406,146.00	50,256.00	13,249.00	46,167.00	37,007.00	83.5%	89.8%

Obligations

	PY14 FY15 Program Allocation	PY14 FY15 Program Obligation	PY14 FY15 Admin Allocation	PY14 FY15 Admin Obligations	PY14 FY15 Program Unobligated	PY14 FY15 Admin Unobligated	% Obligated	% Program Obligation Rate
PY 14 - FY15	650,197.00	650,197.00	72,279.00	72,279.00	0.00	0.00	100.00%	100.00%

SC Appalachian Council of Governments

Program Year 2015 Expenditure Rates - Youth					
Local Area / Subgrantee	Program Beginning Balance	Administration Beginning Balance	Program Expenditures Actual & Accrued	Admin Expenditures Actual & Accrued	% Expended Exp/Beg. Bal
SC Appalachian Council of Governments	944,221.00	98,332.00	736,113.00	35,553.00	74%

Program

Program Year	Total Youth Program Award	Prior Year Youth Program Expenditures	Beginning Balance - Program	Current Year Youth Program Expenditures Actual & Accrued	Balance of Youth Program	% Expended (of total award)
PY 2015	642,866.00	0.00	642,866.00	434,758.00	208,108.00	67.63%
PY 2014*	791,946.00	490,591.00	301,355.00	301,355.00	0.00	100.00%

Program Year	Reported in-school exp	Reported out-of-school Exp.	Out-of-school exp/Total Youth Program Exp
PY 2015	0.00	434,758.00	100.00%
PY 2014*	0.00	791,946.00	100.00%

Administration

Program Year	Total Youth Administration Award	Prior Year Youth Admin Expenditures	Beginning Balance - Administration	Current Year Youth Administration Expenditures	Balance of Youth Administration	% Expended (of total award)
PY 2015	71,429.00	0.00	71,429.00	8,650.00	62,779.00	12.11%
PY 2014*	87,755.00	60,852.00	26,903.00	26,903.00	0.00	100.00%

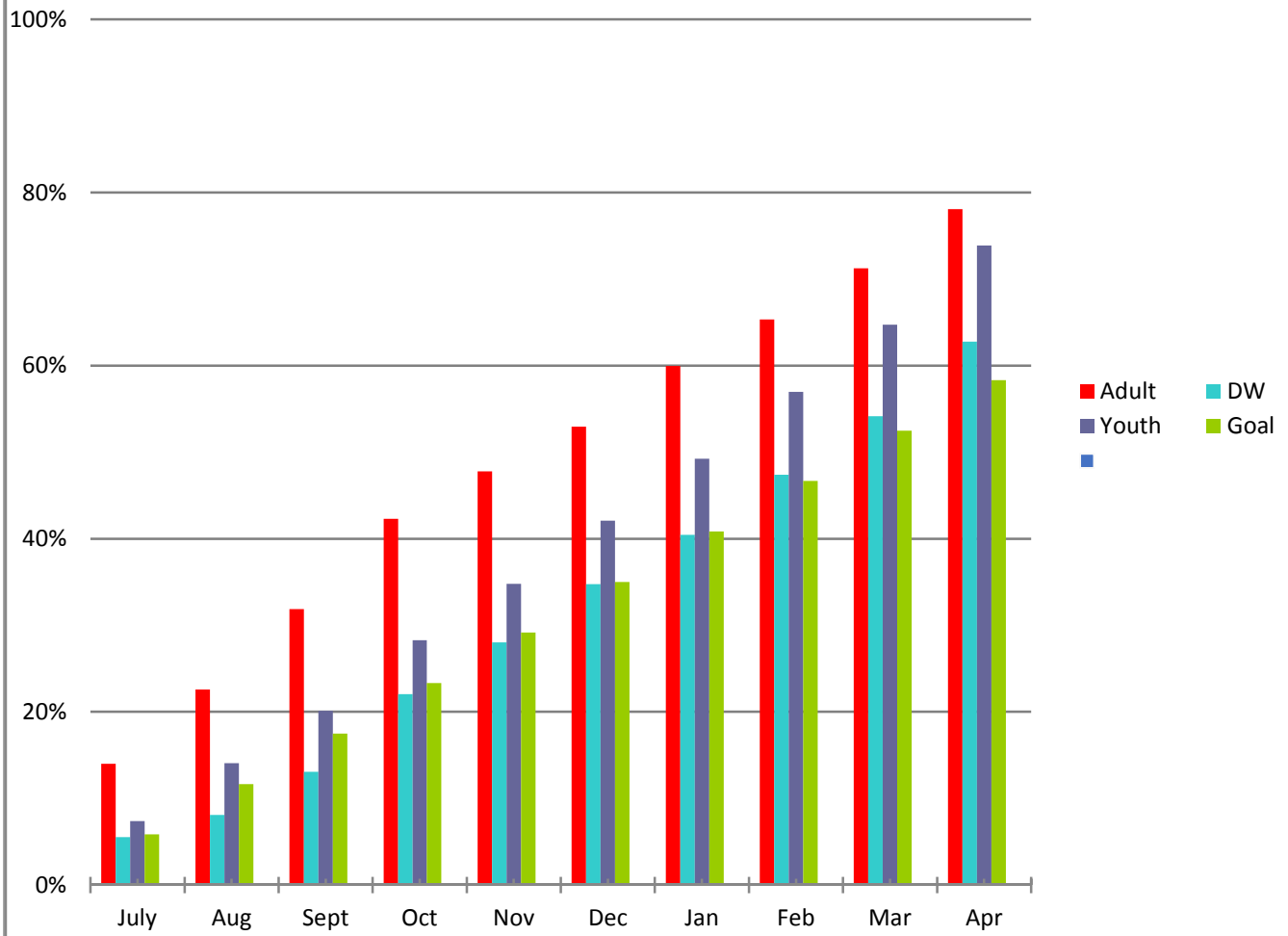
Obligations PY15

	Youth Program Allocation	Youth Program Obligation	Youth Admin Allocation	Youth Admin Obligations	Youth Program Unobligated	Youth Admin Unobligated	% Total Obligated
SC Appalachian Council of Governments	642,866.00	565,570.00	71,429.00	8,650.00	77,296.00	62,779.00	80.39%

Obligations PY14

	Youth Program Allocation	Youth Program Obligation	Youth Admin Allocation	Youth Admin Obligations	Youth Program Unobligated	Youth Admin Unobligated	% Total Obligated
SC Appalachian Council of Governments	791,946.00	791,946.00	87,755.00	87,755.00	0.00	0.00	100.00%

PY'15 Fund Utilization Rate



	A	B	C	D	E	F	G	H	I	J	K
1											
2	Grant #	Company	Contact Email	Awarded	Spent	Balance	Mod.	Match %	# of Trainings		Scheduled
3	15IWT01-01	Sharpe Mfg	lois@sharpemfg.com	9,129.60	9,129.60	-		10%	1		ISO 9001 Training completed - reimbursement request 6-1-16 - to close out
4	15IWT01-02	Tactical Medical Sol	andrea@tacmedsolutions.com	15,300.00	4,500.00	10,800.00		10%	4		Mod 1 to allocate additional funds & extend contract date to accommodate schedule w/new training provider
5	15IWT01-03	Allegro Industries	Ahamby@allegrosafety.com	3,999.60	678.60	-	(3,321.00)	10%	2		ISO 9001:20018 & Mgmt Boot Camp trngs. Completed - closed out with reimbursement & final report 5/10/16
6	15IWT01-04	Robert Bosch	drew.heller@us.bosch.com alan.johnson@us.bosch.com	1,312.50	-	3,563.38	2,250.88	25%	3		Epson Robot training in progress; Mod 1 to allocate additional funds and extend end date to accommodate training provider schedule
7	15IWT01-05	Imperial Die Casting	Klapp@rcmindustries.com	14,150.88	11,900.00	-	(2,250.88)	15%	1		Lean Mfg. Training completed - Mod 1 to allocate balance to another company - closed out with reimbursement & final report 3/30/16
8	15IWT01-06	Plastic Omnium	brenda.dutton@inergyautomotive.com	1,755.42	5,076.42	-	3,321.00	15%	1		Mod 1 to allocate additiona funds - Trainings completed reimbursement request 6-6-16 - to close out
9											
10				45,648.00	31,284.62	14,363.38					
11											
12			Remaining to give out	-							
13											
14											
15											
16											
17											
18											
19											
20											
21											

WorkLink Program Year 2015 Financial Status							
JA-24960-13-60-A-45 : Make It In America Grant (MiiA Grant)							
	Program Revenue			**Extended by DOL to 9/30/17			
	\$ 1,299,610						
Per Mod #3 Approved Feb 2016	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Salaries, Fringe (WIB)	\$ 64,148		40,627	63%	40,627	63.33%	\$ 23,521
Indirect (WIB)	21,630		14,125	65%	14,125	65.30%	7,505
Travel (WIB)	378		-	0%	-	0.00%	378
Tri-County Technical College	434,481		434,481	100%	334,014	76.88%	100,467
Greenville Technical College	434,481		434,481	100%	395,876	91.11%	38,605
Northeastern Technical College	344,492		344,492	100%	237,702	69.00%	106,790
Total In-House	\$ 1,299,610		\$ 1,268,207	98%	\$ 1,022,345	78.67%	\$ 277,265
Grant Period: 10/1/13-9/30/17				Goal Thru Apr 2016		64.58%	
13M295T1 - TCTC	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 11,000		6,259	57%	6,259	56.90%	\$ 4,741
Recruitment & Assessment	11,000		1,794	16%	1,794	16.31%	9,206
Training	398,481		325,961	82%	325,961	81.80%	72,520
Job Placement	14,000		-	0%	-	0.00%	14,000
Total In-House	\$ 434,481		\$ 334,014	77%	\$ 334,014	76.88%	\$ 100,467
13M295G1 - GTC	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 22,350		11,377	51%	11,897	53.23%	\$ 10,453
Recruitment & Assessment	-		-		-		-
Training	406,131		383,979	95%	383,979	94.55%	22,152
Job Placement	6,000		-	0%	-	0.00%	6,000
Total In-House	\$ 434,481		\$ 395,356	91%	\$ 395,876	91.11%	\$ 38,605
13M295N1 - NETC	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 1,500		817	54%	817	54.47%	\$ 683
Recruitment & Assessment	1,000		819	82%	819	81.90%	181
Training	336,650		232,725	69%	232,725	69.13%	103,925
Job Placement	5,342		3,341	63%	3,341	62.54%	2,001
Total In-House	\$ 344,492		\$ 237,702	69%	\$ 237,702	69.00%	\$ 106,790

Adult 2810

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07012015-0001		B.Hunter	Adult	2479228	K and K Trucking	Anderson	07/01/15	09/14/15	430	\$12.00	90%	\$4,644.00	\$0.00	\$4,644.00	\$4,644.00	\$0.00
07162015-3163		C. Morgan	Adult	323659	MTS Office Machines	Anderson	07/22/15	10/13/15	480	\$12.00	75%	\$4,320.00	\$0.00	\$4,320.00	\$4,320.00	\$0.00
07242015-0581		C. Morgan	Adult	3185708	Belton Metal Co.	Anderson	07/28/15	10/08/15	480	\$10.50	75%	\$3,780.00	(\$553.69)	\$3,226.31	\$3,226.31	\$0.00
08112015-6192		C. Morgan	Adult	2479141	Belton Metal Co.	Anderson	08/17/15	11/13/15	480	\$10.50	75%	\$3,780.00	\$0.00	\$3,780.00	\$3,780.00	\$0.00
10122015-9557		K. Hamrick	Adult	3198744	MoreSun Custom Woodworking	Oconee	10/12/15	01/11/16	480	\$12.00	90%	\$5,184.00	(\$21.60)	\$5,162.40	\$5,162.40	\$0.00
11302015-9108		B.Hunter	Adult	3213821	Reliable Automatic Sprinkler	Pickens	11/30/15	01/29/16	320	\$10.82	50%	\$1,731.20	(\$48.69)	\$1,682.51	\$1,682.51	\$0.00
11302015-7153		B.Hunter	Adult	2487627	Reliable Automatic Sprinkler	Pickens	01/04/16	03/03/16	320	\$11.03	50%	\$1,764.80	\$0.00	\$1,764.80	\$1,764.80	\$0.00
11302015-1434		B.Hunter	Adult	2540633	Reliable Automatic Sprinkler	Pickens	01/11/16	01/29/16	320	\$11.03	50%	\$1,764.80	(\$1,147.12)	\$617.68	\$617.68	\$0.00
02012016-7163		K. Hamrick	Adult	3223986	MoreSun Custom Woodworking	Oconee	02/01/16	05/20/16	480	\$12.00	75%	\$4,320.00		\$4,320.00		\$4,320.00
												\$0.00		\$0.00		\$0.00

Budget	Remaining
\$35,060.00	\$5,542.30

Anderson	\$15,970.31	63%
Pickens	\$4,064.99	16%
Oconee	\$5,184.00	21%

Hours Trained	Average Wage
3790	\$11.32

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$31,288.80	(\$1,771.10)	\$29,517.70	\$25,197.70	\$4,320.00
Net Obligated	\$29,517.70			

DW 2820

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
10302015-0348	David Looper	B. Hunter	DW	2629845	Reliable Sprinkler Co.	Pickens	11/02/15	01/04/16	184	\$21.50	50%	\$1,978.00	\$0.00	\$1,978.00	\$1,978.00	\$0.00
														\$0.00		\$0.00

Budget	Remaining
\$3,478.00	\$1,500.00

Anderson	\$0.00	0
Pickens	\$1,978.00	100%
Oconee	\$0.00	0%

Hours Trained	Average Wage
184	\$21.50

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$1,978.00	\$0.00	\$1,978.00	\$1,978.00	\$0.00
Net Obligated	\$1,978.00			

DWT NEG

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07012015-0012	Teresa Franks	B. Hunter	DWT NEG	3181571	Medshore	Anderson	07/01/15	08/07/15	200	\$13.29	75%	\$1,993.50	(\$502.06)	\$1,491.44	\$1,491.44	\$0.00
	Cindy Turner	JT. Parnell	DWT NEG	2635119	Medshore	Anderson	07/01/15	08/07/15	33.6	\$15.19	75%	\$382.79	\$0.00	\$382.79	\$381.79	\$1.00
10302015-0348	David Looper	B. Hunter	DW NEG	2629845	Reliable Sprinkler Co.	Pickens	11/02/15	01/04/16	136	\$21.50	50%	\$1,462.00	\$0.00	\$1,462.00	\$1,462.00	\$0.00

Budget	Remaining
\$3,336.40	\$0.17

Anderson	\$1,874.23	50%
Pickens	\$1,844.79	50%
Oconee	\$0.00	0%

Hours Trained	Average Wage
369.6	\$16.66

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$3,838.29	(\$502.06)	\$3,336.23	\$3,335.23	\$1.00
Net Obligated	\$3,336.23			

DW - Rapid Response

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07012015-0002	Cindy Turner	JT. Parnell	DW RR	2635120	Medshore	Anderson	07/01/15	08/07/15	166.4	\$15.19	75%	\$1,895.71	(\$0.91)	\$1,894.80	\$1,894.80	\$0.00
07012015-0003	Anthony Garrett	JT. Parnell	DW RR	1835661	Medshore	Anderson	07/01/15	08/07/15	200	\$13.80	75%	\$2,070.00	(\$2,070.00)	\$0.00	\$0.00	\$0.00
07012015-0004	Andrew Barr	B. Hunter	DW RR	3181138	Medshore	Anderson	07/01/15	08/07/15	200	\$15.76	75%	\$2,364.00	(\$61.11)	\$2,302.89	\$2,302.89	\$0.00
07012015-0005	Frankie Brown	C. Morgan	DW RR	2251737	Medshore	Anderson	07/01/15	08/07/15	200	\$11.05	75%	\$1,657.50	\$0.00	\$1,657.50	\$1,657.50	\$0.00
07012015-0006	Zachery Lucas	K. Hamrick	DW RR	3181210	Medshore	Anderson	07/01/15	08/07/15	200	\$10.96	75%	\$1,644.00	(\$1,644.00)	\$0.00	\$0.00	\$0.00
07012015-0007	Tracie Barrs	B. Hunter	DW RR	2454382	Medshore	Anderson	07/01/15	08/07/15	200	\$12.22	75%	\$1,833.00	(\$1,833.00)	\$0.00	\$0.00	\$0.00
07012015-0008	Joseph Barr	C. Morgan	DW RR	3181829	Medshore	Anderson	07/01/15	08/07/15	200	\$18.29	75%	\$2,743.50	\$0.00	\$2,743.50	\$2,743.50	\$0.00
07012015-0009	Latosha Dean	K. Hamrick	DW RR	3180779	Medshore	Anderson	07/01/15	08/07/15	200	\$13.51	75%	\$2,026.50	(\$162.53)	\$1,863.97	\$1,863.97	\$0.00
07012015-0010	Michael Palmer	J. Parnell	DW RR	3181536	Medshore	Anderson	07/01/15	08/07/15	200	\$11.05	75%	\$1,657.50	(\$199.73)	\$1,457.77	\$1,457.77	\$0.00
07012015-0011	Stacy Hollingsworth	J Parnell	DW RR	114823	Medshore	Anderson	07/01/15	08/07/15	200	\$16.12	75%	\$2,418.00	(\$64.20)	\$2,353.80	\$2,353.80	\$0.00
07012015-0013	Billy Cross	B. Gleaton	DW RR	3181579	Medshore	Anderson	07/01/15	08/07/15	200	\$15.89	75%	\$2,383.50	(\$278.15)	\$2,105.35	\$2,105.35	\$0.00
07012015-0014	Lea Davis	B. Gleaton	DW RR	3181275	Medshore	Anderson	07/01/15	08/07/15	200	\$17.40	75%	\$2,610.00	\$0.00	\$2,610.00	\$2,610.00	\$0.00
07012015-0015	Jessica Barr	K. Hamrick	DW RR	2143987	Medshore	Anderson	07/01/15	08/07/15	200	\$14.21	75%	\$2,131.50	\$0.00	\$2,131.50	\$2,131.50	\$0.00
												\$0.00		\$0.00		\$0.00

Budget	Remaining
\$33,581.00	\$12,459.92

Anderson	\$21,121.08	100%
Pickens	\$0.00	0%
Oconee	\$0.00	0%

Hours Trained	Average Wage
2366.4	\$17.24

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$27,434.71	(\$6,313.63)	\$21,121.08	\$21,121.08	\$0.00
Net Obligated	\$21,121.08			

Anderson	\$38,965.62	78%
Pickens	\$6,042.99	12%
Oconee	\$5,184.00	10%

PY 2015 WIOA Quarterly Report Summary - 3rd Quarter (Rolling 4 quarters)

Performance Measure	Group	State			Worklink			Upper Savannah			Upstate			Greenville			Midlands			Tri-County		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	70.5	106.4%	75.03	80.0	90.8%	72.60	73.8	110.9%	81.82	81.0	104.7%	84.81	67.2	103.1%	69.2	68.5	109.2%	74.81	71.9	97.4%	70.00
*Attainment of Degree or Certificate	Youth (14-21)	71.0	97.2%	68.99	80.0	95.7%	76.53	74.4	109.0%	81.13	78.0	111.3%	86.81	66.5	71.6%	47.59	64.0	107.5%	68.79	77.0	80.4%	61.92
***Literacy or Numeracy Gains	Youth (14-21)	58.5	94.1%	55.03																		
***Employment Rate	Adults	72.0	109.5%	78.81	69.1	111.3%	76.89	71.0	116.3%	82.57	74.4	107.4%	79.90	72.0	106.1%	76.40	50.6	0.782814	39.61	61.5	90.1%	55.38
***Retention Rate	DW	79.5	106.6%	84.77	76.4	112.8%	86.13	82.5	102.4%	87.59	82.1	110.7%	90.91	76.4	112.8%	86.21	85.2	100.8%	85.88	79.8	95.7%	76.38
***Average Earnings	Adults	87.0	101.0%	87.83	88.8	98.4%	87.36	85.5	102.4%	87.59	91.1	97.7%	88.99	87.1	102.7%	89.47	89.5	94.9%	84.90	86.0	104.3%	89.68
	DW	92.7	100.3%	92.85	93.3	96.5%	90.00	96.1	93.2%	89.57	93.4	102.1%	95.40	95.7	97.5%	93.33	92.7	100.4%	93.10	90.1	101.1%	91.12
	Adults	11,000	105.2%	\$11,569	11,538	101.7%	\$11,738	10,063	96.3%	\$9,690	12,192	92.3%	\$11,259	11,889	98.6%	\$11,719	11,554	104.1%	\$12,031	11,054	118.1%	\$13,050
	DW	15,100	100.9%	\$15,236	15,532	99.5%	\$15,461	13,638	98.0%	\$13,372	15,100	98.4%	\$14,561	17,319	85.7%	\$14,842	16,433	92.9%	\$15,259	17,800	109.8%	\$19,536

Color Coding
Exceeds Goal Actual Performance is greater than 100.0% of the goal
Meets Goal Actual Performance is between 80.0% and 100.0% of the goal
Did Not Meet Goal Actual Performance is under 80.0% of the goal

Performance Measure	Group	Pee Dee			Lower Savannah			Catawba			Santee Lynchies			Waccamaw			Lowcountry		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	74.0	102.0%	75.47	67.4	109.6%	73.86	63.3	132.4%	83.81	63.6	105.5%	67.11	78.9	113.7%	89.74	67.4	98.4%	66.30
*Attainment of Degree or Certificate	Youth (14-21)	83.0	97.3%	80.79															
***Literacy or Numeracy Gains	Youth (14-21)	70.0	110.3%	77.19	52.4	83.5%	43.75	60.0	97.2%	58.33	54.1	86.5%	46.81	60.0	110.6%	66.38	50.0	91.4%	45.68
***Employment Rate	Adults	71.3	104.1%	74.24	68.5	116.5%	79.82	74.0	116.7%	86.36	76.0	98.7%	75.00	78.5	107.6%	84.47	77.0	95.2%	73.97
***Retention Rate	DW	76.0	110.9%	84.29	76.0	120.5%	91.59	81.1	112.5%	91.26	79.2	97.6%	77.27	80.0	113.6%	90.91	72.0	96.9%	69.77
***Average Earnings	Adults	88.0	101.8%	89.57	87.5	103.7%	90.76	89.2	99.3%	88.59	89.1	100.2%	89.27	87.6	103.6%	90.77	85.9	101.9%	87.50
	DW	93.4	96.3%	90.12	91.4	104.3%	95.36	93.1	103.0%	95.86	94.5	101.3%	95.75	94.0	104.5%	98.25	87.3	106.9%	93.33
	Adults	11,000	105.0%	\$11,555	10,458	96.9%	\$10,131	11,308	88.6%	\$10,021	12,547	92.7%	\$11,632	10,385	100.2%	\$10,401	9,751	117.9%	\$11,497
	DW	14,042	103.7%	\$14,557	14,345	95.3%	\$13,673	15,358	92.7%	\$14,243	14,257	84.3%	\$12,018	15,100	82.6%	\$12,471	13,270	106.5%	\$14,130

*These measures include program exiters from 07/01/14 to 06/30/15.

**These measures include program exiters from 01/01/14 to 12/31/14.

***These measures include program exiters from 04/01/15 to 03/31/16.

Fact Sheet: Youth Program

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is the first legislative reform of the public workforce system in 15 years. The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop center system by continuing to align investments in workforce, education, and economic development. The new law places greater emphasis on one-stops achieving results for jobseekers, workers, and businesses. WIOA reinforces the partnerships and strategies necessary for one stops to provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

HIGHLIGHTS OF THE WIOA REFORMS FOR THE YOUTH PROGRAM

WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other Federal, State, Local, and philanthropic resources to support in-school and out-of-school youth. WIOA affirms the Department's commitment to providing high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education. WIOA authorizes the following changes:

Key Provisions

- WIOA requires a minimum of 75 percent of State and Local youth funding to be used for out-of-school youth.
- Youth Councils no longer required; however, Local Boards are

WIOA PROGRAMS

WIOA authorizes the one-stop career center (also known as American Job Center) service delivery system and six core programs. The core programs are:

- WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL);
- Adult Education and Literacy Act programs administered by the Department of Education (DoED);
- Wagner-Peyser Act employment services administered by DOL; and
- Rehabilitation Act Title I programs administered by DoED.

WIOA also authorizes the Job Corps program, the YouthBuild program, Native American programs, and Migrant and Seasonal Farmworker programs, as well as evaluation and multistate projects.

The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.



The Workforce Innovation and Opportunity Act

encouraged to designate a standing Youth Committee, including an existing Youth Council, to contribute a critical youth voice and perspective.

Changes to Youth Eligibility

- Out-of-school youth must be aged 16-24, not attending any school, and meet one or more additional conditions, which could include:
 - School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement; pregnant or parenting; an individual with a disability; low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment
- In-school youth must be aged 14-21, attending school, low income, and meet one or more additional conditions, which could include:
 - Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; person who requires additional assistance to enter or complete an educational program or to secure and hold employment
- Five new Youth Program elements
 - (1) Financial Literacy; (2) Entrepreneurial skills training; (3) Services that provide labor market and employment information in the local area; (4) Activities that help youth transition to postsecondary education and training; (5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster

Emphasis on Work-Experience

- At least 20 percent of local Youth formula funds must be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing

EFFECTIVE DATES FOR IMPLEMENTATION AND TECHNICAL ASSISTANCE

In general, WIOA takes effect on July 1, 2015; however, the planning requirements common indicators of performance take effect on July 1, 2016 and other exceptions specifically noted in the law.

DOL is working in coordination with the Department of Education and the Department of Health and Human Services to support the public workforce system to implement WIOA. The DOL WIOA Resource Page (www.doleta.gov/WIOA) will include updated guidance and resources, as well as communicate opportunities to provide input. The WIOA Collection Page (wioa.workforce3one.org) provides links to technical assistance tools and information to support implementation. Questions regarding WIOA can be emailed to DOL.WIOA@dol.gov.



March 31, 2016

Henkels & McCoy, Inc.
Attn: Rick Sutliff
450 Davis Drive
Plymouth Meeting, PA 19462

Dear Mr. Sutliff:

The attached monitoring report represents the results of desk top review, work experience work site visits, and monitoring visits of Palmetto Youth Connections youth service provider sites conducted on February 16-19, 2016. Programmatic Monitoring was conducted by Sharon Crite, Youth Services Manager/Education Outreach and Windy Graham, WIOA Performance and Reporting Specialist. Work Experience Monitoring (February 25-26, 2016) and Financial Monitoring (February 22-24, 2016) was conducted by Sharon Crite. There are no findings for these monitoring reports.

Statement of Work (SOW) compliance was a primary area of concentration during the site visits. During each site visit, appropriate Palmetto Youth Connections staff was present and involved in the program monitoring process.

A written response is required within 30 days. Please respond to the WorkLink office by April 30, 2016.

If there are any questions concerning this matter, please contact Sharon Crite at (864) 646-1828.

Sincerely,

Trent Acker
Executive Director

Attachments: Youth - Program and Finance Monitoring Report, with list of participants' hard files monitored.

cc: Amanda Wagner, Henkels & McCoy Region Manager
Karen Craven, Palmetto Youth Connections Program Manager
Robert Halfacre, WorkLink Workforce Development Board Chair
Kristi King-Brock, Youth Committee Chair

WorkLink Workforce Innovation and Opportunity Act Monitoring Report

**Youth Services Contractor
Henkels & McCoy, Inc. - Palmetto Youth Connections
Grant #: 15Y495H1
Period Covered: July 01, 2015 through June 30, 2016**

The specific purpose for this comprehensive report is to identify progress and deficiencies in the compliance with the Statement of Work.

This report covers the Youth Services provider of Henkels & McCoy grantee Palmetto Youth Connections (PYC).

WorkLink Workforce Development Board staff members: Sharon E. Crite, Youth Services Manager/Education Outreach and Windy Graham, WIOA Performance and Reporting Specialist conducted the Programmatic Monitoring. The WorkLink Staff met with the youth service provider (Palmetto Youth Connections-PYC) designee and key program staff. Prior to the review an entrance conference was held to discuss the purpose, procedures, and anticipated length of the monitoring visit conducted February 16-19, 2016. Additional information regarding Financial and Work Experience Monitoring dates was shared. The WorkLink Staff monitored on site the areas of Workforce Innovation and Opportunity Act (WIOA) of 2014 contract performance and compliance, equal opportunity, grievance procedures, and review of supportive documentation to support financial expenditures and program compliance. Financial Monitoring was conducted by Ms. Crite via a desktop monitoring performed February 22-24, 2016 to review invoice records for the period October 1, 2015- January 31, 2016 for accuracy and to ensure compliance with WIOA regulations and contractual agreements. Work Experience Monitoring was conducted by Ms. Crite via work site visits and interviews with participants and supervisors performed February 25-26, 2016. **All monitoring notes and consultation concluded on March 2, 2016 and results are enclosed in this final report.**

The WorkLink Staff reviewed specific compliance areas using pertinent documents, desk top review, file records, staff interviews, and observations. At the conclusion of the review, an exit conference was conducted to review the findings with the Palmetto Youth Connections (PYC) management and program staff.

Due to the limited scope of the monitoring(s), there may be other issues that exist that are not addressed in this report.

Service Provider Performance and Compliance

Type of Contract: Cost Reimbursement

Obligations: \$702,148

Number of Participants to be served: 175 Palmetto Youth Connections

Activity Designation: Out-of-School Youth Services, with the Option to Serve In-School Youth.

Activity Definition:

Henkels & McCoy, Inc. will provide an intensive, comprehensive year round program Anderson, Oconee and Pickens Counties starting July 1, 2015 -June 30, 2016 to enroll and serve WIOA eligible out-of-school youth age 17-24.

The option to serve in-school youth age 18-21 allows for providing services utilizing up to 20% of the youth funds or not more than 5% of youth served may be in-school youth “needing additional assistance” equating a total of eight (8) slots of the minimum total served of 175. The eight (8) available slots for in-school youth are designated for youth classified as seniors, low income, most in need, and meet WIOA definition of a youth barrier (See 6.2 of Youth Statement of Work).

WorkLink Workforce Development Board (WDB) approved five (5) high growth in-demand industries: Administrative and Support and Waste Management and remediation Services, Health Care and Social Assistance, Manufacturing, Professional, Scientific, and Technical Services, and Retail Trade. **Employment and Training Instruction Letter No. 11-010 Revised.** Effort will be placed on service strategies that include labor market information, career interest, career pathways that will include educational and employment goals, strong linkages between academic instruction and occupational education, effective connections to employers in in-demand industry sectors and occupations, emphasis on the youth with disabilities, work readiness preparation, soft skills, and training for jobs requiring competencies to compete in the labor market. Particular emphasis will be placed on training for jobs requiring skill and technology offering sustainable wages, benefits, and self-sufficiency. Partnerships with local businesses, private industries, and non-profit organizations will ensure opportunities for work based training opportunities and meaningful work experience to WIOA youth participants in all three counties.

An individualized case management approach is used with each participant. Henkels & McCoy, Inc. Career Coaches assess each participant to determine needs, supportive services, coordinate the necessary services and training to meet identified needs (barriers). Counseling focused on: (1) addressing problems that may impair individual’s ability to participate, (2) support of participant with identified needs and (3) provide positive appraisals of progress and performance. The coordination of training and services through linkages with agencies, businesses, organization, and institutions, enhances the participant’s commitment to training. Henkels & McCoy’s case management approach will use counseling as an avenue to provide personal support and

mentoring, to encourage personal development and leadership acceptance, decision making, and good citizenship is provided in the form of workshops and seminars to encourage youth to become visionary, goal oriented, and health conscious persons who plan for the future.

Henkels & McCoy's implementation plan for the WIOA Youth program features developing and refining collaborative partnerships with schools, colleges and universities, organizations, businesses, resources represented in support letters, and other available resources to ensure high quality services for youth beginning with career exploration and guidance, continued support for educational attainment, skills training in in demand industries and occupations, employment along a career pathway, or enrollment in post-secondary education.

Workforce Innovation and Opportunity Act Required Youth Program Elements

According to Section 129(c) (1) of the Act the program design for youth activities and the Federal Register Part 681 Rules and Regulations framework of strategies, must incorporate these categories:

- a. Intake/Orientation
- b. Eligibility
- c. Objective Assessment
- d. Individual Service Strategy
- e. Case Management
- f. Supportive Services (if funding is available)
- g. Follow-Up

The Henkels & McCoy, Inc. program addresses all fourteen required WIOA Program elements. The required youth program elements are as follows:

- 1. tutoring and study skills training, basic skills
- 2. alternative secondary school, or drop-out recovery services
- 3. paid and unpaid work experience,
- 4. occupational skills training,
- 5. education offered concurrently with in the same context as workforce preparation activities and training for a specific occupation or occupational cluster,
- 6. leadership development opportunities,
- 7. supportive services,
- 8. adult mentoring,
- 9. follow-up services,
- 10. comprehensive guidance/counseling,
- 11. financial literacy education,
- 12. entrepreneurial skills training,

13. service that provide labor market and employment information about local in-demand industry sector or occupation, and
14. activities that help youth prepare for and transition to post-secondary education.

Assessments and Services Strategies

Henkels & McCoy, Inc. will provide all youth with a WIOA program **Intake/Orientation** regarding the full array of applicable or appropriate services that are available through WIOA Title I youth programs and all services that are available through the SC Works Center prior to providing services. Documentation of the orientation must be filed and maintained in an official WIOA file folder.

Henkels & McCoy, Inc. will provide **Eligibility/Certification** services. Under WIOA all youth participants must meet eligibility criteria. The youth participant must be certified and determined eligible by SC Works Online Services (SCWOS) for any WIOA funded youth program elements. Certification must be complete prior to enrollment.

Henkels & McCoy, Inc. will ensure that an eligible applicant who does not meet the enrollment requirements of the youth program or who cannot be served shall be referred for further assessment, as necessary. A referral to SC Works Center, community partners, or training and educational programs as necessary and appropriate. An established referral process must be in place to track and document referrals from one agency to another.

Henkels & McCoy, Inc. will provide each participant with an **Objective Assessment** of his/her academic levels, skill levels, employment skills, prior work experience, employability, and service needs of each participant at the time of enrollment into WIOA youth activities. Standardized assessment tests will be used for assessment of basic skills, career interests and aptitudes (including interests and aptitudes for nontraditional jobs), and work readiness needs. Reasonable accommodations for individuals with disabilities and/or special needs will be provided to allow for participation in the assessment process. The objective assessment must be documented in (SCWOS) as the first service and point of enrollment. The objective assessment is a more detailed examination of barriers to employment and results in recommendations to be incorporated into the development of a person's Individual Service Strategy (ISS). These might include some combination or all of the following: educational attainment; employment history; more in-depth information about basic literacy and occupational skill levels; interests; aptitudes; family and financial situation; emotional and physical health, including disabilities; attitudes toward work; motivation; and supportive service needs.

Henkels & McCoy, Inc. may assess supportive service needs and developmental needs of participants for the purpose of identifying appropriate educational, employment, and career pathway goals. Meaningful service planning cannot occur without effective assessment practices. Benchmarks toward planned outcomes will be measured against

actual progress and other such indicators as attendance, promptness, self-management, and improved communication skills.

Henkels & McCoy, Inc. will develop an **Individualized Service Strategies (ISS)** with each youth participant that will reflect and utilize the information obtained from the objective assessment, individual interviews, and other sources of information and that are directly linked to one (1) or more of the WIOA performance outcomes/indicators (See 11.2). The ISS must be documented in the SCWOS System in a timely manner and developed **with** the participant. The ISS shall identify career pathways that include the participant's educational and employment goals (including in appropriate circumstances, nontraditional employment), appropriate services for the participant taking into account the objective assessment described above. The ISS plan should describe/identify activities, and supportive services the participant will receive to achieve those **mutually** agreed upon goals, objectives, and services. The ISS is a plan that should be used to track services to be delivered and/or coordinated by the program and should be regularly reviewed and updated as changes occur. The individualized service strategies (ISS) will be reviewed every 90 days with the participant to verify that the youth is on target with his/her educational and employment goals. If a revision is necessary, another youth activity code 413 should be entered into the SCWOS System and a new plan signed by the participant and filed in the participant's hard file. Funds allocated to a local area for eligible youth shall be used to carry out, for eligible youth programs that:

- a. Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
- b. Preparation for postsecondary educational and training opportunities;
- c. Strong linkages between academic instruction, academic content, and occupational education that lead to the attainment of recognized postsecondary credentials;
- d. Preparation for unsubsidized employment opportunities, in appropriate cases; and
- e. Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

Henkels & McCoy, Inc. will provide **Case Management** to ensure all youth are successful. Case Management is a participant-centered, goal-oriented approach to the delivery of services designed to coordinate comprehensive educational, employment, and career pathway goals and plans to ensure that participants have access to necessary training and support services.

Henkels & McCoy, Inc. will provide **comprehensive case management** services to youth participants as part of the year round service strategy. Youth program staff will be expected to work closely with the youth participant to provide support and guidance, address needs and barriers, solve problems, serve as role models, and assist in the attainment of the objectives and goals agreed upon in the individualized service strategies (ISS). The ISS benchmarks will be used to measure progress and will be reviewed and

updated by youth program staff to arrange for needed services, identify and address concerns as they arise, and document progress made during participation.

Regular personal contact between a case manager and the youth participant is essential. The frequency of the contact is based on an assessment of the participant's needs and ISS goals as they move through the process. At a minimum, bi-weekly contact must be made with each youth participant. More frequent contact may be needed in certain circumstances. Case managers are to provide support and intervention in time of crisis, and assist in the development and implementation of a crisis plan. The youth participant should be aware that he/she has support and accountability in working to achieve his/her goals.

Documentation and monthly case notes are required and must be entered into the participant's case record and/or the SCWOS System in a timely manner. Case note summary are not limited to but should detail contacts per participant, missed appointments and attempted contacts, services provided to the participant, progress, barriers, interventions, and successes of the participant, etc. All WIOA staff is expected to be informed of, and adhere to, professional standards of client confidentiality. Staff with access to, or control over WIOA youth participant records or other confidential information is expected to safeguard such information.

Henkels & McCoy, Inc. will provide **Supportive Services** needs necessary to assist youth participants to be successful in achieving their goals. This may include transportation, childcare, dependent care, housing, work-related tools and required clothing (uniforms) for employment. Henkels & McCoy, Inc. will coordinate payment for training (tuition and books) via vouchers submitted for the enrolled participant. To the extent possible, programs should address supportive services needs through leveraging existing resources and other partnerships before expending WIOA funds (20 CFR 664.440). Supportive services needs are determined during objective assessment summary and supportive service needs should align with the youth participants ISS plan goal(s). The object assessment and development of the individual service strategy (ISS) must be completed in the SC Works Online Services (SCWOS). A printout of the ISS/Plan will be signed by the participant and placed in the hard file. Henkels & McCoy, Inc. must identify the youth barriers in the ISS and case notes. All supportive services will be entered into SCWOS, include method (in-kind, arrangements with other agency, or cash assistance) by which supportive services will be provided. Supporting documentation such as copies of invoices will be in the participant's hard file. (See Revised WIA Instruction Letter PY 10-02 Supportive Services Policy-Youth).

Henkels & McCoy, Inc. will be responsible for all **Follow-up services** for youth, which WIOA requires a minimum of 12 months. Follow-up services may be different for each individual based on his/her individual needs. Follow-up services are more than a contact attempted or gather information for reporting purposes. Follow-up services must provide the necessary support to ensure the success of youth post-program.

Recruitment, Eligibility and Registration

Henkels & McCoy, Inc. is responsible for outreach and recruiting participants to be served during the grant period and serve out-of-school youth, age 17-24. Henkels & McCoy's expenditures must be 75% of funds on out-of-school youth with the option to serve eligible in-school youth classified as seniors, age 18-21, low income, most in need, and meeting the WIOA in-school definition and barrier(s).

Orientation

Once a decision has been made to register the individual, Henkels & McCoy, Inc. will provide a formal orientation for the Workforce Investment Act and Henkels & McCoy, Inc. This orientation will include the review of the participant's rights and grievance procedures and the completion of the Participant Rights Handout. Orientation to WIA and to the youth program will be documented on the Receipt of Information Form. Each student will be offered and encouraged to attend the One-Stop orientation.

Coordination of Resources

A key principle of the Workforce Innovation and Opportunity Act is the streamlining of services offered in the Local Workforce Development Area (LWDA), including the co-location, coordination, and integration of activities, information and services. A critical element of this grant is the use of all available resources to support the participant's plan to move towards self-sufficiency. **It is the Grantee's responsibility to effectively arrange and coordinate resources.**

Training Requirements

Time and attendance sheets must be signed by the participant and instructor or activity supervisor. The time and attendance sheets shall be maintained in each participant's hard file in sequential order most current first and will be especially critical if the participant is receiving supportive services such as, childcare and/or transportation. The time and attendance sheets must be submitted to the grantee at least bi-weekly, be original, and be completed in ink, with alterations being initialed. At least once during the training period, the Career Coach/Program Manager shall audit time and attendance of each participant verifying the participant and instructor signatures. A photocopy of the original document is to be maintained in the participant's hard file. No cross outs or white outs will be allowed on the photocopy without the participant's signature.

Documents required for training: invoice, curriculum, time/attendance sheets, satisfactory progress (grades), class schedule, identify financial aid, and paid invoice. (Employment and Training Instruction Letter PY'11-06- Satisfactory Progress for WIA Youth Participants).

Compensation Payments

Henkels & McCoy, Inc. program includes a unique Supportive Service System in the form of transportation and an incentive based structure called Skill Invoice. Participants earn an incentive by the attainment of goals and supportive service needs are identified and/or established with their Career Coach when designing their ISS. Any future changes to Supportive Service System and Skill Invoice must be approved by Youth Council.

Incentives under the WIOA youth program are permitted and allowable under WIOA, the incentives must be in compliance with the requirements in 2 CFR part 200. This is not a change; under WIOA, incentives must have followed the Uniform Administrative Requirements at 29 CFR parts 95 and 97 and the cost principles at 2 CFR parts 220, 225, and 230. The Uniform Administrative Requirements were recently consolidated into 2 CFR part 200. For example, under 2 CFR part 200, Federal funds may not be spent on entertainment costs. Therefore, incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, under 2 CFR part 200, there are requirements related to internal controls to safeguard cash which also apply to safeguarding of gift cards, which are essentially cash. (§681.650, Public Law 113-128)

Participant Files Reviewed

The concentration of file review conducted during the time of this monitoring was on Case Notes, IEP's, Eligibility Determination, Documentation, Activity Codes, Work Experience, Occupational Training, identified Career Pathways, LMI information, and Follow-Up procedures. This review included: **64 total (File Management) participant files, 36 total (Active) participant files, and 28 total (Follow-Up) participant files.** Desk top review revealed no overdue follow-up files.

***See attachment for list of youth participants.**

Note: (All participant files were reviewed by WorkLink staff, three (3) active participant files highlighted in red were reviewed for work experience monitoring, and eight (8) active participant files highlighted in yellow were reviewed for financial monitoring.

Performance Standards:

There are no findings for these monitoring reports: Programmatic (Work Experience) and Financial. Technical assistance was provided as needed during the program monitoring on-site visits to all staff. Monitoring notes were reviewed with Palmetto Youth Connections (PYC) management and program staff during the exit conference. Monitoring Summary notes consist of best practices, observations, and recommendations (including strongly recommended).

Programmatic Monitoring:

Best Practices

- All files were verified and file management policy was followed.

- Individual Employment/Education Plan (IEP) were well developed and connected to participant's career pathway.
- Good use of comment box.
- Work Experience youth element provided and documented.
- Follow-up has been completed timely.
- Good use of "F" codes.
- No EO issues found.
- No SSN's found or Personally Identifiable information.

Observations

- Close IEP at Exit.

Recommendations

- On the youth activity code 433, state in the comment box whether GED or High School Diploma.
- Be consistent with recording the youth activity codes (four or five) 420 - Career Smart/Pre-Employment classes and youth activity code 424 - Resume.
- Capture partner/community and/or other referrals by using the SCWOS referral section.
- Enter F Code in SCWOS.

Strongly Recommended

- Keep **confidential information** private and not in the participants hard file.
- Due to revision(s) of PYC Incentive Policy throughout the program year, use and apply the current policy in effect at the time of the participant's achievement of goal.

Work Experience (WKE) Monitoring:

Best Practices

- Work Experience notebooks present on designated worksites and accessible.
- An established relationship between worksite supervisor(s), youth participant, and PYC Workforce Specialist.
- Work Experience forms, voucher for stipend, and supportive service verification were found in participant's hard file.

Observation

- Work Experience worksite supervisor(s) and youth participant are very familiar with work experience notebook and prepared for monitoring interview.
- Work Experience worksite supervisor(s) engaged with PYC youth participant, interested in the youth participant's training, and willing to share, mentor, and teach.
- Each youth participant was able to articulate their work experience responsibilities/duties, skills learned, use of NIOSH training (personal protective

equipment (PPE) to insure safety), use of financial literacy skills (budgeting and savings), and/or goals/career pathway goals.

Strongly Recommend

- Ensure each individual work experience worksite notebook is filed consistently in order of Receipt of Information Checklist (which should be the first page).
- Add to the Work Experience Receipt of Information Checklist #12 – Bi-Weekly Monitoring Log.

Financial Monitoring:

Best Practices

- The participant hard file vouchers and expenditures match those found in SCWOS and supporting financial documentation.
- Clear use of separation of financial duties.
- PYC staff use and adherence to WorkLink Youth Supportive Services and PYC Youth Incentive Policies.

Observation

- A purchase of t-shirts with PYC logos was observed during financial monitoring of the invoicing/supporting documentation. The t-shirt purchase with WIOA funds are not in compliance with 2 CFR 200.421 (e) (4).

Recommendation

- A request for credit of the t-shirt purchase was charged back to the Youth WIOA Grant immediately and credit verified in the February 2016 invoicing/financial supporting documentation. Issue resolved.
- Inquire and/or consult with WorkLink in regards to a new or different than usual/normal purchase(s) for this local area prior to proceeding under the Youth WIOA Grant.

Additional Information:

A copy of the TEGL 17-05 can be obtained from the South Carolina Work Online System (SCWOS) Procedures Manual.

Website(s): <http://www.doleta.gov/WIOA>

http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195

https://jobs.scworks.org/admin/gsipub/htmlarea/uploads/TEGL_17-05.pdf

TEGL No. 23-14, Workforce Innovation and Opportunity Act (WIOA) Youth Program Transition

All Service Providers should read the WorkLink Instruction Letters, the Grant's (Statement of Work) and the South Carolina Work Online System (SCWOS) Procedures Manual.

Note: All WIOA computers should have the appropriate updates completed by IT services, such as Internet Explorer 8 (8 works best with SCWOS Version 15.0).

One Stop Operations Committee Report

Presented June 15, 2016 – Board Meeting

The OneStop Operations Committee met on March 16, 2016.

Strategic Plan Update

The One Stop Operations Committee discussed the goals laid out in the Strategic Plan. The Committee agreed to address one objective per committee meeting and review progress on items already addressed previously.

At this meeting, the Committee reviewed Goal 1, Objective 1 and 2: Establish a baseline for WorkKeys data. The following charts show the baselines as of Oct 20, 2015 and the number of WorkKeys certificates awarded since the baseline was established.

ANDERSON COUNTY										
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]										
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS	10.20.15 Baseline	5.18.16 Difference
Current	Private	851	141	477	230	+	-	17	753	98
	Public	580	86	330	161	+	-	81	530	50
Emerging & Transitioning	High School	2863	727	1489	623	24	-	325	2859	4
	College	96	14	57	25	0	-	6	85	11
	Adult Education	722	179	459	84	0	-	94	658	64
	Unemployed	1277	307	754	215	+	-	71	1121	156
	Recent Veteran	9	0	8	0	0	-	0	8	1
	Workforce category not identified	49	17	23	9	0	-	0	49	0
Totals		6447	1443	3597	1347	+	-	594	6063	384
NCRC Earned WKIV*		3996							3620	376
Difference from previous review										189
OCONEE COUNTY										
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]										
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS	10.20.15 Baseline	5.18.16 Difference
Current	Private	289	37	180	65	+	-	7	258	31
	Public	304	31	159	109	5	-	127	274	30
Emerging & Transitioning	High School	778	176	402	193	7	-	0	777	1
	College	23	0	14	6	0	-	0	17	6
	Adult Education	272	73	174	24	0	-	0	252	20
	Unemployed	726	171	450	104	+	-	6	595	131
	Recent Veteran	0	0	0	0	0	-	0	0	0
	Workforce category not identified	97	29	58	9	0	-	0	97	0
Totals		2492	521	1437	518	+	-	140	2273	219
NCRC Earned WKIV*		1608							1393	215
Difference from previous review										98

PICKENS COUNTY										
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]										
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS	10.20.15 Baseline	5.18.16 Difference
Current	Private	377	46	232	95	4	-	22	318	59
	Public	221	22	143	56	0	-	44	183	38
Emerging & Transitioning	High School	1546	374	769	389	14	-	161	1541	5
	College	64	8	32	22	0	-	5	55	9
	Adult Education	974	158	614	202	0	-	98	898	76
	Unemployed	754	143	471	138	0	-	61	635	119
	Recent Veteran	9	0	7	0	0	-	0	7	2
Workforce category not identified		299	65	188	46	0	-	0	299	0
Totals		4244	817	2456	949	0	-	391	3936	308
NCRC Earned WKIV*		2432							2119	313
										Difference from previous review 141

At this meeting, Objective 4 was introduced: Increase the number of workshop attendees and thereby increase the number of basic work skills certificates provided by the One-Stop Centers. The committee reviewed the current data, and requested additional information from Staff. New data will be shared with the Committee in August.

SC Works System

Outreach

Jennifer Kelly, Program Director for WorkLink, reviewed the progress the Outreach Committee has made with outreach efforts. The Outreach Committee meets monthly on the first Thursday of each month. At the last Outreach Committee meeting, we met with Ms. Caroline Warner, Research and Marketing Analyst for Oconee Economic Alliance, regarding tips and advice for taking our outreach to the next level. The Committee has begun working on improving our presence in social media outlets such as Facebook, Twitter, Wordpress, etc. based on suggestions Ms. Warner provided.

SC Works Center Reports

Ms. Kelly provided a brief overview of the System Wide Services and Employer Services provided from July 1, 2015 through May 31, 2016. Reports can be found in the Board packet.

WIOA Adult & DW Program

WIOA Program Usage Reports

Ms. Kelly reviewed the program reports (found in the Board packet), which shows the demographic snapshot for participants in WIOA; the individualized career services, which is a snapshot of who is in the program; and an overview of training services provided.

Eligible Training Provider List

Ms. Windy Graham, WIOA Performance and Reporting Specialist, brought two draft policies to the Committee for review. The Eligible Training Provider list is being reviewed and updated at the State level to be in compliance with WIOA requirements. As a result, each local area is being asked to review their Eligible Training Provider List Policy. **As a result of this review, two policies were approved by the Committee: The Local Eligible Training Provider Policy and the Local Eligible Training Provider Appeals Process.** These are found in the Board Packet.

The Committee will also be reviewing the industry clusters for the WorkLink area at the August Committee meeting. **The Committee voted to discontinue approving training for the Retail Trade industry as these**

occupations do not lead to self-sufficient wages. The Committee also voted to allow CDL truck driver training and Heavy Equipment Operator training to be approved, until such time as the industry clusters may be updated.

Employer Services

Business Engagement

WorkLink achieved the Business Engagement goal of 685 new employers engaged with the SC Works System for PY15. As of June 10, 2016, WorkLink had engaged 772 new businesses or 112.7% of goal. We will be eligible to receive a \$10,000 incentive award to be used in the local region.

Incumbent Worker Training Grants

In regards to IWT, a report has been provided in the Board packet for review. A modification is currently in process for the \$2,250.88 for Bosch. Ms. Manley continues to track expenditures and trainings with the local companies.

On-the-Job Training Coordination

An OJT report has been provided in the Board packet. WorkLink recently moved the balance of DWT-NEG administrative funds to participant costs; therefore, the spreadsheet in the packet shows the move of funds from DW to DWT NEG and to Adult.

Ms. Manley reported that she has had an increased interest in OJT contracts from employers. She is in the process of identifying WIOA participants to fill potential contracts. A modification is in process for MoreSun Custom Woodworking to extend the end date due to projects being rescheduled. Reliable Sprinkler is looking at three additional contracts to be implemented in the next 2-3 weeks, which could obligate as much as \$5,294.40 in adult funding.

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PY15 - July 1, 2015 to June 30, 2016

	Q1 2015	Q1 2015	Q1 2015	Q2 2015	Q2 2015	Q2 2015	Q3 2015	Q3 2015	Q3 2015	Q4 2015	Q4 2015	Q4 2015	
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
Jobseekers Services													
SYSTEM WIDE SERVICES													
Unduplicated Customer Count	3794	3876	3500	3406	3345	3629	4057	3454	3546	3087	3283		12625
Individuals that Registered	305	337	343	327	301	294	373	276	258	248	280		3342
Anderson	120	117	151	112	80	114	132	105	96	113	116		1256
Clemson	38	40	37	67	51	44	47	31	36	23	32		446
Easley	59	60	58	56	65	53	85	51	62	53	71		673
Inactive Honea Path	28	41	17	24	28	27	38	19	21	28	12		283
Inactive Liberty Center	0	1	0	1	0	0	0	0	0	0	0		2
Seneca	60	78	80	67	77	56	71	70	43	31	49		682
Job Search Services	8183	8162	6936	7208	7358	7939	9133	8069	7733	6891	7410		85022
Anderson	2673	2613	2240	2320	2143	2392	2786	2628	2547	2407	2657		27406
Clemson	1725	1623	1389	1404	1713	1814	2129	1742	1725	14776	1495		31535
Easley	1473	1586	1227	1338	1300	1297	1552	1412	1413	1299	1328		15225
Inactive Honea Path	611	591	558	546	505	523	602	506	501	522	497		5962
Inactive Liberty Center	48	56	40	36	55	63	55	39	50	15	32		489
Seneca	1653	1693	1482	1564	1642	1850	2009	1742	1497	1172	1401		17705
CENTER-WIDE SERVICES													
Center Traffic (Total Customer Count):	1842	1723	1571	1746	1642	1540	1743	1586	1760	1525	1647		18325
Anderson	611	514	422	419	338	447	523	545	546	528	575		5468
Clemson	624	629	536	597	608	612	645	489	664	527	589		6520
Easley	116	132	106	123	136	101	106	111	93	92	91		1207
Seneca	482	437	488	591	550	380	469	431	457	378	392		5055
Access Point Traffic	9	11	19	16	10	8	10	10	0	0	0		93
Orientation Attendance	77	100	60	98	37	55	61	69	69	34	38		698
Workshops Offered	103	101	83	102	91	100	98	101	98	86	94		1057
# Attended Employability	93	89	45	39	25	36	27	24	40	27	21		466
# Attended Financial Literacy	0	0	0	0	1	0	0	0	0	0	0		1
# Attended Expungement/Pardons	0	0	0	0	0	0	0	0	0	0	0		0
# Attended Computer Skills	60	45	38	39	31	25	35	47	32	28	45		425
Referrals to Partners:	78	56	63	107	153	38	61	102	75	116	61		910
# of Individuals Received Referral	74	54	58	103	133	36	54	95	67	110	59		843

Data through: May 2016
Last Revision Date:6/6/16

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	Q1 2015	Q1 2015	Q1 2015	Q2 2015	Q2 2015	Q2 2015	Q3 2015	Q3 2015	Q3 2015	Q4 2015	Q4 2015	Q4 2015	
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
Employer Services	178	236	258	205	160	152	230	288	339	322	239		2607
Internal Job Orders Created													
Anderson	51	60	105	66	90	75	102	113	183	162	94		11050
Clemson	65	85	69	65	17	11	38	93	83	73	68		667
Easley	21	17	32	19	22	28	22	26	16	30	30		263
Inactive Honea Path	3	6	4	6	2	1	1	4	3	7	10		47
Inactive Liberty Center	7	9	4	5	3	5	9	10	10	10	4		76
Seneca	31	59	44	44	26	32	58	42	11	40	33		420
Services Provided Employers	1028	1542	1164	1029	758	953	992	873	1144	1015	882		11380
Anderson	457	624	366	348	224	374	324	335	483	466	479		4480
Clemson	375	780	667	547	474	423	532	418	507	379	285		5387
Easley	22	32	15	20	12	9	9	19	13	38	34		223
Inactive Honea Path	0	0	0	0	0	0	0	0	0	5	7		12
Inactive Liberty Center	0	0	0	0	0	0	0	0	0	3	2		5
Seneca	174	106	116	114	48	147	127	101	141	124	75		1273
Hiring Events	12	12	21	9	7	1	7	3	6	12	13		103
Total Job Seekers	187	354	163	146	262	20	97	70	311	107	272		1989
Anderson	97	271	77	10	230	20	51	39	301	48	63		1207
Oconee	0	47	53	19	0	0	22	0	0	23	200		364
Pickens	90	36	33	117	32	0	24	31	10	36	9		418
Entered Employments	50	75	78	49	48	41	32	34	33	29	35		504
Anderson	4	8	8	3	5	1	4	5	16	15	17		86
Clemson	40	60	53	26	30	33	26	25	11	1	16		321
Easley	0	0	4	1	0	0	0	4	0	0	0		9
Seneca	6	7	12	19	13	7	2	0	6	13	2		87
Rapid Response Events	0	0	4	0	0	0	1	0	0	0	0		5
Covidien	0	0	64	0	0	0	0	0	0	0	0		64
HealthSouth Anderson	0	0	0	0	0	0	6	0	0	0	0		6

DEMOGRAPHICS (Year to Date)		Data through: May 2016		Last Revision Date: 06/02/2016			
WIOA Enrollments							
YTD (Last Date of Access)							
Age		Anderson	Oconee	Pickens	Other	Total	%
	Under 19	3	0	1	0	4	
	19-21	8	8	6	0	22	
	22-32	66	31	21	0	118	
	33-44	77	26	25	1	129	
	45-54	40	26	19	3	88	
	55-64	14	9	9	2	34	
	65+	0	0	0	0	0	
	Total	208	100	81	6	395	
Race		Anderson	Oconee	Pickens	Other	Total	
	African American/Black	64	20	13	1	98	
	American Indian/Alaskan Native	1	0	0	0	1	
	Asian	0	0	0	0	0	
	Hawaiian/Other Pacific Islander	0	0	0	0	0	
	White	137	76	65	5	283	
	Not Provided	6	4	3	0	13	
	Total	208	100	81	6	395	
Ethnicity		Anderson	Oconee	Pickens	Other	Total	
	Hispanic or Latino heritage	7	5	5	0	17	
	Not Hispanic or Latino heritage	197	94	76	6	373	
	Not Provided	4	1	0	0	5	
	Total	208	100	81	6	395	
Gender		Anderson	Oconee	Pickens	Other	Total	
	Female	116	57	44	1	218	
	Male	92	43	37	5	177	
	Total	208	100	81	6	395	
Education Level		Anderson	Oconee	Pickens	Other	Total	
	Less than 9th Grade	7	0	1	0	8	
	9th-12th Grade (No Diploma)	68	18	9	0	95	
	GED	27	19	15	0	61	
	HSD	66	39	32	2	139	
	Vocational School Certificate	16	7	10	1	34	
	Associate's Degree	13	11	6	1	31	
	Bachelor's Degree	10	4	6	1	21	
	Education beyond a Bachelor's degree	1	2	2	1	6	
	Total	208	100	81	6	395	
Disability from the Demographic Tab on the WIOA Application		Anderson	Oconee	Pickens	Other	Total	
	No	206	97	79	6	388	
	Yes	2	3	2	0	7	
	Total	208	100	81	6	395	
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total	
	Employed	56	29	23	2	110	
	Employed but received notice of layoff	8	1	4	1	14	
	Not Employed	144	70	54	3	271	
	Total	208	100	81	6	395	
Veteran		Anderson	Oconee	Pickens	Other	Total	
	No	196	94	77	4	371	
	Yes	12	6	4	2	24	
	Total	208	100	81	6	395	
All demographic data is provided by Geographic Solutions to the SC Department of Employment and Workforce. The Applications Analyst for SC Department of Employment and Workforce then forwards the data in Excel to the local areas for further analysis.							

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WIOA Individualized Career Services = July 1, 2015 - June 30, 2016

Job Seeker at WIOA Enrollment							Caseload Breakdown			Eligibility		
	A	O	P	Other	Total		Active	Follow-up	Total		May	YTD Total
Veterans							41	75	116			
							58	62	120			
	CO	10	6	4	2	22	41	86	127	YTD Total Determinations	14	197
	New	2	0	0	0	2	43	70	113			
Offenders							183	293	476			
	CO	74	21	12	3	110						
	New	1	0	2	0	3						
TAA Co-enrolled												
	CO	1	6	2	0	9						
	New	0	0	0	0	0						
Adult/DW Low Income												
	CO	134	55	37	3	229						
	New	3	0	2	0	5						
SNAP Recipient												
	CO	78	30	20	2	130						
	New	2	0	1	0	3						
Basic Skills Deficient												
	CO	67	32	18	0	117						
	New	2	0	2	0	4						
Career Interest							Active Enrollment			Enrollment		
In-Demand Career Cluster	May	YTD					CO	May	Total	May	TD Planned	(+/-)
Admin, Support, Waste Mgmt., Remediation	1	12					40	1	41			
Health Care and Social Assistance	0	52					55	3	58	New MTD Enrolled	7	10
Manufacturing	2	30					40	1	41	New YTD Enrolled	178	168
Professional Scientific Technical Services	1	10					41	2	43			
Retail Trade	1	4					176	7	183			
Other	2	74										
	7	182										
One-on-One Services							WorkKeys					
Activity	May	YTD					CO	New YTD	Total			
106 - Provided Internet Job Search Support	0	16					0	0	0			
115 - Resume Preparation Assistance	0	8					20	3	23			
123 - Job Development Contacts	0	0					54	2	56			
							14	1	15			
							88	6	94			

SC WORKS

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WIOA Training Services and Follow-Up Services = July 1, 2015 - June 30, 2016

Recommended for Training Services

	May	YTD Total
GED	1	30
Occupational	6	74
On-the-Job Training	0	9

OJT Training Synopsis

Company Name	Location of Company	Successful	Unsucces	In-Progress
Belton Metal Company, Inc.	Anderson	1	1	
K & K Trucks, LLC	Anderson	1		
MedShore	Anderson	11		
More Sun Custom Woodworking	Oconee	1		1
MTS Office Machines	Anderson	1		
The Reliable Automatic Sprinkler	Pickens	3	1	0

Total Current Contracts	7	2	1
Total Carryover	11		
Total All OJT Contracts	21		

*Carryover equals those contracts started in PY14 but finished in PY15

Funding Source

	May	YTD Total
Adult	0	9
Dislocated Workers	0	12
National Dislocated Worker Grant (ND	0	2

Follow-Up Services

	Total	YTD Total
Entered Employment (Based on curren	6	143
Services Provided	49	327

Occupational Training by Provider

Name	Currently In Training	PY' 15 Rec'd Training
Adult Education - District 1 and 2 (327)	3	4
Adult Education - Districts 3, 4 and 5 Anderson (327	3	5
Adult Education - Oconee Adult Education (327)	2	3
Adult Education - Pickens Co Adult Learn (327)	0	1
Arc Labs	1	6
Carolina Computer Training	0	2
Georgia Regents University	1	1
Greenville Technical College	6	9
Norris Mechanical LLC	2	1
ITT	0	2
Palmetto School of Career Development	0	2
Southern Wesleyan University	2	79
Tri-County Technical College	31	3
Truck Driver Institute	1	2

Total	52	120
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Total Occupational Training by Cluster

Occupation	Total Training	PY'15 Rec'd Credential
GED Training	14	2
Admin, Support, Waste Mgmt., Remediation Svcs.	15	6
Manufacturing	40	21
Professional, Scientific, Technical Services	7	4
Health Care and Social Assistance	47	20
Retail Trade	0	0

Funding Source PY'15 Rec'd (occupational and GED training)

	YTD Total
Adult	100
Dislocated Workers	20
NDWG	1
Trade (co-enrolled)	9
Total	130

Note: Some participants have rec'd more than one training or more than one funding source.

*This number is hand counted from SCWOS based on follow-up summaries of each career coach.

Clemson SC Works
1376 Tiger Blvd., Clemson, SC
(864)643-0071 TTY:711

Anderson SC Works
512 Michelin Blvd., Anderson, SC
(864) 260-6780 TTY:711

Seneca SC Works
104 Vocational Dr., Seneca, SC
(864)646-1743 TTY:711

Easley SC Works
1774 Powdersville Dr., Easley, SC
(864)220-8993 TTY:711

Call today to reserve a seat in any of our workshops or stop by any SC Works Center to take advantage of our free services.

MAY 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Basic Computer Clemson 10 a.m. - 11 a.m. Easley 9 a.m.-10 a.m. Anderson 3 p.m.-4 p.m. Interviewing Easley 11 a.m. - 12 p.m.	3 Basic Computer Clemson 2 p.m. - 3 p.m. Anderson 3 p.m.-4 p.m. Easley 9 a.m.-10 a.m. Resumes/Cover Letters Easley 11 a.m. - 12 p.m. Resumes/Cover Letters Seneca 9:30a.m.-10:30 a.m.	4 Interviewing Clemson 11 a.m. - 12 p.m. Basic Computer Anderson 3 p.m.-4 p.m. Clemson 10 a.m.- 11 a.m. <u>Using SC Works Online</u> Anderson 10 a.m.-11 a.m. Background Wizard Seneca 9:30a.m. –10:30 a.m.	5 Basic Computer Clemson 2 p.m. - 3 p.m. Anderson 3 p.m.-4 p.m. <u>Using SC Works Online</u> Clemson 3 p.m. – 3:30 p.m. Intro to SC Works Clemson 3:30 p.m.-4:30 p.m. Background Wizard Seneca 11a.m. –12 p.m. Resumes/Cover Letters Anderson 10 a.m. - 11 a.m.	6 Basic Computer Clemson 10 am - 11 am Anderson 10 a.m.-11 a.m. Seneca 9:30a.m.-10:30 a.m.
9 Basic Computer Clemson 10 a.m. - 11 a.m. Easley 9 a.m.-10 a.m. Anderson 3 p.m.-4 p.m. <u>Using SC Works Online</u> Easley 2:45 p.m. - 3:45 p.m. Interviewing Easley 11 a.m. - 12 p.m.	10 HOLIDAY	11 Networking Clemson 11 a.m. - 12 p.m. Basic Computer Anderson 3 p.m.-4 p.m. Clemson 10 a.m.- 11 a.m. <u>Using SC Works Online</u> Anderson 10 a.m.-11 a.m. Interviewing Seneca 9:30a.m. –10:30 a.m.	12 Basic Computer Clemson 2 p.m. - 3 p.m. Anderson 3 p.m.-4 p.m. Seneca 9:30a.m.-10:30 a.m. Intro to SC Works Clemson 3:30 p.m.-4:30 p.m. Interviewing Anderson 10 a.m. - 11 a.m. Background Wizard Seneca 11a.m. –12 p.m.	13 Basic Computer Clemson 10 am - 11 am Anderson 10 a.m.-11 a.m. Seneca 9:30a.m.-10:30 a.m.
16 Basic Computer Clemson 10 a.m. - 11 a.m. Easley 9 a.m.-10 a.m. Anderson 3 p.m.-4 p.m. Resumes/Cover Letters Easley 11 a.m. - 12 p.m.	17 Basic Computer Clemson 2 p.m. - 3 p.m. Anderson 3 p.m.-4 p.m. Easley 9 a.m.-10 a.m. Interviewing Easley 11 a.m. - 12 p.m. Resumes/Cover Letters Seneca 9:30a.m.-10:30 a.m.	18 Money Matters-Budgeting Clemson 2:30 p.m.-3:30 p.m. . Online Applications Clemson 11 a.m. - 12 p.m. <u>Using SC Works Online</u> Anderson 10 a.m.-11 a.m. Basic Computer Seneca 11 a.m.-12 p.m. Clemson 10 a.m. - 11 a.m. Background Wizard Seneca 9:30a.m. –10:30 a.m.	19 Basic Computer Clemson 2 p.m. - 3 p.m. Seneca 9:30 a.m.-10:30 a.m. <u>Using SC Works Online</u> Clemson 3 p.m. – 3:30 p.m Intro to SC Works Clemson 3:30 p.m.-4:30 p.m. Resumes/Cover Letters Anderson 10 a.m. - 11 a.m. Background Wizard Seneca 11a.m. –12 p.m	20 Basic Computer Clemson 10 am - 11 am Anderson 10 a.m.-11 a.m. <u>Using SC Works Online</u> Seneca 9:30ap.m. – 10 a.m
23 Basic Computer Clemson 10 a.m. - 11 a.m. Easley 9 a.m.-10 a.m. <u>Using SC Works Online</u> Easley 2:45 p.m. - 3:45 p.m.	24 Basic Computer Clemson 2 p.m. - 3 p.m. Anderson 3 p.m.-4 p.m. Easley 9 a.m.-10 a.m. Resumes/Cover Letters Easley 11 a.m. - 12 p.m. Interveiwing Seneca 9:30a.m.-10:30 a.m.	25 Resumes/Cover Letters Clemson 11 a.m. - 12 p.m. Basic Computer Anderson 3 p.m.-4 p.m. Clemson 10 a.m. - 11 a.m. Seneca 9:30a.m.-10:30 a.m. <u>Using SC Works Online</u> Anderson 10 a.m.-11 a.m. Background Wizard Seneca 9:30a.m. –10:30 a.m.	26 Basic Computer Anderson 3 p.m.-4 p.m. Clemson 2 p.m. - 3 p.m. Seneca 9:30 a.m.-10:30 a.m. Intro to SC Works Clemson 3:30 p.m.-4:30 p.m. Interviewing Anderson 10 a.m. - 11 a.m. Resumes/Cover Letters Seneca 11a.m.-12 p.m.	27 Basic Computer Clemson 10 am - 11 am Anderson 10 a.m.-11 a.m. Background Wizard Seneca 9:30a.m. –10 a.m
30 HOLIDAY	31 Basic Computer Clemson 2 p.m. - 3 p.m. Anderson 3 p.m.-4 p.m. Easley 9 a.m.-10 a.m. Interviewing Easley 11 a.m. - 12 p.m. Resumes/Cover Letters Seneca 9:30a.m.-10:30 a.m.			

WorkLink

EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: PY' 15-12 (replace WIA Instruction Letter NO.: PY' 08-01 Policy and Procedures for Implementation and Operation of the Workforce Investment Voucher System)

SUBJECT: Local Eligible Training Provider Policy

ISSUANCE

DATE: May 4, 2016

EFFECTIVE

DATE: Immediately

PURPOSE: To provide guidance to prospective WIOA training providers on the process of applying to become an Eligible Training Provider (ETP) within the WorkLink Workforce Development Area.

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) of 2014 requires training providers to apply to a Local Workforce Development Board for approval as an eligible training provider to receive WIOA funds. The Statewide List of Certified Training Providers includes all training programs that are currently certified by one or more Boards. Inclusion of information regarding any program of training services or any institution, organization or individual providing training services is in no way an endorsement by the South Carolina Department of Employment and Workforce of that program, institution, organization or individual. General inquiries regarding certified programs should be directed to the Local Workforce Development Area.

Inclusion on the Statewide or local Eligible Training Provider List, in itself, does not guarantee that WIOA funds are available for enrollment in an eligible offering. The availability of WIOA funding for enrollment is based on many factors including assessment of an individual's employment needs and career path goals. Individuals who are interested in determining if they qualify for WIOA training funding should contact a WIOA staff member at South Carolina Works Center.

POLICY: Training providers must first complete the state application process with SC DEW before they can be considered for local approval <https://scworks.org/etp.asp>. Upon receipt of completed application and program data, SC DEW will make an initial determination of statewide eligibility within 14 calendar days. The local workforce development boards will then review and make a determination of local eligibility with 30 calendar days.

Approval Criteria for Training Providers Applicants

Eligible Training Providers Applicants must:

1. Be in business under their current ownership for a minimum of two (2) years, and provide performance data for programs.

2. Be licensed by the South Carolina Commission on Higher Education.
3. Be nationally or regionally accredited by a regulating body recognized by the US Department of Education.
4. Where programmatic accreditation is not available for a course of study, the provider must be able to issue an industry recognized and portable credential to participants completing the course.
5. Offer training in a facility that is in compliance with ADA requirements, and be able to pass a site visit.
6. Report their performance to the South Carolina Department of Employment and Workforce's SC Works Online Services (SCWOS) system.
7. Be subject to a review/analysis by the OneStop Operations Committee, and respond to all questions or concerns of this committee.
8. Approved by the WorkLink Workforce Development Board (WWDB).

* Providers who operate solely as online institutions are not eligible for local approval.

Eligible Training Courses:

1. Must be offered to the general public.
2. May not exceed a maximum of two (2) years in length in order for a student to be able to complete the training.
3. Must be for an in-demand occupation in the WorkLink region, and must lead to a self-sufficient wage as defined by SC DEW. WorkLink will only invest WIOA funds for classroom training in these industry sectors: Administrative and Support and Waste Management and Remediation Services; Health Care and Social Assistance; Manufacturing; and Professional, Scientific, and Technical Services.
4. Must result in an 80% training related placement rate for participants in accordance with a formula established by the WWDB. New schools and/or courses are limited to 5 WIOA funded students until performance is established.

For continuing eligibility, a WWDB committee will review the following every two years:

1. ETP must continue to have valid accreditation:
 - a. Maintain accreditation; and
 - b. Continue to supply student-based information to SCWOS.
2. For Courses to remain on the local ETP list, the training course must:
 - a. Have training related placement rates of 80% within guidelines per WWDB policy;
 - b. For those courses six months or less in duration, have a saturation rate of less than 2:1 ration of job applicants to job openings; and
 - c. Be for a demand occupation in the WorkLink region.

Payment for training services will be made through the use of a voucher, issued in an amount sufficient to cover the training services costs for eligible adults, dislocated workers, and older out of school youth who are unable to obtain other grant assistance for such services, including Federal Pell Grants; or eligible adults, dislocated workers, and older out of school youth who require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants.

Providers of training services will invoice the service provider for training services provided to workforce investment participants. The invoice must have appropriate supporting documentation attached. Appropriate supporting documentation would include but not be limited to: a copy of the redeemed voucher certificate, WIOA participant attendance records, periodic and final reports on the participant's progress, grade or competency achievement, performance appraisals (when applicable).

Tuition reimbursements will be made in the order in which they are received from all providers. Occasional delays of state funding may affect the timing of ETP tuition reimbursements.

Appropriate facilities and systems of providers of training services must be accessible to monitoring and/or auditing by all appropriate representatives and/or agents, of the Federal, State, and local workforce investment area. All Eligible Training Providers must have a Provider

ACTION: All WIOA ETP applications will be evaluated by the WDB committee for approval according to the local area's prescribed process. Written notification of the decision will be provided to the ETP applicant within 14 days. The WDB's decision may be appealed by submitting a written request for reconsideration to the WDB. See state appeals policy at https://scworks.org/media/ETP/ETP_Eligibility_Procedures.pdf. All ETPs will be evaluated by a WDB committee every two years.

INQUIRIES: Direct all inquiries on this Instruction Letter to the WorkLink Workforce Development Board Executive Director, Mr. Trent Acker, WorkLink, 1376 Tiger Blvd., Suite 102, Clemson, SC 29631, telephone 864.646.1458, fax 864.646.2814 or e-mail tacker@worklinkweb.com.

Mr. Trent Acker, Executive Director
WorkLink Workforce Development Board

DISTRIBUTION: All WIOA Staff

WorkLink**EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: PY' 15-13**

SUBJECT: Local Eligible Training Provider Appeals Process

ISSUANCE

DATE: May 6, 2016

EFFECTIVE

DATE: Immediately

PURPOSE: To provide guidance to prospective WIOA training providers regarding the appeals process if a training program is denied inclusion or removed from the local Eligible Training Providers List (ETPL).

PROCESS: If the WorkLink Workforce Development Board (WWDB) denies eligibility for listing of a provider's program on the local ETPL, the WWDB, within 14 calendar days of this decision, inform the provider in writing and include the reason(s) for the denial and complete information on the appeal process.

WIOA students currently enrolled in such a program will be allowed to complete the program. If a training provider chooses to appeal, a training program that is subject to removal shall remain on the ETPL until the appeal is concluded.

A local provider choosing to appeal a decision must submit a written appeal to the WWDB, within 30 calendar days of the issuance of the denial notice. The written appeal must be submitted to the office that sent the denial notice and must include:

- A statement of the desire to appeal;
- Specification of the program in question; and
- Specifically and in detail the grounds and the reasons upon which it is claimed that the denial was erroneous.

The WWDB will not consider any factual or legal ground for relief that is not set forth in the appeal. WWDB will determine whether a hearing for the purpose of fact-finding is necessary and will issue a decision not later than 30 calendar days from either the date an in-person hearing is held, or the date the appeal request is received by the Local Workforce Development Board (LWDB). Programs that have been removed from or denied listing on the local ETPL may be reinstated after one year (two years if removal was due to willful submission of inaccurate information) by applying through the initial application process.

All appeals should be submitted to:

WorkLink Workforce Development Board
Attention: WorkLink Board Chair
1376 Tiger Blvd., Suite 102
Clemson, SC 29631
P: 864.646.1826 | F: 864.646.2814 | TTY: 711

The appeal submitted to the local Board's Executive Committee will be reviewed and scheduled for an appeal hearing by the Executive Committee. The applicant will be notified of the location, date, and time of the scheduled hearing and may represent himself/herself at the hearing.

INQUIRIES: Direct all inquiries on this Instruction Letter to the WorkLink Workforce Development Board Executive Director, Mr. Trent Acker, WorkLink, 1376 Tiger Blvd., Suite 102, Clemson, SC 29631, telephone 864.646.1458, fax 864.646.2814 or e-mail tacker@worklinkweb.com.

Mr. Trent Acker, Executive Director
WorkLink Workforce Development Board

DISTRIBUTION: All WIOA Staff

PERSONS WITH DISABILITIES COMMITTEE

Meeting Summary

May 12, 2016, 3:00pm

Clemson Center

Members Present

Pamela Smith

Susan Stockton

Pat Pruitt

Edgar Brown

Brooke Dobbins

As a new committee to the Board, the Persons with Disabilities Committee continued with their Committee Education by inviting Mr. Chris Sparrow, Independent Living Specialist, to provide an overview of AbleSC services. AbleSC is a Center for Independent Living. AbleSC is an organization built on a central concept of self-empowerment for persons with disabilities. Mr. Sparrow stated AbleSC is a nonprofit, community based agency that encourages consumer to decide goals and services for themselves. The agency also provides accessibility assessments for clients and makes recommendations for removing physical barriers.

On April 16, 2016, Mr. Sparrow provided an informal assessment of the Clemson Center. The committee reviewed his recommendations.

The committee reviewed the WorkLink reports on demographics of participants by age, ethnicity and disability for each of the WIOA programs.

In keeping with a Committee Education item for each meeting, Steve Cook, Assistive Technology Consultant, SC Commission for the Blind will provide an overview of the services of SC Commission for the Blind including service animal etiquette on August 11, 2016 at the Clemson Center.

Service Provider
Status Update
July 2015 - June 2016

ENROLLMENT REPORT PY15	PYC					
*Special notes:	1 transfer case					
Board Goal	175					
PY'15 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>		99				
July	2	101	5	40%	3%	58%
August	17	118	10	170%	25%	67%
September	12	130	10	120%	41%	74%
October	10	140	5	200%	54%	80%
November	9	149	5	180%	66%	85%
December	3	152	4	75%	70%	87%
January	10	162	9	111%	83%	93%
February	6	168	9	67%	91%	96%
March	6	174	5	120%	99%	99%
April	7	181	5	140%	108%	103%
May	2	183	5	40%	111%	105%
June		183	4	0%	111%	105%
Totals	84	183	76			