SC WORKS | BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER
WORKLINK
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WORKFORCE DEVELOPMENT BOARD MEETING
Wednesday, February 7, 2018 – 1:00 P.M.
Madren Conference Center – Seminar Room I – Clemson, SC
AGENDA

I. Call to Order/Introductions — Mike Wallace, Board Chair
II. Approval of Minutes (11/15/2017)* — Mike Wallace
III. Director's Report — Trent Acker, WorkLink Exec. Director
- **A.** WorkKeys Update
- **B.** Quarterly IFA Reimbursement
- **C.** Digital Literacy Grant Opportunity
- **D.** Clemson SC Works Center
- **E.** Adult Ed. RFP Process
- **F.** Demographic Data Request

IV. Committee Reports

A. Executive Committee — Mike Wallace
1) Report of Actions*

B. Finance Committee — Stephanie Collins, Finance Committee Chair
1) PY 17 Budget Overview
    a. WorkLink Grants
        i. Adult/DW/Operator
        ii. Youth
        iii. Youth RFP Budget*
    b. In-House Budget
2) Ongoing Grants
    a. PY 16 IWT (Round 1)
    b. PY 16 IWT (Round 2)
    c. PY 17 IWT
    d. Transportation Grant
    e. OJT
    f. Incentive Grant
3) Calendar Year 2018 Meeting Dates*

C. Youth Committee — Kristi King-Brock, Youth Committee Chair
1) PY 17 Youth Performance - No SCDEW Report
2) PY 17 PYC Youth Enrollment - Information
3) Revised PYC Incentive Policy (Follow-up/F19)*
4) Branding of WIOA Local Youth Program*
5) 2015 Youth Strategic Plan-PY 16 Data*
6) 2018 AOP BIS Showcase Funding $5000.00*
7) 2018 Youth RFP Events and Dates

D. OneStop Operations Committee — Ed Parris, Committee Chair
1) Committee Report
2) ETPL Applications*

E. Priority Populations Committee — Lisa Gillespie, Committee Chair

V. Other Business — Mike Wallace

NEXT MEETING – APRIL 28, 2018 @ 1:00 PM
MADREN CONFERENCE CENTER AT CLEMSON UNIVERSITY
LUNCH IMMEDIATELY PRECEDES THE MEETING AT NOON

SC WORKS | BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER
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WORKFORCE DEVELOPMENT BOARD
BOARD MEETING
November 15, 2017 - Minutes
Seminar Room I – Clemson University - Martin Inn & Conference Center

Members Present:

Mike Wallace, Board Chair	Dr. Ronnie Booth	Danny Brothers	Edgar Brown
Pam Cobb	Stephanie Collins	Jason Duncan	Ray Farley
Brooke Garren	Lisa Gillespie	Robert Halfacre	Kristi King-Brock
Jennifer Lannom	Patrick Pruitt	Mike Wallace	Gene Williams

Members Absent:

Richard Blackwell	David Bowers	David Collins	Billy Gibson
Teri Gilstrap	Melanie McLane	Ed Parris	

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

Guest Present:

Steve Riddle	Renee Alexander	Zach Nickerson	Karen Craven

I. Call to Order

Chair Mike Wallace called the meeting to order at 1:01 pm, 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 Wallace asked everyone to introduce themselves and welcomed new board member, Jennifer Lannom. Chair Wallace recognized and thanked board member Brooke Garren for serving as Board Chair last year. Chair Wallace asked board members to complete a Conflict of Interest form.

II. Approval of Minutes

The minutes from the September 20, 2017 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the minutes as presented, second by Kristi King-Brock. The motion carried with a unanimous voice vote.

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III. Director's Report

A. DOL Funding Recision

Mr. Trent Acker referred to page 13, which includes a chart reflecting a small recision in funding issued by the Department of Labor. The chart reflects the original and reduced amounts for each program budget. Mr. Acker noted that the chart does not reflect the full amount of the grant, only the grant portion of the funds that WorkLink received effective October 1st, 2017. There was a reduction of $4,733 in Adult funding and $3,877 in Dislocated Worker funding. The reduction in funding will not impact any services delivered.

Mr. Acker stated that funding is received in 2 cycles: a small portion in July and the remaining balance in October. Funds were issued in mid-November. Related to that, WorkLink requests a drawdown from Eckerd each month for reimbursement of monthly costs. The drawdown did not get processed due to DEW turnover in staff. The Appalachian Council of Government has paid bills from their general fund balance, but will be replenished when paid from DEW.

B. IWT Changes

Mr. Acker referred to page 14 for a summary of changes for the PY'17 Incumbent Worker Training Grant. The IWT committee will meet following the board meeting to discuss changes. Some of the changes for the new grant include:

- More data entry required in SCWOS to capture and track participant information
- No ReadySC projects can combined with IWT funds
- Incumbent Worker must have established employment history with the company for 6 months (can include time with staffing agency onsite)
- Additional options are available for employers to match funds

C. AOP Showcase

Mr. Acker distributed the AOP Showcase booklet, which highlights companies and partners that participated in the Showcase. Approximately 4,700 students attended the showcase to visit with 50 local employers and partners. Mr. Acker stated that there is a possibility the AOP Showcase will be moved to November for 2018, in order to give schools more time to plan and prepare students for the event. The Board through the Youth committee funded approximately $5,000 to assist school districts with transportation costs.

IV. Committee Reports

A.) <u>Executive Committee</u>

Chair Wallace reviewed the actions taken by the Executive Committee since the last Board meeting. There were 4 different email votes that took place. Chair Wallace read a summary of the actions taken:

The first action was an IWT modification made on October 3, 2017. The Executive committee approved a modification to the IWT agreement with Bosch. The modification allowed the company to substitute Allen Bradley Micgologix PLC, Electrical Safety, and Black Hammer Certification in

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place of previously approved training courses. This did not impact the amount of the existing grant agreement.

The second action, made on October 13, 2017, was another IWT modification for an increase of as much as $37,697.50 to BorgWarner's IWT grant award.

The third item was a partial closure of the SC Works Centers at noon on November 17, 2017 to allow for staff training. The Executive committee approved the closure on October 25, 2017.

The final action taken on October 30, 2017, was a third IWT modification to extend Material Management's grant period to October 31, 2017 to accommodate scheduling conflicts with the training providers.

BOARD ACTION TAKEN: Danny Brothers made a motion to ratify the actions taken by the Executive Committee, seconded by Edgar Brown. The motion carried with a unanimous voice vote.

Chair Wallace recognized board member~~,~~ Jason Duncan for hiring a participant from the iBest Manufacturing program at Tri County Technical College. The participant is a CNC operator at Oconee Machine and Tool and was featured in a recent success story in a TCTC publication.

B.) *Finance Committee*

1) PY 17 Budget Overview

i.) Adult, DW, Operator

Ms. Renee Alexander referred to the following:

- Page 18: The amount expended on the Adult Training Grant through October is 35.7%, exceeding the goal of 33.3%.
- Page 19: The amount expended on the Dislocated Worker Grant is 33.6%, exceeding the goal of 33.3%.
- Page 20: The amount expended on the Operator Grant is 26.7%.
- Page 21: The amount expended on the Operator Dislocated Worker Grant is 79.1%, but will reflect different numbers as Eckerd makes the appropriate changes.

ii.) Obligations

The Year to Date Obligations report was listed on page 22.

- The Adult column showed that $162,612.57 has been vouchered out this program year.
- The Dislocated Worker column showed that $19,575.12 has been vouchered out this program year.
- The total budget for the Adult and Dislocated Worker Grants is $321,787.
- Eckerd already has a commitment to pay $267, 557.09 for this program year.

Ms. Alexander explained training budgets to new board members.

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iii.) Adult, DW Operator Budget Mod. 1

Ms. Alexander referred to pages 23-30 for the first modification to the Adult DW training budgets. Eckerd requested an additional $90,000 from carryover funds to increase Training and Supportive Services to Adult & Dislocated Worker participants. Eckerd plans to serve an additional 14 participants. This modification also reflects management staff transitions for Matt Fields and Renee Alexander and a 2% pay increase for case management staff.

ACTION TAKEN: The Finance committee made a motion to approve the modification as presented, seconded by Danny Brothers. The motion carried.

iv.) Adult/DW Transfer

Ms. Alexander referred to page 31-36 for the second part of the modification. Eckerd requested a modification to the One Stop Operator Contract to reflect management staff transitions for Matt Fields and Renee Alexander. This modification also reflects a 2% pay increase for case management staff making $50,000 or less per year. There is no change to the overall contract amount.

ACTION TAKEN: The Finance committee made a motion to approve the modification as presented, seconded by Gene Williams. The motion carried.

v.) Youth

Ms. Karen Craven referred to page 37 to report the following information on the Youth budget:

- Through October 2017, the budget is 33.3% expended as a whole.
- $6,442.99 has been obligated, in addition to what's already been expended.
- Through October 31, 2017, Eckerd has provided 1,092.98 training hours of the 5,760 total budgeted hours.

vi.) Youth Budget Mod. 2

Ms. Craven referred to pages 38-45 for the second Youth Budget Modification. Eckerd requested an overall increase to the contract budget of $4,502.73 for 2% salary increases for Eckerd employees earning $50,000 or less per year as part of a company wide Cost of Living increase. Eckerd also transferred $1,000 from Participant Incentives to Participant Books. The overall contract value is now $649,859.96.

ACTION TAKEN: The Finance committee made a motion to approve the modification as presented, seconded by Dr. Ronnie Booth. The motion carried.

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vii.) In-House Budget

Mr. Acker referred to page 46 for the In-House budget. A recommended transfer of $250,000 from Dislocated Worker funds to Adult funds was presented by Mr. Acker on behalf of the Finance Committee. The numbers on the In-House Budget reflect the revised grant amounts.

ACTION TAKEN: The Finance committee made a motion to approve the transfer of funds, seconded by Jason Duncan. The motion carried.

2) Ongoing Grants

i.) Incumbent Worker Training Grants

- 16IWT01: All but $726 in funds were expended. The total amount of funding awarded was $83,432.
- 16IWT01-02: Almost $266,000 was awarded. Employer reimbursements are beginning to be processed, but the grant is still in it's infancy. 16IWT01-02 ends in February 2018.
- Rapid Response IWT: There are 2 current Rapid Response IWT contracts with Siemag and Imperial Die Casting. SCMEP conduscts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 17IWT01: $165,00 has been awarded, $10,000 of which will be used for administrative costs. Solicitation will be forthcoming.

ii.) Make it in America Grant

Ms. Jennifer Kelly referred to page 49 to show that the grant ended with 97.15% expenditures. Tri County, Northeastern, and Greenville Technical Colleges participated. There were 339 successful completers across 3 regions:

- 115 completers from the WorkLink area
  - 20 in Mechatronics
  - 57 in South Carolina Manufacturing Certification
  - 31 in CNC
  - 7 in Welding

iii.) OJT

Mr. Acker referred to page 50 for the OJT Contract summary. There is currently one contract with Belton Metal. More contracts should be forthcoming.

iv.) Transportation Demo Grant

The first Transportation Demo Grant reimbursement and report should be available by the 20th of November. There have been approximately 40-45 riders on the Belton Honea Path line per week. Typically, it takes 18 months for a line to reach its potential.

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C.) **Youth Committee**

Ms. Kristi King-Brock, Chair for the Youth Committee, referred the Board to pages 51-52, stating that this is information only. There is no performance update at this time.

On page 53, the Board goal for PYC is 156. A total of 97 participants have been enrolled for the year to date.

Page 54 showed a list of the RFP Committee Members. The RFP will go out in January 2018.

ACTION TAKEN: The Youth committee made a motion to approve the RFP Committee members, seconded by Dr. Ronnie Booth. The motion carried.

Ms. King-Brock referred to pages 55-56 for a packet of information on changes that took place through the new authorization for the Youth program.

Page 57 shows a summary of the in-school Youth program. There were 19 referrals from Crescent High School. Of those referrals:

- 9 were eligible
- 8 of 9 were enrolled
- 6 received Work Experience
- 5 enrolled in post-secondary education
- 4 gained employment
- 1 remained in post secondary education
- 4 remain employed at an average wage of $12/hr.

The next Youth Committee meeting is January 23, 2018, which will serve as the Strategic Planning meeting. The committee will be discussing the possibility of rebranding the local Youth program.

D.) **OneStop Operations Committee**

Ms. Kelly reviewed the standard usage reports listed in the Board packet beginning on page 61-65. Pages 64-65 will be updated to include WIOA items. Success stories are listed on pages 66-69. Ms. Kelly highlighted one success story of a participant who has a disability and received Medical Terminology and Coding courses at Tri County Technical College and is now successfully employed. Another success story that was passed to DEW, was a participant who was in prison and homeless, and received Class A CDL training from TCTC and is now successfully employed at an average of $28 per hour.

Ms. Kelly stated that 5 applications have been received for the Eligible Training Provider List. The 2 that WorkLink chose to recommend are Carolina Construction and ECPI University. Page 70 shows a detailed description of the programs.

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Chair Wallace called for a vote on Carolina Construction and ECPI to be included on the Eligible Training Provider List.

BOARD ACTION TAKEN: The committee made a motion to accept Carolina Construction and ECPI onto the Eligible Training Provider List, seconded by Gene Williams. The motion carried with a unanimous voice vote.

Mr. Trent Acker referred to page 59 to speak on additional guidance in review of RFPs for service providers.Previous language stated that grants should not exceed 3 total years. After additional guidance has been received from DEW, the requirement period is now up to a total of 4 years.

Mr. Acker recommended that the Board move into Executive session to discuss a contractual matter. With the exception of Mr. Acker and Ms. Kelly, Chair Wallace excused all staff and guests.

The Board invited staff and guests back to the meeting. Mr. Wallace stated that no decisions were made during the executive session.

BOARD ACTION TAKEN: Robert Halfacre made a motion to extend the Adult/DW/Operator contract one year, seconded by Brooke Garren. The motion carried with a unanimous voice vote.

E.) **Priority Populations Committee**

Ms. Lisa Gillespie referred the committee to page 73. The committee met on October 12 to hear from a guest speaker, Sherri Harris, from the Veteran Affairs office. In December, Veteran ID cards should become available in hopes of becoming a federally recognized form of ID.

The Disability and Employment Workshop for SSI and SSDI was held on November 8 in Anderson and was very well received.

The next Priority Populations Committee meeting will take place on January 11, 2018.

V. Adjourn

With no other business, Chair Wallace adjourned the meeting at 2:06 pm.

Respectfully submitted by: Meredith Durham

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Career Readiness Courseware (CRC)

Career-focused knowledge and employability skills help learners succeed in life.

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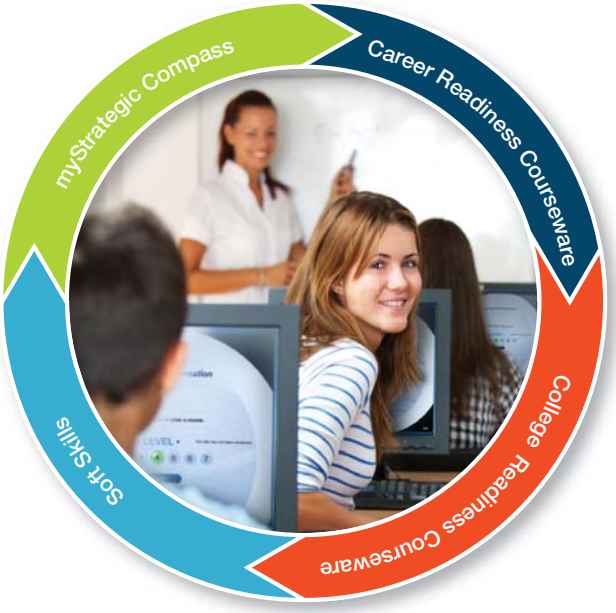

Whether it's college, trade school, military or the workplace, WIN provides learners with the tools to prepare them for the road ahead.

As learners prepare for a career readiness credential or certification, **Career Readiness Courseware (CRC)** is ideal for measuring the level of readiness in foundational skills that focus on the core communication, reasoning, and problem-solving skills required for 21st Century opportunities—from entry level to professional. The CRC program provides learners with an pre-test to identify further training and education along their career path.

The assessments in CRC provide learners a personalized profile of how prepared they are for a career path upon graduation, and helps clarify their needs for further training and education. These assessments also assure precise skills-based placement into further work on foundational skills. This allows learners to practice and engage in the work they have not yet mastered.

The CRC system measures a learner's skills in Reading for Information, Applied Mathematics, and Locating Information, with each area including a minimum of three scored levels of questions for independently measuring essential career readiness.

Prepare all learners to be career and college ready.
By focusing on a learner's life in school and beyond it, organizations can work with each learner to provide a unique assessment of career readiness and the courseware to provide more than a high school diploma— a career ready certificate and a future pathway to success.

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career readiness powered by WIN

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Self-paced career-focused modules ensure all learners are ready.

Once learners have completed the initial pre-test they are placed exactly where they belong in each career readiness course module. Addressing relevance in education, **Career Readiness Courseware** is aligned to skill levels based on the realities of the current job market, and can be accessed at up to seven different skill levels for nine unique topics.

Core Topics include:
Reading for Information, Applied Mathematics, Locating Information

Supplemental Topics include:
Listening, Observation, Applied Technology, Business Writing, Writing, and Teamwork.

For example, successful completion on all 3 core topics means learners are prepared for 30% of jobs in the workplace; at Level 4, for 60% of jobs; and at Level 5 and above, for 80% of jobs.

Career Readiness Courseware: Skill Levels of Jobs

Certificates are awarded by achieving a minimum skill level

Course Modules: Applied Mathematics, Reading for Information & Locating Information

Certificate Levels	Sample Occupation Correlation:
PLATINUM: Level 6 Successfully pass a minimum of Level 6 in course modules to be ready for 95% of jobs in the workforce.	Architect, Chemist, Geographer, Anesthesiologist, Agricultural Engineer
GOLD: Level 5 Successfully pass a minimum of Level 5 in course modules to be ready for 80% of jobs in the workforce.	Credit Analyst, Aircraft Mechanics, Medical Transcriptionist, Acute Care Nurses, Social Worker
SILVER: Level 4 Successfully pass a minimum of Level 4 in course modules to be ready for 55% of jobs in the workforce.	Insulation Installers, Roofer, Chef, Pipelayer, Flight Attendant, Machinist
BRONZE: Level 3 Successfully pass a minimum of Level 3 in course modules to be ready for 30% of jobs in the workforce.	Construction Laborer, Electrician Assistant, Cement Mason Dental Hygienist

career readiness powered by win

* Percentages are estimates based on database of occupation profiles

Once entered into their correct learning level, learners progress at their own pace through the courseware. Post-tests are provided to the learner at the end of each skill module. Certificates of completion are awarded to the learner after successfully passing the post-test in all 3 core modules, indicating the learner has mastered the material.

Administrative and progresss monitoring reports are available through the CRC management system. Instuctors and administrators can print learner progress reports, certificates and manage settings.

- 24/7 web-based access, or LAN delivery
- Aligned to Common Core State Standards and Local State Objectives
- Aligned to WorkKeys job skills assessment
- Aligns with TABE 9 & 10, CASAS, AEFL, McGraw Hill, and State-specific requirements and Accuplacer.
- Addresses core skills required for entry into all 16 Career Clusters identified by the U.S. Department of Labor.
- All lessons support the U.S. Department of Labor Workforce Development Performance Measures and the U.S. Department of Education standards.
- Available in English or Spanish
- HTML 5

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South Carolina WORKFORCE Development Board

Notice of Availability of Funds
Digital Literacy Demo Grant

Background

The Workforce Innovation and Opportunity Act ("WIOA") is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. To advance the purpose and intent of WIOA, the State Workforce Development Board ("SWDB") identifies, invests in, and supports educational and developmental strategies to better prepare a skilled workforce for current and emerging jobs. In alignment with these goals, the SWDB has identified increasing digital literacy as a key strategy in the development of South Carolina's workforce.

A digital skills gap exists in today's workforce. In a recent survey, roughly 1 in 10 adults indicated that they would have difficulty finding programs and services online, contacting potential employers via email, filling out a job application online, finding available jobs online, and using computers to create a resume.[1] Further, the digital skills gap disproportionately affects low-income individuals, individuals with less than a high school education, and individuals with disabilities.

This digital skills gap is continually widened by the rate at which activities, such as GED attainment, job searches, and training, are becoming digitally-based. It is estimated that the ability to use the Internet to search for a job reduces an individual's average time unemployed by 25%, and that around 50% of today's jobs require digital literacy – a percentage that is expected to grow to 77% in the next decade.[2] Increasing digital literacy is essential not just for the development of a skilled workforce, but to better equip South Carolinians with the tools they need to enter a successful career pathway. As such, $200,000 in Federal funding has been approved by the SWDB to support new or established digital literacy programs statewide.

Program Purpose

The funding set aside by the SWDB is to be used to support, or establish, digital literacy programs that will work to close the digital skills gap.

Period of Performance

The funding set aside by the SWDB will support digital literacy programs for a period of not more than 18 months. The anticipated date of award is **March 30, 2018**. The period of performance may include up to three months for planning, including a grant orientation provided by the South Carolina Department of Employment and Workforce ("DEW").

Eligible Applicants

All public and private entities are eligible to apply for a Digital Literacy Demo Grant. Entities that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities are not eligible to receive grant funding. Additionally, entities that have failed to perform successfully and/or sustain fiscal integrity on previously awarded grants are not eligible to apply. Successful performance includes timeliness or compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and meeting or achieving the expected outcomes.

Each entity may only submit one application for funding. Entities with demonstrated expertise in workforce development or pre-existing digital literacy programs are strongly encouraged to apply.

[1] Pew Research Center, *Searching for Work in the Digital Era* (2015)
[2] Colorado State Library, *Benefits of a Digitally Literate Community* (2012)

Instructional Model and Curriculum

WIOA defines digital literacy as "the skills associated with using technology to enable users to find, evaluate, organize, create, and communicate information."[3] Each program funded through this grant must work to increase participants' digital literacy skills through a curriculum that includes soft skills and employment preparation activities. Examples of employment preparation activities that involve digital literacy skills include, but are not limited to:

- Using a search engine to find jobs and information on career pathways
- Developing a resume and cover letter using word processing software
- Completing and submitting online applications

Job Ready U provides a free, online curriculum to state partners, businesses and educational entities to enhance participant employability skills through 11 skills modules. It is encouraged that each program incorporates soft skills development through the Basic Employability and Professional Work Ethic modules of South Carolina Job Ready U. It is also recommended that program curriculums are supplemented by the Introduction to Computing, Computer Skills: Word, Computer Skills: PowerPoint, and Computer Skills: Excel modules of Job Ready U. Additional information about the Job Ready U program may be found at https://dew.sc.gov/tools-resources/skill-training-initiatives/job-ready-u.

At a minimum, program activities should feature the use of a computer or laptop to complete requirements.

Expenditure of Funds

Applicants may apply for funding not to exceed $100,000 to be spent over a period of eighteen (18) months. During the grant period, funds may be used to support staff salaries and fringe benefits, equipment, supplies, and facility expenses, as well as any other category as approved and outlined in the program budget. No more than 10 percent of the total grant budget may be used to support the purchase of equipment or supplies (including software and computers, as discussed below). Further, no more than 10 percent of the total grant expenditures may be used to support grant administration. Grant administration includes all costs associated with performing overall general administrative functions, such as costs for financial, property and personnel management, costs for oversight and monitoring responsibilities, the cost of goods and services associated with administrative functions, travel costs associated with carrying out administrative functions, and costs associated with data entry.

Additionally, if a digital literacy skills curriculum is developed in support of the grant, it is required that the curriculum and any corresponding competencies are made available for sharing as a best practice.

Please note: This grant is issued through Federal funding made available by the Department of Labor. This funding must be used in accordance with all Federal statutes, regulations, and the terms and conditions of this grant, including the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance", 2 CFR 200).

In compliance with the Uniform Guidance, 2 CFR 200.33, "equipment" is defined as any tangible personal property having a useful life of more than one year and a cost equal to or exceeding the organization's capitalization rate or $5,000 per item, whichever is lowest. Expenditures for "equipment" are unallowable unless they are made with prior written approval from the South Carolina Department of Employment and Workforce.

[3] 29 USC 3111 § 101(d)(7)(A) *(as defined in the Museum and Library Services Act (20 USC 9101 § 202))*

The Uniform Guidance considers "information technology systems," which include software, to be "equipment." Therefore, software purchases falling within the definition of "equipment" above will require prior written approval from DEW. Similarly, the purchase of computers or laptops meeting the definition of "equipment" above will require prior written approval from DEW.

Partnership and Collaboration

Due to the restrictions on the expenditure of funds for software and other information technology systems, it is strongly encouraged that applicants partner and collaborate with relevant workforce, educational, and community partners.

Partnership and collaboration must be demonstrated through Letters of Support that clearly express the entity's intent to be a partner and specifically define the entity's role and responsibilities as they relate to grant implementation. If awarded a grant, applicants must obtain a written agreement via a Memorandum of Understanding (MOU) or a contract to partner with the entity no later than three months from the beginning of the grant. The agreement should be submitted to DEW.

Participant Tracking and Data Management

Grantees are expected to use the South Carolina Works Online Services system ("SCWOS") to track participant activities and performance outcomes. Training will be provided to ensure correct use of SCWOS.

Grantee Orientation

DEW will provide a grant orientation for entities awarded a Digital Literacy Demo Grant. The orientation will cover financial and programmatic reporting, participant tracking in SCWOS, and general grant expectations. The orientation will take place at DEW's main office in Columbia, SC.

Application Narrative

Applicants for grant funding must clearly and completely respond to the following questions, highlighting throughout their ability, unique qualifications, and plan for implementing a digital literacy program. Failure to thoroughly and honestly answer questions will result in an incomplete application and disqualification. Please be sure to include any additional relevant information as necessary.

1. **Applicant Information**
    - **a.** Provide the full name, mailing address, physical address, phone number, and web address of the entity/organization applying for grant funding.
    - **b.** Provide a point of contact for the application and program implementation, including the individual's name, mailing address, physical address (if different from mailing address) and email address.
    - **c.** Provide a complete and thorough overview of the entity/organization applying for funding, including the organizational structure and demonstrated related experience.
    - **d.** Provide the entity's Data Universal Numbering System ("DUNS") Number and a summary of each Federally-funded grant or program the entity has administered, including the entity's fiscal and programmatic performance on the grant.

2. **Project Design**[4]. Project plans should contain and address the following components:
    - **a. Participant Selection:** Describe in detail the process that will be implemented to recruit individuals to participate in the program. How many participants does the program hope to serve? How will the program be promoted and will the program leverage partnerships

[4] *Please note:* Facilities and equipment used during this grant must be accessible or usable by individuals with disabilities.

in the outreach process? It is encouraged that applications demonstrate an effective method for improving digital literacy skills in at least one of South Carolina's priority populations identified by the SWDB, as listed below:

1. Individuals with Disability
2. Veterans
3. Youth with Barriers
4. Long Term Unemployed
5. Ex-Offenders
6. Homeless

b. Instructional Model and Curriculum Development:

- **i.** Please provide a detailed description of the curriculum or instructional model. In addition, complete the Digital Literacy Competencies Worksheet (Attachment A). What competencies will be addressed through instruction?
- **ii.** How will the program integrate employment preparation activities and soft skills in alignment with its digital literacy curriculum or instructional model?
- **iii.** Will a pre-existing curriculum or instructional model be used? If no, will a curriculum be developed to meet program requirements? Which partner, if any, will assist in the development of the curriculum?
- **iv.** How will the curriculum be delivered?
- **v.** If known, identify the physical location(s) where regularly scheduled classes will meet, the proposed days and times for instruction, and identify the proposed days and times participants will have access to program staff. Similarly, identify existing equipment and supplies that will be used in support of program goals.
- **vi.** ***Existing Programs*:** If the program will be using funding to supplement an existing program, please provide a thorough description of what the existing program offers and how the program plans to incorporate digital literacy skills in its existing curriculum.

c. Implementation: Provide a thorough and detailed timeline for the grant's implementation.

d. Project Outcomes: Please list and thoroughly detail the applicant's expected outcomes for this project. What digital literacy competencies will participants gain? How will you measure participant skills gains? Please describe any assessment you may use and how it incorporates digital literacy skills. What certificates or credentials will be available to participants as a result? Overall, how will this program work to close the digital skills gap?

e. Sustainability: Thoroughly discuss your plan for sustaining the program after the grant ends.

3. Partnerships and Collaboration

a. Partnership and collaboration is strongly encouraged in this program. Identify the organizations/entities that will partner or contribute to your digital literacy program. How will you engage your partners? How will partner resources and services be leveraged to promote the program to potential participants? How will partner resources be used to provide components of the program design? Identify opportunities for enrollment in WIOA or similar programs, especially for the provision of supportive services.

b. Attach letters of support from each organization/entity that will participate in the deployment of your digital literacy program. Letters of support should clearly express the organization's intent to be a partner and specifically define the entity's role and responsibilities.

4. **Budget and Budget Narrative**
   Use the attached Budget Planning Worksheet (Attachment B) template to develop a grant budget. If awarded a grant, you will be required to complete a detailed budget and to submit monthly Financial Status Reports ("FSRs") on or before the 20th of each month.
   a. **Salaries and Fringe Benefits:** Identify the hourly wage, number of proposed weekly hours, and number of weeks of all employees providing services through the grant. Clearly identify each fringe benefit to be received and the projected cost.
   b. **Equipment and Supplies:** Provide an inventory of the equipment and supplies that will be needed to fully implement the grant program, including a summary of the item(s) that will be used, and an estimated cost for each. How will each item further the goals of the grant?
   c. **Participant Assessments:** Provide an inventory of participant assessments that may be used in the program, including a summary of each and the estimated cost per assessment.
   d. **Grant Administration:** Provide a detailed explanation and inventory of the funding budgeted for grant administration purposes.
   e. **Indirect Costs:** Provide the indirect cost rate approved by the applicant's cognizant agency, including a description of how the cost rate is applied. Attach a copy of the indirect cost rate agreement to the application for funding.
   f. **Contributions:** Contributions from partner entities are **not required**, but are encouraged. When applicable, provide the amount and source of such funds.
   g. **All Other Expenses:** Provide a detailed description and inventory of all other expenses anticipated during the grant program, including those that do not fall into a preexisting budget narrative category.

Evaluation

Applications will be reviewed, evaluated, and scored, by a panel, based on the criteria below and further explained in the attached Grant Evaluation Rubric (Attachment C). Late or incomplete applications will not be considered.

Criteria	Points (maximum)
1. Project Design	45
2. Participant Population	5
3. Partner Collaboration	20
4. Expected Outcomes	20
5. Budget and Projected Costs	10
TOTAL	**100**

Submission Process

Applications are due no later than **5:00 P.M. on Friday, March 2, 2018** and should be submitted through email to Grants Management at WorkforceGrants@dew.sc.gov. We encourage interested applicants to register and attend an Online Information Session on **Tuesday, February 6, 2018 at 2:00 P.M.** to learn more about this grant opportunity**.**

Award Timeline

February 6, 2018 – Online Information Session
March 2, 2018 – Applications Due
March 30, 2018 – Grants Awarded

Attachments

A. **Attachment A** – Digital Literacy Competencies Worksheet
B. **Attachment B** – Budget Planning Worksheet
C. **Attachment C**– Application Evaluation and Scoring Rubric

COABE

COALITION ON ADULT BASIC EDUCATION

To inspire educators so adults succeed and communities thrive

PRESS RELEASE

COABE Outstanding Administrator of the Year Award Winner:

Dr. Mary Gaston, South Carolina

COABE's mission is to inspire educators so adults succeed and communities thrive. COABE exists to provide leadership, communication, professional development, and advocacy for adult education and literacy practitioners to advance quality services for all adult learners. One way that we engage in these activities is by spotlighting excellence in the field.

The Coalition on Adult Basic Education (COABE) represents the field of 55,000 adult educators and provides a variety of services, including professional development through annual, state-of-the-art national conferences, more than 40 webinars annually, and a peer reviewed journal. COABE also recently launched an award winning national public awareness campaign and an advocacy campaign that has enabled more than 50,000 connections with legislators since April 2017. COABE also highlights excellence in the field of adult education by providing competitive national-level awards valued at $10,000 each, incentive grants to encourage and promote best practices in the field, and scholarship opportunities through special funding provided by the Dollar General Literacy Foundation. Dr. Mary Gaston was nominated for COABE's Outstanding Administrator of the Year Award, and we are pleased to announce that she is this year's winner.

Dr. Mary A. Gaston served as Director of Adult Education for the School District of Pickens County from 2001-2017. In addition to serving as a local program director, Dr. Gaston served as the Director of one of South Carolina's four Regional Adult Education Technical Assistance Centers from 2009-2017, coordinating and providing professional development to twelve other adult education programs. With over 28 years of experience in the School District of Pickens County, Dr. Gaston served as Coordinator of Family Literacy from 1994-2001 and taught both high school and elementary school. She is currently serving as a Technical Assistance Specialist for Adult Education programs and is a LINCS national trainer. Dr. Gaston received a Bachelor of Arts degree in English from Judson College, Master of Education from Georgia State University, and Doctor of Education from Nova Southeastern University. She received the Outstanding Dissertation Award for her doctoral work, "Integrating Technology into the Adult Education Classroom." She holds South Carolina certification in elementary education, secondary English, administration, and is certified as a reading specialist. Dr. Gaston is the mother of two adult children and has three grandchildren. She resides with her husband of 36 years in South Carolina. When asked about her career in education, Mary responded, "Both of my parents were GED® graduates who never stopped learning; they instilled in me a belief in the power of education and a passion for helping people find second chances. The greatest part of my career has been about helping people build better futures for themselves and their families, and in more recent years, assisting other adult education programs do the same, at the regional, state, and even national level. I believe that by providing quality learning opportunities, we are building better and brighter futures for our community. Our success helps build a stronger economy, resulting in a stronger community, which benefits everyone." Congratulations to Dr. Mary Gaston, this year's Outstanding Administrator of the Year.

To learn more about COABE's prestigious award program, go to www.coabe.org or contact awards@coabe.org.

P.O. Box 1820, Cicero, NY 13039 • www.COABE.org • 888-442-6223

The WorkLink LWDA invites you to self-identify your personal demographic information to help the organization fulfill its commitment to achieving a diverse and inclusive workforce system.

The information you share will be used to monitor and assess our progress in achieving our diversity and inclusion goals. **Providing this information is completely voluntary**, but we hope you will assist us in our efforts to uphold these values.

The information you provide is **confidential** and will enable us to report accurate aggregate demographic data upon request by our oversight agencies. These agencies provide funding and/or policy guidance to the WIOA programs and services, which enable the WorkLink LWDA to help our region's job seekers access employment, education, training and support services to succeed in our labor market, and to match regional employers with the skilled workers they need to compete in the global economy.

We very much appreciate your assistance in helping WorkLink LWDA fulfill its deep and continued commitment to diversity and inclusion.

Sex (Check one): ☐ Male ☐ Female ☐ Prefer not to say

Age (Check one): ☐ Under 40 ☐ Over 40 ☐ Prefer not to say

Ethnicity (Check one):

☐ Hispanic or Latino—Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

☐ Not Hispanic or Latino**.**

Race (Check all that apply):

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

* Names will not be linked to this information. Please do not write your name on this sheet.*

Grant: Adult Program 17A295H3 Eckerd WDS

Period Covered: 12/1/17 - 12/31/17

Eckerd Goal:			**DECEMBER** 50.0%	**Adult-Training**		100.0%	
Line Item		**Budget Mod 1**	**1055-6**	**Cumulative Cost YTD**	**Remaining Balance**	**Percent Spent YTD**	**Obligation Numbers**
Staff Salary Total		**$ 223,885**	**16,531.88**	**109,776.14**	**$ 114,108.86**	**49.0%**	
Fringe Benefit Total	**51xx**	**$ 63,640**	**4,727.16**	**31,371.12**	**$ 32,268.88**	**49.3%**	
Staff Cost Total		**$ 287,525**	**21,259.04**	**141,147.26**	**$ 146,377.74**	**49.1%**	
Operating							
1.1 Facility, Utilities		$ -		-	$ -	0.0%	
1.2 Staff Consumable Supplies	6000	$ 3,191	310.70	2,881.28	$ 309.72	90.3%	
1.3 Advertising, Outreach	6735	$ 851	-	-	$ 851.00	0.0%	
1.4 Copy, Print	6730	$ 2,659	-	-	$ 2,659.00	0.0%	
1.5 Communications	6270	$ 6,631	498.95	3,726.27	$ 2,904.73	56.2%	
1.6 Staff Travel	61xx	$ 7,950	87.94	1,059.63	$ 6,890.37	13.3%	
1.7 Staff Conferences, Training	5105	$ 3,723	-	-	$ 3,723.00	0.0%	
1.8 Staff Computer Leases	6095	$ 2,925	-	1,426.22	$ 1,498.78	48.8%	
1.9 Postage	6005	$ 1,595	26.75	177.10	$ 1,417.90	11.1%	
Operating Total (01)		**$ 29,525**	**924.34**	**9,270.50**	**$ 20,254.50**	**31%**	
Direct Training							
2.3 Credential Exam Fees (CAN	6520	$ 10,858	914.50	4,302.50	$ 6,555.50	39.6%	
2.6 Tuition (College/Occupatio	6530	$ 332,698	34,346.12	180,849.12	$ 151,848.88	54.4%	
Direct Training Total (02)		**$ 343,556**	**35,260.62**	**185,151.62**	**$ 158,404.38**	**54%**	
Support Services							
3.11 Transportation	6485	$ 3,989	240.00	1,710.00	$ 2,279.00	42.9%	
3.12 Childcare	6660	$ 886	-	-	$ 886.00	0.0%	
3.14 Training Support Materials	6545	$ 4,432	375.17	2,015.08	$ 2,416.92	45.5%	
3.13 Emergency Assistance	6590	$ 886	-	-	$ 886.00	0.0%	
Support Service Total (03)		**$ 10,193**	**615.17**	**3,725.08**	**$ 6,467.92**	**36.5%**	
General Liability Ins 6305	**6305**	**$ 5,681**	**552.88**	**2,637.57**	**$ 3,043.43**	**46.4%**	
Operating Cost Total		**$ 676,480**	**58,612.05**	**341,932.03**	**$ 334,548**	**50.5%**	
General Overhead (Indirect)	**8.86%**	**$ 59,432**	**5,193.03**	**30,295.18**	**$ 29,136.82**	**51.0%**	
Contract Total		**$ 735,911**	**63,805.08**	**372,227.21**	**$ 363,683.79**	**50.6%**	

Grant Number: 17D295H3
Invoice Number: 1056-6
Period Covered: 12/1/17-12/31/17

Eckerd Goal:			DECEMBER 50.0%	DW Training		100.0%	
Line Item		Budget Mod 1	1056-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total		**$ 28,694**	**$ 1,803.40**	**$ 12,420.95**	**$ 16,273.05**	**43.3%**	
Fringe Benefit Total	**51xx**	**$ 8,157**	**$ 502.48**	**$ 4,603.14**	**$ 3,553.86**	**56.4%**	
Staff Cost Total		**$ 36,851**	**$ 2,305.88**	**$ 17,024.09**	**$ 19,826.91**	**46.2%**	
OPERATING COSTS							
1.1 Facility, Utilities		$ -					
1.2 Staff Consumable Suppl	6000	$ 409	$ 38.99	$ 355.86	$ 53.14	87.0%	
1.3 Advertising, Outreach	6735	$ 109	$ -	$ -	$ 109.00	0.0%	
1.4 Copy, Print	6730	$ 341	$ -	$ -	$ 341.00	0.0%	
1.5 Communications	6270	$ 850	$ 57.44	$ 430.78	$ 419.22	50.7%	
1.6 Staff Travel	61xx	$ 1,012	$ 10.69	$ 77.76	$ 934.24	7.7%	
1.7 Staff Conf., Training	5105	$ 477	$ -	$ -	$ 477.00	0.0%	
1.8 Staff Computers	6045	$ 375	$ -	$ 356.55	$ 18.45	95.1%	
1.9 Postage	6005	$ 205	$ 3.31	$ 27.24	$ 177.76	13.3%	
Operating Total (01)		**$ 3,778**	**$ 110.43**	**$ 1,248.19**	**$ 2,529.81**	**33%**	
TRAINING COSTS							
2.3 Credential Exam Fees ((	6520	$ 1,392	$ 56.00	$ 614.50	$ 777.50	44.1%	
2.6 Tuition (College/Occup	6530	$ 42,644	$ 7,795.25	$ 24,712.37	$ 17,931.63	58.0%	
Direct Training Total (02)		**$ 44,036**	**$ 7,851.25**	**$ 25,326.87**	**$ 18,709.13**	**58%**	
SUPPORTIVE SERVICES COSTS							
3.11 Transportation	6485	$ 511	$ -	$ -	$ 511.00	0.0%	
3.12 Childcare	6660	$ 114	$ -	$ -	$ 114.00	0.0%	
3.14 Training Support Mate	6545	$ 568	$ 55.80	$ 140.50	$ 427.50	24.7%	
3.13 Emergency Assistance	6590	$ 114	$ -	$ -	$ 114.00	0.0%	
Support Service Total (03)		**$ 1,307**	**$ 55.80**	**$ 140.50**	**$ 1,166.50**	**10.7%**	
4.2 General Liability Ins 63(	**6305**	**$ 498**	**$ 64.64**	**$ 319.11**	**$ 178.89**	**64.1%**	
Operating Cost Total		**$ 86,470**	**$ 10,388.00**	**$ 44,058.76**	**$ 42,411**	**51.0%**	
4.1 General Overhead (Indi	**8.86%**	**$ 7,618**	**$ 920.38**	**$ 3,903.61**	**$ 3,714.39**	**51.2%**	
Contract Total		**$ 94,089**	**$ 11,308.38**	**$ 47,962.37**	**$ 46,125.63**	**51.0%**	

GRANT NUMBER: 17A995H3 - OP Adult
INVOICE NUMBER: 1092-780-6
PERIOD COVERED: 12/1/17 - 12/31/17

Eckerd Goal:

DECEMBER 50.0% Operator Adult 100.0%

Line Item		Budget Mod 1	1092-780-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total		$ 49,400	$ 4,780.03	$ 21,502.09	$ 27,897.59	43.5%	
Fringe Benefit Total	51xx	$ 12,619	$ 2,276.06	$ 7,475.39	$ 5,143.41	59.2%	
Staff Cost Total		$ 62,018	$ 7,056.09	$ 28,977.48	$ 33,041.00	46.7%	
Operating							
1.2 Staff Consumable Suppl	6000	$ 1,795	$ -	$ 898.98	$ 896.02	50.1%	
1.3 Advertising, Outreach	6735	$ -	$ -	$ -	$ -	0.0%	
1.4 Copy, Print	6730	$ 792	$ -	$ -	$ 792.00	0.0%	
1.5 Communications	6270	$ 694	$ 64.64	$ 402.77	$ 291.23	58.0%	
1.6 Staff Travel	61xx	$ 1,821	$ 37.93	$ 403.86	$ 1,417.14	22.2%	
1.7 Staff Conf., Training	5105	$ 686	$ -	$ -	$ 686.00	0.0%	
1.8 Staff Equip/Comp Lease	6045	$ 264	$ -	$ 43.01	$ 220.99	16.3%	
1.9 Postage	6005	$ 130	$ -	$ -	$ 130.00	0.0%	
Operating Total (01)		$ 6,182	$ 102.57	$ 1,748.62	$ 4,433.38	28%	
General Liability Ins	6305	$ 557	$ 39.47	$ 264.63	$ 292.37	47.5%	
Operating Cost Total		$ 68,757	$ 7,198.13	$ 30,990.73	$ 37,766.75	45.1%	
General Overhead (Indirec	8.86%	$ 6,043	$ 637.75	$ 2,745.78	$ 3,296.79	45.4%	
Contract Total		$ 74,800	$ 7,835.88	$ 33,736.50	$ 41,063.56	45.1%	

GRANT NUMBER: 17D995H3 - OP DW
INVOICE NUMBER: 1092-790-6
PERIOD COVERED: 12/1/17 - 12/31/17

Eckerd Goal:			**DECEMBER**	**Operator DW**			
			50.0%			**100.0%**	
Line Item		**Budget Mod 1**	**1092-790-6**	**Cumulative Cost YTD**	**Remaining Balance**	**Percent Spent YTD**	**Obligation Numbers**
Staff Salary Total		**$ 6,736**	**$ (556.58)**	**$ 4,871.16**	**$ 1,865.16**	**72.3%**	
Fringe Benefit Total	**51xx**	**$ 1,721**	**$ (1,184.44)**	**$ 1,210.75**	**$ 510.00**	**70.4%**	
Staff Cost Total		**$ 8,457**	**$ (1,741.02)**	**$ 6,081.91**	**$ 2,375.16**	**71.9%**	
Operating							
1.2 Staff Consumable Suppl	6000	$ 245	$ -	$ 119.45	$ 125.55	48.8%	
1.3 Advertising, Outreach	6735	$ -	$ -	$ -	$ -	0.0%	
1.4 Copy, Print	6730	$ 107	$ -	$ -	$ 107.00	0.0%	
1.5 Communications	6270	$ 95	$ 15.17	$ 101.08	$ (6.08)	106.4%	
1.6 Staff Travel	61xx	$ 248	$ 5.18	$ 55.10	$ 192.90	22.2%	
1.7 Staff Conf., Training	5105	$ 94	$ -	$ -	$ 94.00	0.0%	
1.8 Staff Equip/Comp Lease	6045	$ 36	$ -	$ 5.87	$ 30.13	16.3%	
1.9 Postage	6005	$ 18	$ -	$ -	$ 18.00	0.0%	
Operating Total (01)		**$ 843**	**$ 20.35**	**$ 281.50**	**$ 561.50**	**33%**	
General Liability Ins	**6305**	**$ 76**	**$ 5.77**	**$ 40.07**	**$ 35.86**	**52.8%**	
Operating Cost Total		**$ 9,376**	**$ (1,714.90)**	**$ 6,403.48**	**$ 2,972.52**	**68.3%**	
General Overhead (Indirec	**8.86%**	**$ 824**	**$ (151.94)**	**$ 567.35**	**$ 256.64**	**68.9%**	
Contract Total		**$ 10,200**	**$ (1,866.84)**	**$ 6,970.83**	**$ 3,229.16**	**68.3%**	

Eckerd Workforce Development Services as of 2.5.18

Formula Tuition	Adult	Dislocated Worker	Total
PY17 Budget	**$343,557.00**	**$44,036.00**	**$387,593.00**
PY17 Vouchers Paid	$189,153.44	$26,056.62	$215,210.06
PY17 Vouchers Not Paid	$57,088.01	$16,974.44	$74,062.45
PY17 Vouchers Total	**$246,241.45**	**$43,031.06**	**$289,272.51**
PY17 Funds Unobligated	$97,315.55	$1,004.94	$98,320.49
PY17 ITA's Approved	$311,470.76	$51,205.13	$362,675.89
PY17 ITA's Deobligations	$14,766.75	$314.75	$15,081.50
	$296,704.01	$50,890.38	$347,594.39
PY17 ITA's vs Budget	$46,852.99	($6,854.38)	$39,998.61
PY18 ITA's Approved	$0.00	$0.00	$0.00

Grant Number:	17Y495H3						
Invoice Number:	1058-6						
Period Covered:	12/1/17 - 12/31/17						
Eckerd Goal:			**DECEMBER**				
			50.0%			**100.0%**	
Line Item		**Budget Mod 2**	**1058-6**	**Cumulative Cost YTD**	**Remaining Balance**	**Percent Spent YTD**	**Obligation Numbers**
Staff Salary Total		**$ 312,386.26**	**$ 25,183.84**	**$ 152,865.81**	**$ 159,520.45**	**48.9%**	
Fringe Benefit Total	**51xx**	**$ 74,336.62**	**$ 7,090.48**	**$ 44,176.17**	**$ 30,160.45**	**59.4%**	
Staff Cost Total		**$ 386,722.88**	**$ 32,274.32**	**$ 197,041.98**	**$ 189,680.90**	**51.0%**	
Operating							
1.1 Facility, Utilities, Maintenance	6205	$ 9,600.00	$ 600.00	$ 3,000.00	$ 6,600.00	31.3%	
1.2 Staff Consumable Supplies	6000	$ 1,200.00	$ 26.78	$ 535.90	$ 664.10	44.7%	
1.3 Advertising, Outreach	6735	$ -	$ -	$ -	$ -	0.0%	
1.4 Copy, Print	6730	$ 1,200.00	$ -	$ 367.37	$ 832.63	30.6%	
1.5 Communications	6270	$ 6,136.00	$ 474.98	$ 2,926.82	$ 3,209.18	47.7%	
1.6 Staff Travel	61xx	$ 11,419.02	$ 366.52	$ 1,753.49	$ 9,665.53	15.4%	
1.7 Staff Conferences, Training	5105	$ 1,000.00	$ -	$ -	$ 1,000.00	0.0%	
1.8 Staff Computer Software License	6045	$ 2,798.16	$ -	$ 2,106.86	$ 691.30	75.3%	
1.9 Postage	6005	$ 1,741.00	$ 104.33	$ 644.67	$ 1,096.33	37.0%	
Operating Total (01)		**$ 35,094.18**	**$ 1,572.61**	**$ 11,335.11**	**$ 23,759.07**	**32%**	**-**
Direct Training							
2.1 Participant Supplies		$ 1,560.00	$ -	$ -	$ 1,560.00	0.0%	
2.2 Participant Books	6030	$ 2,500.00	$ 80.00	$ 1,132.00	$ 1,368.00	45.3%	
2.3 Credential Exam Fees (NRF, C.N.A., GED,	6520	$ 9,000.00	$ 3,002.25	$ 5,485.94	$ 3,514.06	61.0%	
2.4 TABE Test Materials		$ -	$ -	$ -	$ -	0.0%	
2.5 Tuition (Adult Education)		$ 15,000.00	$ -	$ -	$ 15,000.00	0.0%	
2.6 Tuition (College or Vocational)	6530	$ 56,602.55	$ 3,085.00	$ 28,007.00	$ 28,595.55	49.5%	
2.9 Work Experience (Stipends)	6505	$ 44,640.00	$ 3,131.04	$ 14,500.19	$ 30,139.81	32.5%	2,727.99
2.10 Awards/Events		$ -	$ -	$ -	$ -	0.0%	
2.11 Software Licenses		$ -	$ -	$ -	$ -	0.0%	
2.12 Work Keys		$ -	$ -	$ -	$ -	0.0%	
Direct Training Total (02)		**$ 129,302.55**	**$ 9,298.29**	**$ 49,125.13**	**$ 80,177.42**	**38%**	**2,727.99**
Support Services							
3.1 Participant Incentives (Skill Invoices)	6585	$ 20,645.00	$ 2,175.00	$ 7,425.00	$ 13,220.00	36.0%	100.00
3.2 Transportation	6485	$ 15,000.00	$ 1,570.00	$ 6,930.00	$ 8,070.00	46.2%	
3.3 Childcare	6660	$ 510.00	$ -	$ -	$ 510.00	0.0%	
3.4 Training Support Materials	6545	$ 3,000.00	$ 238.70	$ 1,355.85	$ 1,644.15	45.2%	
3.5 Emergency Assistance	6590	$ 1,500.00	$ -	$ -	$ 1,500.00	0.0%	
3.6 Expungements		$ 750.00	$ -	$ -	$ 750.00	0.0%	
Support Service Total (03)		**$ 41,405.00**	**$ 3,983.70**	**$ 15,710.85**	**$ 25,694.15**	**37.9%**	**100.00**
General Liability Ins	**6305**	**$ 4,837.67**	**$ 398.91**	**$ 2,210.97**	**$ 2,626.70**	**45.7%**	
Operating Cost Total		**$ 597,362.28**	**$ 47,527.83**	**$ 275,424.04**	**$ 321,938.24**	**46.1%**	
General Overhead (Indirect)	**8.86%**	**$ 52,497.68**	**$ 4,210.97**	**$ 24,402.57**	**$ 28,095.11**	**46.5%**	
Contract Total		**$ 649,859.96**	**$ 51,738.80**	**$ 299,826.61**	**$ 350,033.35**	**46.1%**	**2,827.99**
					350,033.35		

Work Experience	**DEC**	**Cumulative**	**YTD % Spent**
Staff WEX Salaries	7,844.76	49,650.03	8%
Staff WEX Fringe	2,257.38	15,249.85	3%
Stipends	3,131.04	14,500.19	2%
Total	13,233.18	79,400.07	13%
Percentage Spent	30%		

PROPOSED YOUTH RFP BUDGET	DRAFT
PY17 TOTAL ALLOCATION	$ 856,324.00
ESTIMATED BUDGET CUT FOR PY 18	$ -
PY 18 ESTIMATED TOTAL ALLOCATION	$ 856,324.00
LESS 10% ADMIN AMOUNT	$ 85,632.00
PY18 ESTIMATED PROGRAM ADMIN	$ 770,692.00
HELD BACK FOR WIOA PROGRAM ADMIN	$ (115,000.00)
PY18 AVAILABLE FORMULA FUNDS FOR CONTRACT	$ 655,692.00
RFP AMOUNT	$ (600,000.00)
BALANCE REMAINING	$ 55,692.00

*Funds not received from SCDEW yet	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD Dec 2017	Actual % Expended	Goal Expended	Goal % Expended	Balance
PY'17 Allocations Estimate	**708,580**	**78,730**	**601,653**	**66,849**	**770,692**	**85,632**	**2,312,136**					
Transfer of funds	250,000	-	(250,000)	-	-	-	-					
PY'16 Carryover	358,174	61,315	28,812	25,656	141,295	42,281	657,533					
	1,316,754	**140,045**	**380,465**	**92,505**	**911,987**	**127,913**	**2,969,669**					
Service Providers												
Eckerd - Adult/DW Services	735,911	-	94,089	-	-	-	830,000	405,965	49%	415,000	50%	424,035
Eckerd - Operator	74,800	-	10,200	-	-	-	85,000	54,933	65%	42,500	50%	30,067
Eckerd - Youth	-	-	-	-	649,860	-	649,860	299,827	46%	324,930	50%	350,033
OJT	32,000	-	-	-	-	-	32,000	8,820	28%	16,000	50%	23,180
Undesignated Funds	271,963	66,423	220,582	21,440	158,680	16,036	755,124	-	0%			755,124
Total Pass-Through Contracts	1,114,674	66,423	324,871	21,440	808,540	16,036	2,351,984	769,545	33%	798,430	34%	1,582,439
Total Revenue after Obligations	202,080	73,622	55,594	71,065	103,447	111,877	617,685					

In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD Jan 2018	Actual % Expended	Goal Expended	Goal % Expended	Balance
Salaries, Fringe, & Indirect	138,389	53,824	46,546	51,813	86,086	93,069	469,727	264,234	56%	274,007	58%	205,493
SC Works Centers & Satellites Facility Costs	170,000	6,000	20,000	6,000	10,000	5,000	217,000	144,911	67%	126,583	58%	72,089
Payment from Partners for Facilities ** Amounts Billed	(110,000)		(12,250)				(122,250)	(54,852)	45%	(71,313)	58%	(67,398)
Unemployment Compensation		2,012		2,012		2,012	6,036			3,521	58%	6,036
Contractual & Outside Services		1,750		1,750		1,750	5,250	3537	67%	3,063	58%	1,713
Travel	1,455	248	364	264	1,131	264	3,725		0%	2,173	58%	3,725
AOP BIS Transportation					5,000		5,000	5,000	100%	2,917	58%	-
Supplies - Consummable & Non-Consummable		680		640		680	2,000	746	37%	1,167	58%	1,254
Insurance		3,000		2,750		3,000	8,750	4,123	47%	5,104	58%	4,627
Postage		170		170		160	500	36	7%	292	58%	464
Printing		1,850		1,850		1,850	5,550	1,886	34%	3,238	58%	3,664
Web Site Hosting & Renewal Fees	500	2,175	500	2,150	500	2,175	8,000	2,484	31%	4,667	58%	5,516
Memberships, Dues, & Prof Fees		750		500		750	2,000	1,280	64%	1,167	58%	720
Training	736	48	184	51	730	51	1,800	525	29%	1,050	58%	1,275
Job Fair / Hiring Event Expenses							-	-	0%	-	58%	-
R&M & Gas - WIA Car		200		200		200	600	250	42%	350	58%	350
Outreach (SC Works Center's Only)	1,000		250				1,250	-	0%	729	58%	1,250
Meeting Expense (Madren Center & Other)	-	915	-	915	-	915	2,745	804	29%	1,601	58%	1,941
Total In-House	202,079	73,622	55,594	71,065	103,447	111,876	617,683	374,964	61%	360,315	58%	242,719

Obligation Rate and Fund Utilization Rate Summary (December 2017)

Fund Utilization Rate (June Goal – 70%)

	July	Aug	Sept	Oct	Nov	Dec
Adult	11%	11%	12%	20%	30%	41%
DW	2%	11%	20%	26%	28%	31%
Youth	5%	11%	17%	24%	32%	39%
Goal	6%	12%	18%	23%	29%	35%

Obligation Rate (June Goal – 80%)

		Award	Expended	Remaining Obligations	Total Obligated	Balance Remaining	% Obligated		Jun-17
Adult	16A001	728,061.00	728,061.00		728,061.00	-	100%		662,090.00
	17A001	708,580.00	187,466.00	240,021.00	427,487.00	281,093.00	60%		
DW	16DW	80,182.00	76,583.00	3,599.00	80,182.00	-	100%		
	Setaside	450,000.00	450,000.00		450,000.00	-	100%		
		530,182.00	526,583.00	3,599.00	530,182.00	-	100%		483,507.00
	17DW	351,653.00	66,102.00	55,232.00	121,334.00	230,319.00	35%		
	SA	250,000.00	-	250,000.00	250,000.00	-	100%		
		601,653.00			371,334.00	230,319.00	0.62		
Youth	16Y001	789,356.00	789,356.00	-	789,356.00	-	100%		789,356.00
	17Y001	770,692.00	209,947.00	350,033.00	559,980.00	210,712.00	73%		

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE
WORKFORCE INNOVATION AND OPPORTUNITY ACT - FINANCIAL STATUS REPORT
LOCAL ADULT, LOCAL DISLOCATED WORKER, RAPID RESPONSE and STATE GRANTS

(Follow attached instructions)

1. Recipient Organization (Name and complete address including Zip code)	2. Grant Number Assigned by DEW
SC Appalacian Council of Governments PO Box 6668 Greenville, SC 29606	16IWT01
	3. Obligation Rate (Program Funds Only): 99.13%
	4. Expenditure Rate: 99.13%

5. DUNS Number	6. EIN	7. Type of Report			
06-932-6312	57-0513623		Monthly Report		Final Report: X

8. Project/Grant Period From: (MM/DD/YYYY)		To: (MM/DD/YYYY)	9. Reporting Period End Date (MM/DD/YYYY)
9/9/2016		10/31/2017	10/31/2017

10. Funds Approved for Earmark/Expenditure for Another Program

11. Expenditures and Unobligated Balances	Program Funds	Administration Funds	Total Funds
A. Total funds authorized	83,432.00		$ 83,432.00
B. Total obligations	82,706.00		$ 82,706.00
C. Actual expenditures	82,706.00		$ 82,706.00
D. Accrued expenditures			$ -
E. Total expenditures (sum of lines 11C and 11D)	$ 82,706.00	$ -	$ 82,706.00
F Unliquidated obligations (line11B minus line 11E)	$ -	$ -	$ -
G. Unobligated balance of funds (line 11A minus line 11B)	$ 726.00	$ -	$ 726.00

12. Program Income	
A. Total program income earned	
B. Program income expended	
C. Unexpended program income (line 11A minus line 11B)	$ -

13. Recipient Share of Expenditures	
A. Required match for IWT	$ 66,040.00
B. Expended match for IWT	$ 66,040.00
C. Required match for customized training	
D. Expended match for customized training	
E. Other recipient share/required match	
F. Other recipient share/required match expended	

14. Additional Expenditure Data Required	
A. Expenditures used for another program (allowable per approved earmark - applicable to local Adult and DW funds only)	
B. Pay-for-Performance Expenditures	
C. Pay-for-Performance Unliquidated Obligations	

15. Administration Funds	Actual & Accrued Expenditures
A. Salaries/Fringe Benefits	
B. Operating Expenses	
C. Indirect Cost	
D. Other (Specify):	
E. Total - Admin Expenses	$ -

16. Program Funds - Staff & Operating Expenses		
A. Salaries/Fringe Benefits		
1. Salaries/Fringe Benefits of Frontline Staff that Provide Services		
B. Operating Expenses		
C. Indirect Cost		
1. Indirect Cost of Frontline Staff that Provide Services		
D. Other (Specify):		
E. Total - Staff & Operating Expenses	$ -	$ -
17. Program Funds - Participant Costs		
A. Assessment		
B. Work Experience		
C. Education/Training		
1. High School Equivalency and Basic Skills		
2. Occupational Classroom Training (CT)		
3. On-the-Job Training (OJT)		
4. Apprenticeship (CT and/or OJT)		
5. Incumbent Worker Training (IWT)	82,706.00	
6. Customized Training		
D. Supportive Services (SS)		
1. SS Transportation		
2. SS Child Care		
3. SS Books, Supplies, Uniforms, Tools, Fees		
4. SS Other		
E. Other (Specify)		
F. Total - Participant Costs	$ 82,706.00	
18. Total Program Costs	$ 82,706.00	
19. Total Actual & Accrued Expenditures	$ 82,706.00	

20. Remarks: Attach any explanations deemed necessary. Please explain any decreases in obligations or expenditures.

21. Prepared by Don Zimmer/Brandi Runion	*Preparer's Contact Information* *Telephone:* 864-241-4630 *Email:* dzimmer@scacog.org

22. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

A. Typed Signature and Title of Authorized Certifying Official Don Zimmer, Finance Director	B. Telephone (Area code, number and extension) 864-241-4630 C. E-mail address dzimmer@scacog.org D. Date Report Submitted (MM/DD/YYYY) 12/29/2017

16IWT01-02

Grant #	Company	Requested	Awarded	Updated	Spent	Balance	Mod.	Mod. 2	Match %
16IWT01-02-02	Bosch	$ 73,568.00	$ 54,969.50		$ -	$ 54,969.00			50%
16IWT01-02-03	McLaughlin	$ 23,033.50	$ 21,097.50		$ 4,420.00	$ 16,677.50			50%
16IWT01-02-04	Mergon	$ 19,870.00	$ 19,870.00		$ 2,985.00	$ 16,885.00			50%
16IWT01-02-05	Metco	$ 14,130.00	$ 14,130.00		$ 9,739.80	$ 4,751.00			10%
16IWT01-02-06	Plastic Omnium	$ 16,445.00	$ 16,445.00		$ -	$ 16,445.00			50%
16IWT01-02-01	United Tool and Mold	$ 3,456.00	$ 765.00		$ -	$ 765.00			10%
16IWT01-02-07	Yokohama	$ 9,776.50	$ 9,776.50		$ -	$ 9,776.50			50%
16IWT01-02-08	Reliable	$ 69,197.50	$ 69,197.50		$ 23,520.88	$ 45,676.62	$ 1,822.70		50%
16IWT01-02-09	BASF	$ 62,580.00	$ 26,583.00		$ 7,082.08	$ 19,500.92			50%
16IWT01-02-10	BorgWarner	$ 52,697.60	$ 26,583.00		$ 15,511.20	$ 11,071.80			50%
16IWT01-02-11	Greenfield Industries	$ 6,413.00	$ 6,413.00		$ -	$ 6,413.00			50%
			$ 265,830.00		63,258.96	202,931.34	1,822.70		

Rapid Response IWT Grants

Grant #	Company	Awarded	Spent	Balance
16RRIWT18	Imperial Die Casting	$ 50,075.00	$41,180	$ 8,895.00
17RRIWT04	Siemag	$ 40,540.00	$18,000	$ 22,540.00

PY '17 IWT Funding Request

1. Allegro

Training	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	To Be Funded	# To Train	Cost Per EE
Microsoft Excel Intermediate	$590.00	0	0	$590.00	10	$59.00	$531.00	2	$295.00
Microsoft Excel Foundation	$295.00	0	0	$295.00	10	$29.50	$265.50	1	$295.00
Knowledge Management	$995.00	0	0	$995.00	10	$99.50	$895.50	1	$995
SPHR	$999.00	0	0	$999.00	10	$99.90	$899.10	1	$999
				$2,879.00		**$287.90**	**$2,591.10**	**5**	
To Be Funded:	**$2,591.10**								

2. Mergon

Training	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	To Be Funded	# To Train	Cost Per EE
ABB Robotic Hydraulic Training	$19,950.00	$0.00	$0.00	$19,950.00	50	$9,975.00	$9,975.00	10	$1,995.00
MS Excel Training	$10,050.00	$0.00	$0.00	$10,050.00	50	$5,025.00	$5,025.00	25	$402.00
Gleim Premium CMA Review System	$0.00	$1,500.00	$1,000.00	$2,500.00	50	$1,250.00	$1,250.00	1	$2,500.00
SCMEP Continuous Improvement	$20,000.00	$0.00	$0.00	$20,000.00	50	$10,000.00	$10,000.00	30	$667.00
IQMS	$93,700.00	$0.00	$0.00	$93,700.00	50	$46,850.00	$46,850.00	200	$402.00
Robotics and Mechatronics	$15,000.00	$0.00	$0.00	$15,000.00	50	$7,500.00	$7,500.00	10	$1,500.00
Ceridian Payroll Training	$2,750.00	$0.00	$0.00	$2,750.00	50	$1,375.00	$1,375.00	5	$550.00
Mindfulness Soft Skills Training	$3,000.00	$0.00	$0.00	$3,000.00	50	$1,500.00	$1,500.00	25	$120.00
Dale Carnegie Skills for Success	$20,000.00	$0.00	$0.00	$20,000.00	50	$17,646.10	$2,353.90	20	$1,000.00
Total:				**$186,950.00**		**$101,121.10**	**$85,828.90**	**326**	
To Be Funded:	**$85,828.90**								

3. Nutra

Training	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	To Be Funded	# To Train	Cost Per EE
Effective Leadership Development	$30,360.00	0	0	$30,360.00	50	$15,180.00	$15,180.00	11	$2,760.00
Lean Six Sigma Green/Black Belt Combo	$8,000.00	0	0	$8,000.00	50	$4,000.00	$4,000.00	1	$8,000.00
Total:				**$38,360.00**		**$19,180.00**	**$19,180.00**	**12**	
To Be Funded:	**$19,180.00**								

4. Proper Polymers

Training	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	To Be Funded	# To Train	Cost Per EE
Effective Leadership Development	$25,100.00	0	0	$25,100.00	50		$25,100.00	10	$2,510.00
Proposal for Delivery of Lean Manuf.	$2,500.00	500	0	$3,000.00	50		$3,000.00	20	$150.00
Lean Manufacturing 5S	$5,000.00	500	0	$5,500.00	50		$5,500.00	20	$275.00
ISO QMS IATF Internal Auditing	$5,100.00	0	0	$5,100.00	50		$5,100.00	10	$510.00
ISO 9001: 2015 Lead Auditor	$3,700.00	0	0	$3,700.00	50		$3,700.00	2	$1,850.00
*** NOTE: Requested to use wages as 50% match of trainings**					**Wages paid= $62,709.64**				
Total:				**$42,400.00**		**$62,709.64**	**$42,400.00**	**62**	
To Be Funded:	**$42,400.00**								

Transportation Grant Summary ELECTRIC CITY TRANSIT Services began 9/18/17, Grant Ends 12/31/18

PY17

# of Individuals:	September	October	November	December	TOTALS
Training Access		18	11	13	42
Employment Access		62	51	42	155
Maintained or Completed Training		44	38	34	116
TOTAL RIDERSHIP		271	227	229	727
Goal Percentage 60%		46%	44%	39%	43%
Grant Award					$ 100,000.00
Total All Invoices Rec'd		$ 3,936.80	$ 7,307.97		$ 11,244.77
Remaining Balance					$ 88,755.23

Report as of 1.19.18

PY17 OJT Summary

Adult 2810

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Completion	Total Training Hours	Hourly Wage Rate	Reimbursment Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID
10162017-9369	[redacted]	[redacted]	Adult	1986073	Belton Metal Co., Inc.	Anderson	10/16/2017	1/8/2018	N/A	480	$14.00	75%	$5,040.00		$5,040.00	$5,040.00

Budget	Remaining
$32,000.00	$26,960.00

Anderson	$5,040.00	100%
Pickens	$0.00	0%
Oconee	$0.00	0%

Hours Trained	Average Wage
480	$14.00

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
$5,040.00	$0.00	$5,040.00	$5,040.00	$0.00
Net Obligate	$5,040.00			

DW 2820

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursment Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
														$0.00		$0.00

Budget	Remaining
$0.00	$0.00

Anderson	$0.00	#DIV/0!
Pickens	$0.00	#DIV/0!
Oconee	$0.00	#DIV/0!

Hours Trained	Average Wage
0	#DIV/0!

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
$0.00	$0.00	$0.00	$0.00	$0.00
Net Obligate	$0.00			

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE
WORKFORCE INNOVATION AND OPPORTUNITY ACT - FINANCIAL STATUS REPORT
LOCAL ADULT, LOCAL DISLOCATED WORKER, RAPID RESPONSE and STATE GRANTS

(Follow attached instructions)

1. Recipient Organization (Name and complete address including Zip code)	2. Grant Number Assigned by DEW
SC Appalachian Council of Governments PO Box 6668 Greenville, SC 29606	16INC01
	3. Obligation Rate (Program Funds Only): 96.18%
	4. Expenditure Rate: 96.18%

5. DUNS Number	6. EIN	7. Type of Report			
06-932-6312	57-0513623		Monthly Report	X	Final Report

8. Project/Grant Period From: (MM/DD/YYYY)	12/1/2016	To: (MM/DD/YYYY)	12/31/2017	9. Reporting Period End Date (MM/DD/YYYY)	12/31/2017

10. Funds Approved for Earmark/Expenditure for Another Program

11. Expenditures and Unobligated Balances	Program Funds	Administration Funds	Total Funds
A. Total funds authorized	10,000.00		$ 10,000.00
B. Total obligations	9,618.00		$ 9,618.00
C. Actual expenditures	9,618.00		$ 9,618.00
D. Accrued expenditures	-		$ -
E. Total expenditures (sum of lines 11C and 11D)	$ 9,618.00	$ -	$ 9,618.00
F Unliquidated obligations (line11B minus line 11E)	$ -	$ -	$ -
G. Unobligated balance of funds (line 11A minus line 11B)	$ 382.00	$ -	$ 382.00

12. Program Income	
A. Total program income earned	
B. Program income expended	
C. Unexpended program income (line 11A minus line 11B)	$ -

13. Recipient Share of Expenditures	
A. Required match for IWT	
B. Expended match for IWT	
C. Required match for customized training	
D. Expended match for customized training	
E. Other recipient share/required match	
F. Other recipient share/required match expended	

14. Additional Expenditure Data Required	
A. Expenditures used for another program (allowable per approved earmark - applicable to local Adult and DW funds only)	
B. Pay-for-Performance Expenditures	
C. Pay-for-Performance Unliquidated Obligations	

15. Administration Funds	Actual & Accrued Expenditures
A. Salaries/Fringe Benefits	
B. Operating Expenses	
C. Indirect Cost	
D. Other (Specify):	
E. Total - Admin Expenses	$ -
16. Program Funds - Staff & Operating Expenses	
A. Salaries/Fringe Benefits	
1. Salaries/Fringe Benefits of Frontline Staff that Provide Services	
B. Operating Expenses	
C. Indirect Cost	

1. Indirect Cost of Frontline Staff that Provide Services			
D. Other (Specify):			
E. Total - Staff & Operating Expenses		$ -	$ -
17. Program Funds - Participant Costs			
A. Assessment			
B. Work Experience			
C. Education/Training			
1. High School Equivalency and Basic Skills			
2. Occupational Classroom Training (CT)			
3. On-the-Job Training (OJT)			
4. Apprenticeship (CT and/or OJT)			
5. Incumbent Worker Training (IWT)			
6. Customized Training			
D. Supportive Services (SS)			
1. SS Transportation			
2. SS Child Care			
3. SS Books, Supplies, Uniforms, Tools, Fees			
4. SS Other			
E. Other (Specify)	*Job Fair Expenses, Outreach, Equipment*	9,618.00	
F. Total - Participant Costs		$ 9,618.00	
18. Total Program Costs		$ 9,618.00	
19. Total Actual & Accrued Expenditures		$ 9,618.00	

20. Remarks: Attach any explanations deemed necessary. Please explain any decreases in obligations or expenditures.

21. Prepared by Don Zimmer Brandi Runion	*Preparer's Contact Information* *Telephone:* 864-241-4630 *Email:* dzimmer@scacog.org

22. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

A. Typed Signature and Title of Authorized Certifying Official Don Zimmer, Finance Director	B. Telephone (Area code, number and extension) 864-241-4630
	C. E-mail address dzimmer@scacog.org
	D. Date Report Submitted (MM/DD/YYYY) 1/19/2018

SC WORKS

WORKLINK

2018 Committee/Board Meeting Schedule

Committee	Meeting Dates				
Youth Committee	January 23	March 6	May 1	August 7	October 2
Priority Populations	January 11	March 8	May 10	August 9	October 11
OneStop Operations Committee	January 24	March 28	May 23	August 22	October 24
Finance Committee	January 31	April 4	May 30	August 28	October 31
Workforce Development Board	February 7	April 18	June 6	September 5	November 7

Youth Committee – Meetings will be held at 11:00 am at Clemson Area Chamber, 1105 Tiger Blvd., Clemson, SC.
Staff Liaison: Sharon Crite, Youth Services Manager/Education Outreach, scrite@worklinkweb.com, 864-646-1828

OneStop Operations – Meetings will be held at 3:00 pm at the Clemson SC Works Center, Conference Room.
Staff Liaison: Jennifer Kelly, Program Director, jkelly@worklinkweb.com, 864-646-5898

Priority Populations – Meetings will be held at 3:00pm at the Clemson SC Works Center, Conference Room.
Staff Liaison: Windy Graham, WIOA Performance and Reporting Specialist, wgraham@worklinkweb.com, 864-646-1826.

Finance – Meetings will be held at 3:00 pm at the Clemson SC Works Center, Conference Room.
Staff Liaison: Trent Acker, Executive Director, tacker@worklinkweb.com, 864-646-1458

Workforce Development Board – Meetings will be held at 1:00 pm at the Madren Center. Lunch will be held at noon immediately preceding the meeting.
Staff Liaison: Trent Acker, Executive Director, tacker@worklinkweb.com, 864-646-1458

WIOA PERIODS FOR REPORTING OUTCOMES

Time Periods for Reporting Performance Information on the WIOA Annual Report

Revised 7/11/2016

Program Year 2016 (PY16) Annual Report	
Report Due Date	***October 1, 2017***
Number Served (Reportable Individual)	7/01/16 to 6/30/17
Number Exited (Reportable Individual)	7/01/16 to 3/31/17
Funds Expended	7/01/16 to 6/30/17
Number Served (Participant)	7/01/16 to 6/30/17
Number Exited (Participant)	7/01/16 to 3/31/17
Employment Rate Second Quarter After Exit	Data Not Available
Employment Rate Fourth Quarter After Exit	Data Not Available
Median Earnings Second Quarter After Exit	Data Not Available
Credential Attainment Rate	Data Not Available
Measurable Skill Gains	7/01/16 to 6/30/17
Effectiveness in Serving Employers	Data Not Available
Veterans' Priority of Service	7/01/16 to 6/30/17

Program Year 2017 (PY17) Annual Report	
Report Due Date	***October 1, 2018***
Number Served (Reportable Individual)	7/01/17 to 6/30/18
Number Exited (Reportable Individual)	4/01/17 to 3/31/18
Funds Expended	7/01/17 to 6/30/18
Number Served (Participant)	7/01/17 to 6/30/18
Number Exited (Participant)	4/01/17 to 3/31/18
Employment Rate Second Quarter After Exit	7/01/16 to 6/30/17
Employment Rate Fourth Quarter After Exit	7/01/16 to 12/31/16
Median Earnings Second Quarter After Exit	7/01/16 to 6/30/17
Credential Attainment Rate	7/01/16 to 12/31/16
Measurable Skill Gains	7/01/17 to 6/30/18
Effectiveness in Serving Employers	7/01/16 to 6/30/17
Veterans' Priority of Service	7/01/17 to 6/30/18

Program Year 2018 (PY18) Annual Report	
Report Due Date	***October 1, 2019***
Number Served (Reportable Individual)	7/01/18 to 6/30/19
Number Exited (Reportable Individual)	4/01/18 to 3/31/19
Funds Expended	7/01/18 to 6/30/19
Number Served (Participant)	7/01/18 to 6/30/19
Number Exited (Participant)	4/1/18 to 3/31/19
Employment Rate Second Quarter After Exit	7/01/17 to 6/30/18
Employment Rate Fourth Quarter After Exit	1/01/17 to 12/31/17
Median Earnings Second Quarter After Exit	7/01/17 to 6/30/18
Credential Attainment Rate	1/01/17 to 12/31/17
Measurable Skill Gains	7/01/18 to 6/30/19
Effectiveness in Serving Employers	7/01/17 to 6/30/18
Veterans' Priority of Service	7/01/18 to 6/30/19

Program Year 2019 (PY19) Annual Report	
Report Due Date	***October 1, 2020***
Number Served (Reportable Individual)	7/01/19 to 6/30/20
Number Exited (Reportable Individual)	4/01/19 to 3/31/20
Funds Expended	7/01/19 to 6/30/20
Number Served (Participant)	7/01/19 to 6/30/20
Number Exited (Participant)	4/1/19 to 3/31/20
Employment Rate Second Quarter After Exit	7/01/18 to 6/30/19
Employment Rate Fourth Quarter After Exit	1/01/18 to 12/31/18
Median Earnings Second Quarter After Exit	7/01/18 to 6/30/19
Credential Attainment Rate	1/01/18 to 12/31/18
Measurable Skill Gains	7/01/19 to 6/30/20
Effectiveness in Serving Employers	4/01/18 to 3/31/19
Veterans' Priority of Service	7/01/19 to 6/30/20

Please Note:

Periods highlighted in green indicate when a full year of information will be available.

Periods that do not have a date indicate that no report can be generated for that outcome during that time frame.

Time Periods for Reporting Performance Information on the WIOA Quarterly Report
Instructions

Revised 7/11/2016

Program Year (PY) 2016 Time Periods To Be Reported				
Report Quarter ***Report Due Date***	**July – Sept.** ***November 14, 2016***	**Oct. – Dec.** ***February 14, 2017***	**Jan. – Mar.** ***May 15, 2017***	**Apr. – June** ***August 14, 2017***
Number Served (Reportable Individual)	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Exited (Reportable Individual)	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17
Funds Expended	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Served (Participant)	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Exited (Participant)	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17
Employment Rate Second Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Employment Rate Fourth Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Median Earnings Second Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Credential Attainment Rate	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Measurable Skill Gains	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Effectiveness in Serving Employers	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Veterans' Priority of Service	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17

Program Year (PY) 2017 Time Periods To Be Reported				
Report Quarter ***Report Due Date***	**July – Sept.** ***November 14, 2017***	**Oct. – Dec.** ***February 14, 2018***	**Jan. – Mar.** ***May 15, 2018***	**Apr. – June** ***August 14, 2018***
Number Served (Reportable Individual)	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Number Exited (Reportable Individual)	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18
Funds Expended	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Number Served (Participant)	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Number Exited (Participant)	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18
Employment Rate Second Quarter After Exit	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Employment Rate Fourth Quarter After Exit	Data Not Available	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16
Median Earnings Second Quarter After Exit	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Credential Attainment Rate	Data Not Available	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16
Measurable Skill Gains	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Effectiveness in Serving Employers	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Veterans' Priority of Service	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18

Program Year (PY) 2018 Time Periods To Be Reported				
Report Quarter ***Report Due Date***	**July – Sept.** ***November 14, 2018***	**Oct. – Dec.** ***February 14, 2019***	**Jan. – Mar.** ***May 15, 2019***	**Apr. – June** ***August 14, 2019***
Number Served (Reportable Individual)	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Number Exited (Reportable Individual)	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19
Funds Expended	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Number Served (Participant)	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Number Exited (Participant)	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19
Employment Rate Second Quarter After Exit	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Employment Rate Fourth Quarter After Exit	7/01/16 to 3/31/17	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17
Median Earnings Second Quarter After Exit	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Credential Attainment Rate	7/01/16 to 3/31/17	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17
Measurable Skill Gains	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Effectiveness in Serving Employers	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Veterans' Priority of Service	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19

Program Year (PY) 2019 Time Periods To Be Reported				
Report Quarter ***Report Due Date***	**July – Sept.** ***November 14, 2019***	**Oct. – Dec.** ***February 14, 2020***	**Jan. – Mar.** ***May 15, 2020***	**Apr. – June** ***August 14, 2020***
Number Served (Reportable Individual)	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Number Exited (Reportable Individual)	7/01/18 to 6/30/19	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20
Funds Expended	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Number Served (Participant)	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Number Exited (Participant)	7/01/18 to 6/30/19	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20
Employment Rate Second Quarter After Exit	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Employment Rate Fourth Quarter After Exit	4/01/17 to 3/31/18	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18
Median Earnings Second Quarter After Exit	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Credential Attainment Rate	4/01/17 to 3/31/18	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18
Measurable Skill Gains	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Effectiveness in Serving Employers	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19
Veterans' Priority of Service	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20

Please Note:

Quarters highlighted in green indicate when four quarters of information will be available

Periods that do not have a date indicate that no report can be generated for that outcome during that time frame.

Youth Service Provider
Status Update
July 1, 2017 - June 30, 2018

ENROLLMENT REPORT PY17	PYC					
*Special notes:						
Board Goal	156					
PY'17 Month	**NEW WIA Enrollments**	**Total Enrollments**	**Monthly Planned Enrollment**	**YTD % of Monthly Plan**	**YTD % of Total Planned**	**YTD % of Board Goal**
Active Carryover		***60***				
July	6	66	6	100%	6%	42%
August	9	75	6	150%	16%	48%
September	22	97	6	367%	39%	62%
October	17	114	15	113%	56%	73%
November	10	124	12	83%	67%	79%
December	4	128	5	80%	71%	82%
January	10	138	10	100%	81%	88%
February		138	10	0%	81%	88%
March		138	10	0%	81%	88%
April		138	8	0%	81%	88%
May		138	8	0%	81%	88%
June		138	0	#DIV/0!	81%	88%
Totals	**78**	**138**	**96**			

Eckerd CONNECTS WORKFORCE DEVELOPMENT
2005 N. Main Street | Anderson, SC 29621
P (864) 633-6354 | F (888) 696-8404
Eckerd.org

Date of Update: 12-4-17

PY 2017 Youth WIOA Incentive Policy (Supersedes 8-1-16 Policy Issuance):

Customers are eligible for incentives, upon completion of goals, and will be awarded as outlined in the PYC PY 17 Skill Invoice Criteria Form.

The appropriate documentation must be available and in the customer file for participants to receive incentives as outlined in the PY 17 Skill Invoice Form.

Awaiting F-19 (Incentive Code) definition from SCDEW before utilizing the proposed skill invoice criteria. See next page for proposed skill invoice criteria.

DRAFT

PY17 Skill Invoice Criteria
(Incentives)

MEASURE	AMOUNT
Common Measure: Program Skills Gain	
Program Skills Gain in Reading and/or Math	$ 50.00
Note: A Student can receive $50 per EFL Gain in Reading and/or Math until they are no longer BSD.	
Non-Common Measure: Pre-Employment Work Maturity Skills: Must Complete ALL 5 Classes and Work Experience to earn the full incentive. (Mid-point after 8 weeks or 256 hours of Work Experience training with evaluation of 2.0 or higher=$50 AND final Work Experience evaluation of 3.0 or higher =$50)	$100.00
Complete Resume Workshop & Resume	
Complete NIOSH or OSHA Safety Course	
Complete Financial Literacy Workshop	
Complete Employability Workshop or Class	
Complete Entrepreneurial Workshop	
Non-Common Measure: WorkKeys Certification (Only eligible to earn one)	
Bronze WorkKeys Certificate	$ 25.00
Silver WorkKeys Certificate	$ 50.00
Gold or Platinum WorkKeys Certificate	$ 75.00
Common Measure: Credential Attainment (Secondary Education or Occupational)	
Obtain GED or High School Diploma **(Available through the end of 4th Quarter after exit)** (May be earned **in $25** increments if the GED is taken in sections)	$ 100.00
Obtain a Nationally Recognized Occupational Skills Credential **(Available through the end of 4th Quarter after exit)**	$ 100.00
Common Measure: Placement (Post-Secondary and Employment) Enter and retain post-secondary enrollment **(verified by Student Clearing House)**, employment or the military **by the end of 2nd and 4th Quarter after exit. (Maximum $100)**	$50.00
Enter enrollment in a Degree Program in Post-Secondary during the active phase or into 2nd Quarter after exit to obtain two or four year degree. Full Time students must take 12 hours or more with verification of 1st semester Clearing House documentation prior to computer and/or accessories eligibility. Part-time students must take 6 hours and be employed. To qualify, part-time students will need to provide employment verification and verification of 1st semester Clearing House documentation prior to computer and/ or accessories eligibility.	Computer and/ or accessories not to exceed $650

DRAFT

Palmetto
Youth
Connections
Preparing South Carolina's Youth

IMPORTANT INFORMATION - PLEASE READ

The Secretary of State's Office registers and renews trademarks and service marks in the State of South Carolina. Applications may be sent by mail or submitted in person at the Secretary of State's Office. Please allow two (2) weeks for the processing of your application.

Trademark and service mark applications must be completed in their entirety prior to being submitted to the Secretary of State's Trademarks Division. **If you have any questions regarding submission of a trademark or service mark application, you should seek counsel from a licensed attorney. The Trademarks Division acts solely in an administrative capacity and cannot provide legal advice to customers.**

It is the responsibility of the applicant to confirm that the mark the applicant intends to file is not already in use. To view a current listing of marks registered with the state of South Carolina, please go to www.sos.sc.gov/trademark. To search federally registered marks, go to www.uspto.gov and select "Trademarks." For questions regarding federal registration of trademarks and service marks, please call 1-800-786-9199.

FEE NOTICE

Application fees submitted to the Secretary of State's Office with a trademark or service mark application are not refundable, as provided under S.C. Code §39-15-1185.

Any fee submitted with an application will not be refunded in the event of refusal or abandonment of the application. Upon the filing of a trademark or service mark application and payment of the application fee, the Trademarks Division will examine the application. If the Trademarks Division determines that the mark is not entitled to registration, the Trademarks Division will notify the applicant of the reasons why the application was denied. The applicant will then have fifteen (15) days to amend and resubmit the application. If the applicant fails to amend and resubmit the application within fifteen (15) days, then the application will be deemed abandoned and the application fee forfeited. Any subsequent application must be accompanied by a separate application fee.

Instructions for Registration of a Trademark or Service Mark

This application must be filled out completely, signed, and notarized. Incomplete applications will be rejected and returned to the applicant. **The Secretary of State's Office cannot offer legal advice. If you have a legal question about this application or about trademarks and service marks generally, you should seek counsel with a licensed attorney.**

The following notes correspond to the each part of the application, beginning on the first page of the application.

Part 1: Type of Application

- **Check whether the Trademark/Service Mark Application is "New" or a "Renewal."**
  New - If you are submitting a trademark or service mark application for a new mark, check "New." The fee for registering a new mark is $15.00 per class (for example, if you are submitting an application for a mark in three classes, the fee will be $45.00.) Classes are defined in the following "Classes of Goods and Services" pages.
  Renewal - If you are renewing an active mark that has already been registered with our office, check "Renewal." Renewal applications are $5.00 regardless of the number of classes, and may be filed up to six (6) months prior to the expiration date.

- **Check Trademark OR Service Mark**. You may check only one per form. If you are applying for a trademark and a service mark, you must submit two (2) separate applications. Trademarks and service marks offer the same level of protection; one is simply for goods and the other is for services.

A **trademark** is a word, name, symbol, or device and/or combination of these used by a person to identify and distinguish the **products or goods** of that person from those manufactured and sold by others, and to indicate the source of the goods, even if that source is unknown [S.C. Code of Laws §39-15-1105(9)].

A **service mark** is a word, name, symbol, or device and/or combination of these used by a person to identify and distinguish the **services provided** by one person, including a unique service, from the services of others and to indicate the source of the services. Titles, character names used by a person, and other distinctive features of radio or television programs, motion pictures, newspapers, or magazines may be registered as service marks notwithstanding that they or the programs may advertise the goods of the sponsor [S.C. Code of Laws §39-15-1105(7)].

Part 2: Applicant Information and Mark

(1) **Name of Applicant**. The Applicant is the **owner** of the mark. The Applicant can be an individual, corporation, limited liability company, partnership, association, or other person. Only one individual or business entity may be the owner of a mark.

(2) **Applicant's principal place of business address**. This does not have to be a South Carolina address.

(3) **If the Applicant has a business address in South Carolina, enter that address here**. If the address is the same as the address in number 2, enter "same." If the Applicant does not have a business address in South Carolina, enter "none."

(4) **Check the box that corresponds to the type of Applicant**. Your answer to question (4) must match the entity given in answer to question (1). If the applicant is a corporation, partnership, or limited liability company, please enter the state in which the entity was organized.

(5) **Describe the mark**. The description should include any wording and/or design elements if claimed. For example, if you are registering a service mark that includes the company name with logo, your description should state the company name and a complete description of the "look" of the logo. The description should include instructions on the placement of the words with the logo. If you are registering a word mark only, simply provide the word(s) you wish to register. **The description you enter for question (5) must match exactly the mark as it appears on the specimens you provide.**

(6) **Actual goods or services with which the mark will be used**. For example, if you are submitting an application for a logo that will be used on a line of clothing, you will state that the trademark will be used on "clothing." If you are submitting an application for a service mark for a plumbing service, you will state that the "service is a plumbing service."

(7) **Mode or manner in which you will use the mark**. If you are registering a trademark to be used on clothing, you may wish to state that the "mark will be directly applied to the goods," or that it will be "used on tags or labels attached to the clothing." If you are registering a service mark that is your business name, you may wish to state that the mark will be used for "letterhead, business cards, advertising, pens, or Website." Because trademarks and service marks require separate applications, goods and services cannot be combined in answer to question (7). Goods and products are classed as trademarks; services offered are classed as service marks.

(8) **Class(es) in which the good/service falls**. Please see the list of "Classes of Goods and Services" on page (4) of this form. If you are registering a trademark, you will use the classes found in **S.C. Code of Laws §39-15-1150(B)**. If you are registering a service mark, you will use the classes found in **S.C. Code of Laws §39-15-1150(C)**. Please note that applicants selling clothing for profit should complete a trademark application, and applicants using clothing as uniforms to indicate services provided should complete a service mark application. There will be a **$15.00 fee for each class** that you indicate in this space. **Since the applicant must submit separate applications for a trademark and service mark, trademark and service mark classes cannot be combined in answer to question (8).**

(9) **Date of first use**. Both blanks must be completed, and dates must include the **month, day, and year. A mark must be currently in use before it can be registered.**

(10) **Registration with the United States Patent and Trademark Office (USPTO)** - If you have ever submitted an application to register any portion of this mark with the USPTO, please check "yes." If so, you must provide complete information regarding the filing date, serial number, and status of each application. If the application was refused or was not registered for some other reason, please explain. If you have never submitted an application to the USPTO for this mark, check "no."

(11) **Specimens** - Three specimens of the mark as actually used in trade must be submitted with this application. The specimens must reflect the mark as described in answer to question (5) of this application. If specific colors are being claimed as a part of the mark, the specimens must be in color. Please submit three (3) identical specimens that show the mark as actually used in trade. ***Please note that letterhead, business cards, or invoices are not acceptable specimens for a trademark. Computer generated images and printer's proofs are not acceptable specimens for either trademarks or service marks.***

The following specimens are acceptable for a trademark:

- 3 identical photographs of the goods that show the mark on the goods; OR
- 3 tags or labels for the goods; OR
- 3 containers for the goods; OR
- 3 identical photos of a display associated with the goods.

The following specimens are acceptable for a service mark:

- 3 actual business cards or pieces of letterhead showing the mark in connection with the service; OR
- 3 identical photos of a sign; OR
- 3 original brochures about the service (including menus); OR
- 3 advertisements for the service (including advertisements from newspapers or magazines); OR
- 3 color print-outs of the mark used on the applicant's Website; OR
- 3 identical photographs that show the mark as used in advertising the service (e.g. photos of a billboard).

Part 3: Declaration of Ownership

Signature and Notarization - The Applicant (owner of the mark) must sign the application and include his or her printed name, title, telephone number and date. **The Applicant must complete the Declaration of Ownership in the presence of a notary public. The date that the Applicant signs the form and the date on which the form is notarized MUST BE THE SAME.** By signing this form the Applicant is agreeing to all of the language in the "Declaration of Ownership," and affirming that all information given is truthful.

Submit the completed application, the proper filing fee, and three (3) identical specimens to the address below. If you would like a stamped copy of your application returned to you, you must provide one additional copy of the application. Payment may be made by cash or check made payable to the SC Secretary of State's Office. **Do not mail cash.** If you are hand delivering the registration and paying with cash, **you must have the exact amount**. Starter checks are not accepted by the office.

Please mail your completed application, specimens and payment to:
South Carolina Secretary of State
Attn: Trademarks Division
1205 Pendleton Street, Suite 525
Columbia, SC 29201

Classes of Goods and Services

[for use in completing question (8) of the application]

The classes listed below are set forth in Section 39-15-1150(B) and (C) of the South Carolina Code of Laws. If the application for a mark includes goods or services that fall under multiple classes, **the application fee will be $15.00 for each class selected.** If the same mark is to be used as both a trademark and a service mark, the applicant must submit a separate application for the trademark and service mark and include the applicable classes for each on the corresponding application.

Trademark Classes—Section 39-15-1150(B)

(1) chemical products used in industry, science, photography, agriculture, horticulture, forestry; artificial and synthetic resins; plastics in the form of powders, liquids, or pastes for industrial use; manures (natural and artificial); fire extinguishing compositions; tempering substances and chemical preparations for soldering; chemical substances for preserving foodstuffs, tanning substances, adhesive substances used in industry;

(2) paints, varnishes, lacquers; preservatives against rust and against deterioration of wood, coloring matters, dyestuffs, mordants, natural resins; metals in foil and powder form for painters and decorators;

(3) bleaching preparations and other substances for laundry use, cleaning, polishing, scouring and abrasive preparations, soaps; perfumery, essential oils, cosmetics, hair lotions; dentifrices;

(4) industrial oils and greases (other than oils and fats and essential oils); lubricants; dust laying and absorbing compositions; fuels (including motor spirit) and illuminants; candles, tapers, night lights, and wicks;

(5) pharmaceutical, veterinary, and sanitary substances; infants' and invalids' foods; plasters, material for bandaging; material for stopping teeth, dental wax, disinfectants; preparations for killing weeds and destroying vermin;

(6) unwrought and partly wrought common metals and their alloys, anchors, anvils, bells, rolled and cast building materials, rails and other metallic materials for railway tracks, chains (except driving chains for vehicles), cables and wires (nonelectric), locksmiths' work; metallic pipes and tubes; safes and cash boxes, steel balls; horseshoes; nails and screws; other goods in nonprecious metal not included in other classes; ores;

(7) machines and machine tolls; motors (except for land vehicles); machine couplings and belting (except for land vehicles); large size agricultural implements; incubators;

(8) hand tools and instruments; cutlery, forks, and spoons; side arms;

(9) scientific, nautical, surveying and electrical apparatus and instruments (including wireless), photographic, cinematographic, optical, weighing, measuring, signaling, checking (supervision), life-saving and teaching apparatus and instruments; coin or counterfreed apparatus; talking machines; cash registers; calculating machines; fire extinguishing apparatus;

(10) surgical, medical, dental, and veterinary instruments and apparatus (including artificial limbs, eyes and teeth);

(11) installations for lighting, heating, steam generating, cooking, refrigerating, drying, ventilating, water supply, and sanitary purposes;

(12) vehicles; apparatus for locomotion by land, air, or water;

(13) firearms; ammunition and projectiles; explosive substances; fireworks;

(14) precious metals and their alloys and goods in precious metals or coated therewith (except cutlery, forks, and spoons); jewelry, precious stones, horological and other chronometric instruments;

(15) musical instruments (other than talking machines and wireless apparatus);

(16) paper and paper articles, cardboard and cardboard articles; printed matter, newspaper and periodicals, books; bookbinding material; photographs; stationery, adhesive materials (stationery); artists' materials; paint brushes; typewriters and office requisites (other than furniture); instructional and teaching material (other than apparatus); playing cards; printers' type and cliches (stereotype);

(17) gutta percha, india rubber, balata and substitutes, articles made from these substances and not included in other classes; plastics in the form of sheets, blocks and rods, being for use in manufacture, materials for packing, stopping, or insulating; asbestos, mica and their products; hose pipes (nonmetallic);

(18) leather and imitations of leather, and articles made from these materials and not included in other classes; skins, hides; trunks and traveling bags; umbrellas, parasols and walking sticks; whips, harness and saddlery;

(19) building materials, natural and artificial stone, cement, lime, mortar, plaster and gravel; pipes of earthenware or cement; roadmaking materials; asphalt, pitch and bitumen, portable buildings; stone monuments; chimney pots;

(20) furniture, mirrors, picture frames; articles (not included in other classes) of wood, cork, reeds, cane, wicker, horn, bone, ivory, whalebone, shell, amber, mother-of-pearl, meerschaum, celluloid, substitutes for all these materials, or of plastics;

(21) small domestic utensils and containers (not of precious metals, or coated therewith); combs and sponges, brushes (other than paint brushes); brushmaking materials, instruments and material for cleaning purposes, steel wool; unworked or semi-worked glass (excluding glass used in building); glassware, porcelain and earthenware, not included in other classes;

(22) ropes, string, nets, tents, awnings, tarpaulins, sails, sacks, padding and stuffing materials (hair, kapok, feathers, seaweed, etc.); raw fibrous textile materials;

(23) yarns, threads;

(24) tissues (piece goods); bed and table covers; textile articles not included in other classes;

(25) clothing (including boots, shoes, and slippers);

(26) lace and embroidery, ribands, and braid; buttons, press buttons, hooks and dyes, pins and needles; artificial flowers;

(27) carpets, rugs, mats, and matting; linoleum and other materials for covering existing floors; wall hangings (nontextile);

(28) games and playthings; gymnastic and sporting articles (except clothing); ornaments and decorations for Christmas trees;

(29) meats, fish, poultry, and game; meat extracts; preserved, dried, and cooked fruits and vegetables; jellies, jams; eggs, milk, and other dairy products; edible oils and fats; preserves, pickles;

(30) coffee, tea, cocoa, sugar, rice, tapioca, sago, coffee substitutes; flour and preparations made from cereals; bread, biscuits, cakes, pastry, and confectionery, ices; honey, treacle; yeast, baking powder; salt, mustard, pepper, vinegar, sauces, spices; ice;

(31) agricultural, horticultural, and forestry products and grains not included in other classes; living animals; fresh fruits and vegetables; seeds; live plants and flowers; foodstuffs for animals, malt;

(32) beer, ale, and porter; mineral and aerated waters and other nonalcoholic drinks; syrups and other preparations for making beverages;

(33) wines, spirits, and liqueurs;

(34) tobacco, raw, or manufactures; smokers' articles; matches.

Service Mark Classes—Section 39-15-1150(C)

(1) advertising and business;

(2) insurance and financial;

(3) construction and repair;

(4) communication;

(5) transportation and storage;

(6) material treatment;

(7) education and entertainment;

(8) miscellaneous.

State of South Carolina
Application for Registration of a Trademark or Service Mark

Part 1: Type of Application

☐ New mark: $15.00 per class
☐ Renewal of existing mark: $5.00 flat fee for application

Check one: ☐ Trademark **OR** ☐ Service Mark
(Trademarks/Service Marks cannot be combined on same form)

Part 2: Applicant Information and Mark

1. Name of Applicant: _____

2. Applicant's principal place of business address: _____

3. Applicant's place of business address in South Carolina, if any: _____

4. Applicant is:
☐ an individual or sole proprietor
☐ a corporation duly organized under the laws of the State of _____
☐ a limited liability company duly organized under the laws of the State of _____
☐ a partnership duly organized under the laws of the State of _____
Names of General Partners: _____
☐ other _____

Please note that the entity type must match the applicant noted in question (1). For example, applicant John Smith would be an individual or sole proprietor, while ABC Company, Inc. would be a corporation.

5. Describe the look of the mark, including any wording and/or graphics: _____
_____
_____

The mark described must be present on the three (3) identical specimens submitted with the application.

6. The actual goods or services in connection with which the mark is used *(for example, a social club, heating repair services, perfume, BBQ sauce)*: _____
_____

7. The mode or manner in which the mark is used *(please see paragraphs (7) and (11) of the instructions for additional information)*: _____
_____

8. The class(es) in which the goods or services fall: _____
Please make your selection of classes from the "Classes of Goods and Services" provided in the instructions. Trademark classes are listed under Section 39-15-1150(B), while service mark classes are listed under Section 39-15-1150(C).

9. The mark, with respect to the goods or services identified above, was first used by applicant or predecessor in interest as follows (include month, day, and year):

Date of first use anywhere: ____/____/____ (month day year)
Date of first use in South Carolina: ____/____/____ (month day year)

10. Has the applicant, or any predecessor in interest, ever filed an application to register this mark or portions of this mark or a composite of this mark with the United States Patent and Trademark Office? ☐ YES ☐ NO
If you answered "YES", please list the filing date, serial number and status of each application. If an application was finally refused registration or has otherwise not resulted in registration, please state the reason for this: _____
_____
_____

11. Please enclose three (3) original, identical specimens showing the mark as actually used in promoting the product, good or service (for example, three (3) identical brochures OR three (3) identical photos of a T-shirt). The specimens must reflect the mark as described in answer to question (5) of this application. ***Letterhead, business cards, or invoices are not acceptable specimens for a trademark. Computer generated images and printer's proofs are not acceptable specimens for a trademark or a service mark.***

The following specimens are acceptable for a trademark:
- 3 identical photographs of the goods that show use of the mark on the goods; OR
- 3 tags or labels for the goods; OR
- 3 containers for the goods; OR
- 3 identical photos of a display associated with the goods.

The following specimens are acceptable for a service mark:
- 3 actual business cards or pieces of letterhead showing the mark in connection with the service; OR
- 3 identical photos of a sign; OR
- 3 original brochures about the service (including menus); OR
- 3 actual advertisements for the service (including advertisements from newspapers or magazines); OR
- 3 color print-outs of the mark used on the applicant's Website; OR
- 3 identical photographs that show the mark as used in advertising the service (example: a photograph of a billboard).

Part 3: Declaration of Ownership

Applicant herewith declares that he/she has read the above and foregoing application and knows the contents thereof and that the facts set out herein are true and correct, that the three (3) specimens of the mark submitted are true and correct, that the applicant is the owner of the mark, and that the mark is in use. Additionally, to the knowledge of the person verifying this application, no other person has registered this mark either federally or in this State, or has the right to use this mark in its identical form or in near resemblance as to be likely, when applied to the goods or services of another person, to cause confusion or to cause mistake or to deceive.

Do not complete the "Declaration of Ownership" until you are in the presence of a notary public. Please note that the "Notary" date and the "Signature" date must be the same; if not, the application will be rejected.

Sworn to and subscribed before me

this _____day of _____, 20_____.

_____
Signature of Notary

Notary Public of State of _____

My Commission Expires: _____

_____
Signature of Applicant

_____
Printed Name of Applicant

_____
Title

_____
Telephone Number

_____
Date

NOTE: THE ACCEPTANCE OF A TRADEMARK OR SERVICE MARK FOR REGISTRATION BY THE OFFICE OF THE SECRETARY OF STATE PROVIDES THE OWNER WITH A RIGHT TO USE SUCH MARK IN THE STATE OF SOUTH CAROLINA ON THE GOODS AND SERVICES IDENTIFIED IN THE REGISTRATION APPLICATION. HOWEVER, THE OFFICE OF THE SECRETARY OF STATE IS NOT REQUIRED TO SEARCH OTHER STATE OR FEDERAL REGISTRATIONS, INTERNET DOMAIN NAMES OR OTHER COMMON LAW (UNREGISTERED) USERS; THEREFORE, RIGHTS GRANTED BY THIS REGISTRATION MAY BE AFFECTED OR PREEMPTED BY PRIOR USE OR OTHER REGISTRATION OF THE MARK.

Please mail your completed application, specimens and payment to: **South Carolina Secretary of State's Office**
Attn: Trademarks Division
1205 Pendleton Street, Suite 525
Columbia, SC 29201

2015 YOUTH COMMITTEE STRATEGIC PLAN PY 16 DATA

Strategic Plan Table 1: Reduce Fragmentation in the Youth Workforce Development System					
Critical Issue	**Goal**	**Objective**	**Strategy**	**Action Plan**	**Subcommittee**
Service providers are working in silos, creating fragmentation within the workforce development system.	Integrate workforce development systems, processes and networks.	Enhance both the service mapping database (211) and the personal provider-to-provider communication network by identifying and connecting workforce service providers, educators, faith based organizations (FBOs), service organizations, and other groups actively engaged in workforce development.	Further develop **resource** inventory	• Identify youth partners in AOP (Anderson-Oconee-Pickens) • Develop a resource/partner "roadmap" matrix or collaborate/partner with Tri-County Tech on their new roadmap template • Regularly update the existing 211 database, ASA book of services • Review/research www.indyserves.com website and templates • Youth provider to educate families of available resources in tri-county area.	**Service Integration**
			Collect/Input service map data	• Communicate the need for youth providers to partner with organizations who serve at-risk youth in the tri-county area – **On Going** • Advocate/solicit partner involvement, including: ○ Local church time/talent banks ○ Civic/Service Organizations ○ Retiree Groups ○ Others TBD **On-Going** Youth Provider (PYC) to track all information in the Effort to Outcome (ETO) system – **On-Going**	
			Disseminate the product	• Market service mapping resource 2-1-1 by utilizing and promoting whenever possible serving the three county area (AOP). • Continue to improve methods for informing partners about database **On Going**	
			Identify/Address gaps in community services	• Youth Council (YC) to go through formal gap analysis exercise with a third party facilitator. Facilitated by COG Staff and completed on 4/22/16. • Disseminate to Youth Council, WIB, service providers and partners – **On-Going**	
			The Youth Provider will collaborate and/or partner with existing community, service, or resource fair(s) in the AOP community.	• YC members are to assist in making WorkLink Staff and/or Youth Provider aware of any community, service, or resource fair(s0 in the AOP area.	

Strategic Plan Table 2: Combating Soft Skill, Basic Skill and Work Ethic Challenges					
Critical Issues	**Goal**	**Objective**	**Strategy**	**Action Plan**	**Subcommittee**
1. Shortage of work ethic, soft skills, and basic skills 2. Earlier intervention among youth is needed to get ahead of the issue effectively	Improve the general work ethic, soft skills and basic skills of the tri-county area youth workforce	Improve the community's **perception** of general work readiness and work ethic of our youth by 10-25%	Monitor and evaluate progress of general *work readiness/ethic* perception in the tri-county area.	Survey businesses to determine increase in work readiness/soft skills of youth by comparing perceptions to the 06/30/14 baseline.	**Work Readiness**
		Improve awareness and implementation of WorkKeys as a way to combat the issue	Work with One Stop Operations Committee to bolster awareness/implementation of WorkKeys	• See action plans of WDB • Continue to coordinate administration and outreach through local One Stops and other WorkKeys administrators in the system (school districts, adult ed centers, tech colleges, etc.).	
		Enhance existing **training** for soft skill, basic skill and work ethic development throughout the youth service provider network.	Strengthen the existing curricula and training foundation for teaching work ethic and soft/basic skills.	Utilize the **Learning Express-Workforce Skills for 21st Century Success** software program as the foundation and methodology for addressing general work readiness challenges.	

Strategic Plan Table 3: The Need of More Workers to have Industry Recognized Credentials					
Critical Issue	**Goal**	**Objective**	**Strategy**	**Action Plan**	**Subcommittee**
Too many workers lack the technical qualifications necessary to meet the demands of modern business and industry.	Bridge the current credentials gap between the workforce and business/industry job requirements.	Increase the number of youth participants who earn industry-recognized credentials and degrees, including WorkKeys testing, high school diplomas, GEDs and postsecondary certifications.	Increase communication, coordination, and collective outreach between providers serving under the Workforce Innovation and Opportunity Act as well as other educational resources in the tri-county area.	• See Action Plans of WDB Committees for outreach and implementation action items. • Using Youth Provider dashboard data along with WIOA Youth Performance Quarterly Report as outlined by DOL/SCDEW. The goal is to meet and/or exceed (Credential Attainment Rate) WIOA Youth Performance Measures. Consult with WorkLink WIOA Performance & Reporting Specialist and/or SCDEW for WIOA Youth Performance Guidance.	**Work Readiness**

Strategic Plan 4: Increasing Work-Based Learning and General Employer Engagement in the WF Development System					
Critical Issue	**Goal**	**Objective**	**Strategy**	**Action Plan**	**Subcommittee**
• Increasing system-wide coordination and interaction between workforce development partners, business/industry, and the education system.	Continue aggressive outreach with employers utilizing the Workforce Development System and Services.	Increase the number of employers who participate in work-based learning opportunities in the region.	• Educate employers about work-based learning opportunities through increased speaking engagements and other outreach events	• The youth workforce service provider is to execute at least 100 interactions per year with workforce development partners, business/industry, and education. From this effort, at least 10 business interactions/involvements per year are to be established. • In industry outreach events, showcase area success stories about veterans, persons with disabilities and youth who have successfully utilized work-based training to the benefit of themselves and of participating companies.	**Work Readiness**
		Increase opportunities for veterans, persons with disabilities, and youth through promotion of apprenticeships, and other work-based learning programs.	• Increase number of outreach events and speaking engagements which can educate industry about the benefits of work-based learning for veterans, persons with disabilities and youth.		

GOAL#1

South Carolina 2-1-1 Get Connected. Get Answers. www.sc211.org

United Way of Anderson County

2-1-1 Report

November 2016 – November 2017

United Way

Community Resources

2533
Calls

3289
Referrals Made

Food Insecurity

10617
Calls

Access to Healthcare

31358
Calls

Central Appointment Center

29254
Local Health Clinic Appointments Made

WIC	14920
Immunizations	1170
Preventive Health	10531
Other	2633

TOP 20 CALLER NEEDS

Access to Healthcare	31358	Transitional Housing/Shelter	69
Central Appointment Line	29254	Immunizations	65
Food Insecurity	10617	Utility Service Payment Assistance	50
WIC	339	Sexually Transmitted Disease Screening	41
VITA Program Sites	187	Community Clinics	38
Electric Service Payment Assistance	140	Low Income/Subsidized Private Rental Housing	37
Public Clinics	127	Homeless Shelter	36
Rent Payment Assistance	121	Emergency Shelter	33
Family Planning	112	Community Shelters	31
Food Pantries	108	Prescription Expense Assistance	31

Caller Demographics & Locations *

Due to the way demographics are collected, these figures are for Community Resource Calls only

Gender

Female	1616
Male	600
Not Provided	317
TOTAL	2533

Age Range

0-17	11
18-39	595
40-59	757
60+	572
Not Provided	598
TOTAL	2533

Ethnicity

White/Caucasian	1113
African American	653
Other	94
Not Provided	673
TOTAL	2533

Caller City

Anderson	1560
Belton	225
Pendleton	182
Other	566
TOTAL	2533

Caller County

Anderson	2533

TOP 20 PROVIDERS REFERRED

(Represents 72.2% of All Referrals Made))

DHEC Centralized Scheduling Call Center	389	Internal Revenue Service	75
South Carolina Department of Health and Environmental Control - Anderson County Health Department	292	South Carolina Department of Health and Human Services	61
Salvation Army - Anderson	283	UHC-SHARE Homeless Services	58
UHC-AIM-Anderson Interfaith Ministries	259	Homes of Hope	37
Sunbelt Human Advancement Resources - Anderson County Community Services Office	238	South Carolina Appalachian Council of Governments' Area Agency on Aging	35
(2-1-1) AIM Anderson Interfaith Ministry	152	Anderson Free Clinic	32
Catholic Charities of the Piedmont Deanery	88	UHC-Our Daily Rest	32
US Department of the Treasury - Internal Revenue Service	88	UHC-Salvation Army of Greenville County	30
Good Neighbor Cupboard	86	South Carolina Housing Search	28
UHC-United Housing Connections	86	Crisis Cleanup	25

South Carolina 2-1-1 Get Connected. Get Answers. www.sc211.org

United Way of Pickens County
2-1-1 Report

November 2016 - November 2017

United Way

Community Resources

3515
Calls

3573
Referrals Made

Food Insecurity

2310
Calls

Access to Healthcare

6580
Calls

Central Appointment Center

8106
Local Health Clinic Appointments Made

WIC	4134
Immunizations	399
Preventive Health	2756
Other	817

TOP 20 CALLER NEEDS

(Represents 18310 Needs Identified)

Central Appointment Center	8106	Public Clinics	55
Access to Healthcare	6580	Aging and Disability Resource Centers	46
Food Insecurity	2310	Family Planning	45
Electric Service Payment Assistance	227	Low Income/Subsidized Private Rental Housing	44
VITA Program Sites	197	Transitional Housing/Shelter	44
Food Pantries	140	Water Service Payment Assistance	40
Rent Payment Assistance	125	Low Income/Subsidized Rental Housing	36
WIC	108	Homeless Shelter	32
Home Rehabilitation Programs	58	Utility Deposit Assistance	32
Immunizations	55	Housing Search and Information	30

Caller Demographics & Locations *

**Due to the way demographics are collected, these figures are for Community Resource Calls only*

Gender

Female	2080
Male	829
Not Provided	606
TOTAL	3515

Age Range

0-17	9
18-39	842
40-59	890
60+	686
Not Provided	1088
TOTAL	3515

Ethnicity

White/Caucasian	1808
African American	454
Other	136
Not Provided	1117
TOTAL	3515

Caller City

Easley	1846
Pickens	629
Liberty	421
Other	619
TOTAL	3515

Caller County

Pickens	3515

TOP 20 PROVIDERS REFERRED

(Represents 69.4% of All Referrals Made)

Salvation Army of Pickens County	451	UHC-United Housing Connections	80
United Christian Ministries	431	Easley Housing Authority	74
DHEC Centralized Scheduling Call Center	181	5 Point Church Food Pantry	67
United Way of Pickens County	176	Gleaning House Ministries	66
Catholic Charities of the Piedmont Deanery	140	South Carolina Legal Services - Greenville Office	58
Pickens Presbyterian Church	126	South Carolina Housing Search	50
Sunbelt Human Advancement Resources - Pickens County Community Services Office	119	Country Santa	49
South Carolina Department of Health and Environmental Control - Pickens County	108	South Carolina Department of Health and Human Services	48
South Carolina Appalachian Council of Governments' Area Agency on Aging	89	South Carolina State Housing Finance and Development Authority	43
UHC-SHARE Homeless Services	83	Samaritan Health Clinic of Pickens County	42

South Carolina 2-1-1 Get Connected. Get Answers. www.sc211.org

United Way of Oconee County
2-1-1 Report

November 2016 - November 2017

United Way

Community Resources

1526
Calls

2131
Referrals Made

Food Insecurity

2779
Calls

Access to Healthcare

7180
Calls

Central Appointment Center

7518
Local Health Clinic Appointments Made

WIC	3684
Immunizations	451
Preventive Health	2556
Other	827

TOP 20 CALLER NEEDS

(Represents 18271 Needs Identified)

Central Appointment Center	7518
Access To Healthcare	7180
Food Insecurity	2779
Electric Service Payment Assistance	156
Rent Payment Assistance	89
Food Pantries	73
WIC	62
Aging and Disability Resource Centers	44
Home Rehabilitation Programs	44
VITA Program Sites	42
Utility Deposit Assistance	39
Transitional Housing/Shelter	36
Water Service Payment Assistance	32
Low Income/Subsidized Private Rental Housing	29
Emergency Shelter	28
Rental Deposit Assistance	26
Family Planning	25
General Clothing Provision	25
Public Clinics	23
Homeless Shelter	21

Caller Demographics & Locations *

**Due to the way demographics are collected, these figures are for Community Resource Calls only*

Gender

Female	961
Male	297
Not Provided	268
TOTAL	1526

Age Range

0-17	2
18-39	395
40-59	388
60+	257
Not Provided	484
TOTAL	1526

Ethnicity

White/Caucasian	760
African American	201
Other	44
Not Provided	521
TOTAL	1526

Caller City

Seneca	873
Westminster	255
Walhalla	205
Other	193
TOTAL	1526

Caller County

Oconee	1526

TOP 20 PROVIDERS REFERRED

(Represents 66.7% of All Referrals Made))

Oconee Presbyterian Service Fund	323	Golden Corner Ministries Food Bank	47
Sunbelt Human Advancement Resources - Oconee County Community Services Office	204	(2-1-1) AIM Anderson Interfaith Ministry	40
Salvation Army of Oconee County	110	Anderson County Rural Development, USDA	36
Catholic Charities of the Piedmont Deanery	77	SCDHEC - Seneca Public Health Office	35
DHEC Centralized Scheduling Call Center	71	UHC-Our Daily Rest	34
UHC-United Housing Connections	69	South Carolina Regional Housing Authority - Oconee	31
UHC-AIM-Anderson Interfaith Ministries	65	South Carolina Department of Health and Human Services	30
We Care Community Service Center	59	Country Santa	29
South Carolina Appalachian Council of Governments' Area Agency on Aging	53	SCDHEC - Oconee County Health Department	28
St. Mark's United Methodist Church	52	UHC-SHARE Homeless Services	28

YOUTH STRATEGIC PLAN-GOAL #1
PY 16 Sevice Fairs

Service Fairs PY 16

Agency	Date	County
Benefit Bank Fair	8/2/2016	AOP
Anderson Econ Development Team	8/15/2016	Anderson
Worklink Business Integration Team	9/9/2016	AOP
A-O-P Shpwcase	9/28/2016	AOP
School Behavior Health Research Forum	10/14/2016	AOP
AIM Hats off to Women	10/20/2016	Anderson
Clemson Life	10/21/2016	AOP
Oconee Business Service Association	12/13/2016	Oconee
TCTC CCE Job Fair	1/6/2017	AOP
Homeless Coalition	1/12/2017	AOP
ASD 2 & 3 Instructional Fair	1/17/2017	Anderson
The Dream Center	1/26/2017	Pickens
Dream Center Community Service Fair	1/26/2017	Pickens
ASD Seniors Job Fair (Anderson Mall)	2/21/2017	Anderson
Empowering a Future Transition Confere	3/10/2017	AOP
Worklink Job Fair at TCTC	3/21/2017	AOP
Anderson 3,4,5 Job Fair	4/6/2017	Anderson
Anderson United Way Vision Council	4/12/2017	Anderson
Transition Family Forum	5/2/2017	Oconee

GOAL#2

WORKLINK WORK READINESS TOOL FOR THE WIOA PROGRAM

Worksite Location:	**Work Experience Training Evaluation**
Participant Name:	Worksite:
Participant Job Title:	Worksite Supervisor/Reviewer:
Start Date:	Review Date #1: / Review Date #2:

FOUNDATION SKILL	**PERFORMANCE EXPECTATIONS**	**Performance Improvement Plan Needed** (1)	**Needs Development** (2)	**Proficient** (3)	**Exemplary** (4)
		See page 3 for more detailed grading descriptions			
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	☐	☐	☐	☐
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	☐	☐	☐	☐
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	☐	☐	☐	☐
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	☐	☐	☐	☐
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	☐	☐	☐	☐
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for work environment.	☐	☐	☐	☐
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	☐	☐	☐	☐
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	☐	☐	☐	☐
PROBLEM-SOLVING/ CRITICAL-THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	☐	☐	☐	☐
WORKPLACE CULTURE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	☐	☐	☐	☐
Would you hire this person?	***Comment:***				
Youth Provider:					
Grant Period:					
Employers may add as many or few additional skills as they see fit based on the position.	**TOTAL SCORE _____** *(add 4-box total; average score = total/# of skills)*	*# checked X 1* *Total: _____*	*# checked X 2* *Total: _____*	*# checked X 3* *Total: _____*	*# checked X 4* *Total: _____*

To meet work readiness skill attainment:

(1)* employee must have an overall average score that is "proficient" (3.0) or employee must meet "proficient" standard in 80% of the total categories listed.
(2) supervisor MUST verify that performance on job was satisfactory.
(3) employee must not have been fired from this work experience.

**Examples: If there are 10 skill categories, participant must have a minimum score of 30 (3 x 10) out of a possible 40 or be proficient in at least 8 of the 10 categories. If an employer chose 15 skills to measure, participants would need minimum score of 45 (3 X15) out of a possible 60 or be proficient in at least 12 of the 15 categories.*

Employee had satisfactory work performance and has met minimum total score:

Employer Signature: _____

Employee Signature _____

Date: _____ *(see page 2 for comments)*

Review Comments/Goals/Other:

_____
_____
_____
_____
_____
_____
_____
_____
_____ **Employer Initials:** _____

TIPS FOR IMPLEMENTING WORK READINESS TOOL

- **FLEXIBILTY**: **This work readiness tool is modifiable to best meet employer's needs.** Ten foundation skills have already been listed. Employers may measure all or most of these skills and are also encouraged to add any additional workplace and career skills.
- **SAMPLE SKILLS:** Listed below are examples of potential additional skills.

Occupation/Technical Skills	Academic Skills	Leadership Skills	Business Skills
-- Occupation-specific skills -- Industry-sector skills -- Industry-wide skills -- Understanding all aspects of an industry	-- Written communication -- Reading and reviewing -- Mathematics and data analysis -- STEM: science, technology, engineering, and mathematics -- Basic computer skills	-- Leadership -- Creative thinking/innovation -- Project management -- Teaching and instructing	-- Customer service skills -- Telephone skills -- Planning and organizing -- Scheduling & coordinating -- Using computer applications

- **PREPARATION: Employers should review tool with the youth on or prior to the first day of the work experience.** Depending on the number of youth at a worksite and the employer's discretion, this can be done as part of an employer-led group orientation or individually with each young worker. At the conclusion, each youth should have a clear understanding of their job description and expectations, what work readiness skills they will be measured on, and how often they will be measured.

- **FREQUENCY: It is recommended that employers conduct more than one evaluation. B**enefits of administering bi-weekly or "mid-point" assessments include the ability for employers to: offer youth constructive feedback; formally recognize positive work performances; address small issues before they become larger ones; and formally communicate youth performance with local program staff to ensure added support. An additional benefit is that local areas may be able to document the work readiness progress if a participant who has already proven to be proficient in work readiness leaves the program prior to its end.

- **FIRST EVALUATION:** The first evaluation can also be used as a helpful diagnostic and developmental tool that is maximized when delivered within the first two or three weeks. For participants experiencing challenges and have received a "1" in any category, a performance improvement plan should outline a set of goals in the comment section. In the past, some employers have had youth first assess their own performance and use any gaps in assessments to promote positive communication.

- **GRADING SCALE:** A grading scale of foundation skills has been listed on page 3 for employer convenience. To add any additional skills, employers can copy the language in the "general key" and modify as they see fit.

- **SUPPORT: Local area program staff are available to make evaluation process as simple and seamless as possible.** Through employer orientations, worksite monitoring, and on-going communication, summer youth program staff are available to address any outstanding questions or concerns by the employer. They may also be available to assist with job descriptions, and provide additional supportive work readiness training to participants. Sharon Crite, Youth Services Coordinator can be reached at 864-646-1828.

Sources: Tool content and design is based on three general sources encompassing public study, private research, and practical local application.

(1) US Dept. of Labor – ETA's " Building Blocks for Competency Models" http://www.careeronestop.org/CompetencyModel/pyramid_definition.aspx
(2) Employer research collaboration of The Conference Board, Partnership for 21st Century Skills, Corporate Voices, & Society for HR Management includes online-accessible reports: "New Graduates' Workforce Readiness", "Are They Really Ready to Work?", and "The Ill-Prepared US Workforce".
(3) Sample tool design is based most closely on the Massachusetts Work-Based Learning Plan (http://www.skillslibrary.com/wbl.htm). The Seattle King County's Learning and Employability Profile, and other tools from the 2009 Summer Youth Employment Initiative under the American Recovery and Reinvestment Act were also utilized. For more info, see: "Tips on Measuring Work Readiness" www.workforce3one.org/view/5000910643776065645/info

EVALUATION GRADING SCALE

ATTENDANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive absences consistently impact work performance. Additional training is needed.	Below 90% attendance, but participant seeks out opportunities to make up missed work.	Maintains 90% attendance and notifies supervisor ahead of time prior to absence.	100% attendance or missed one day with valid reason that did not occur during first two weeks.

PUNCTUALITY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive lateness consistently impacts work performance. Additional training is needed.	Inconsistent in arriving to work, returning from breaks on time, and calling supervisor prior to lateness.	Arrives to work & returns from breaks on time with rare exception. If late, calls supervisor ahead of time.	Perfect or near perfect in arriving for work and returning from breaks on time. Model for other workers.

WORKPLACE APPEARANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate appearance and/or personal hygiene for position and duties.	Inconsistent in demonstrating appropriate appearance and/or personal hygiene for workplace.	Dresses appropriately and practices hygiene for position and duties with rare exception.	Consistent display of professional appearance and hygiene serves as a model for other workers.

TAKING INITIATIVE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to begin tasks without significant staff intervention. Needs frequent reminders. Additional training may be needed.	Inconsistently begins or remains on task. Needs occasional prompting. Often satisfied with bare minimum performance.	Begins and remains on task until completion with rare exception. Can work independently. Initiates interaction for next task.	Consistently begins/remains on task until completion, and initiates interaction for next task. Can work independently, and leads others.

QUALITY OF WORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet given best effort. Rarely evaluates work and utilizes feedback. Completes work inconsistently. Additional training may be needed.	Uneven work quality. Sometimes evaluates own work and utilizes feedback, but inconsistent in meeting quality standards.	Quality of work meets expectations. Evaluates own work, and utilizes employer feedback to improve performance.	Quality of work often exceeds expectations. Consistently gives best effort. Evaluates own work and utilizes employer feedback.

COMMUNICATION SKILLS

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Seldom speaks clearly or listens attentively. Repeatedly uses inappropriate language for the workplace. May need additional training and support.	Inconsistent in communicating in manner and language appropriate for workplace. Inconsistent in effort to speak clearly or listen attentively.	Demonstrates positive oral and non-verbal communication with rare exception. Listens attentively and uses language appropriate for workplace.	Consistently demonstrates positive oral/non-verbal communication skills. Speaks clearly and listens attentively, Can effectively present to a group if needed.

RESPONSE TO SUPERVISION

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to accept feedback and constructive criticism from supervisor. Responds with poor verbal or non-verbal communication. Additional training may be necessary.	Inconsistent in accepting direction, feedback, and constructive criticism from supervisor. Shows potential for improvement.	Accepts direction and constructive criticism with positive attitude with rare exception. Uses feedback to improve work performance.	Consistently accepts direction and constructive criticism with positive attitude. Uses feedback to improve work performance, and provides new and useful ideas to employer.

TEAMWORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Additional training may be necessary.	Inconsistent in promoting positive group behaviors amongst coworkers, and in contributing to group efforts. Shows potential for improvement.	Works well with co-workers, is respectful, and contributes to group efforts with rare exception. Respects diversity within the workplace.	Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in success of group efforts. Promotes larger group unity.

PROBLEM-SOLVING/CRITICAL THINKING

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Makes little or no effort to use knowledge learned from the job to solve workplace problems.	Inconsistent in using sound reasoning to solve work problems. Shows potential for improvement.	Uses sound reasoning, and job knowledge to solve workplace problems. Shows initiative in improving skills.	Consistently applies sound reasoning to solve work problems. Identifies potential problems before they can occur.

WORKPLACE CULTURE, POLICY AND SAFETY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not demonstrated understanding of workplace policies/ethics. Has not completed applicable training on workplace .	Inconsistent in demonstrating understanding of workplace culture, policies, and safety rules.	Demonstrates understanding of workplace policies. Completed safety training if applicable, and adheres to rules. Exhibits honesty and integrity.	Shows clear understanding of work policies and safety rules. Exhibits honesty and integrity. Has completed applicable safety trainings and has led coworkers.

GENERAL KEY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. May need additional training.	Inconsistent in demonstrating and developing skills for the position, but development is needed.	Demonstrates the skills required for the position with rare exception, and shows initiative in improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as leader that improves overall team.

This general key is adaptable for employers to copy, paste in boxes on page 1, and modify accordingly for job-specific skills.

Palmetto Youth Connections PY 16 7/1/16-6/30/17				
Work-Readiness Basic/Soft Skills				
Basic/Soft Skills Score:	**1**	**2**	**3**	**4**
ATTENDANCE	3	4	9	15
PUNCTUALITY	1	10	6	14
WORKPLACE APPEARANCE		2	16	13
INITIATIVE		2	16	13
QUALITY OF WORK		2	14	15
COMMUNICATION SKILLS		5	15	11
RESPONSE TO SUPERVISOR		3	12	16
TEAMWORK		2	13	16
PROBLEM SOLVING/CRITICAL THINKING		2	17	12
WORKPLACE CULTURE POLICY AND SAFETY		2	11	18
WOULD YOU HIRE THIS PERSON? YES 22				
WOULD YOU HIRE THIS PERSON? NO 07				
NO RESPONSE (NR) 02				
Mandate Work Base-Learning 20% Expenditure	PY 16 Goal Met = 24.73%			
Data Colllected from WorkLink Work Readiness				
Tool for WIOA Work Experience Training Opportunity				
Completed by 16 Employers for 31 participants.				
Satisfactory Work Performance = Score of 3.0				

GOAL#3 DASH BOARD PYC STAFF WILL PROVIDE

Data Through: 6/30/2017

SC WORKS WORKLINK ANDERSON-OCONEE-PICKENS — BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER

Palmetto Youth Connections - WorkLink- PY16

July 1, 2016 - June 30, 2017

Eckerd Workforce Development

Palmetto Youth Connections — Preparing South Carolina's Youth

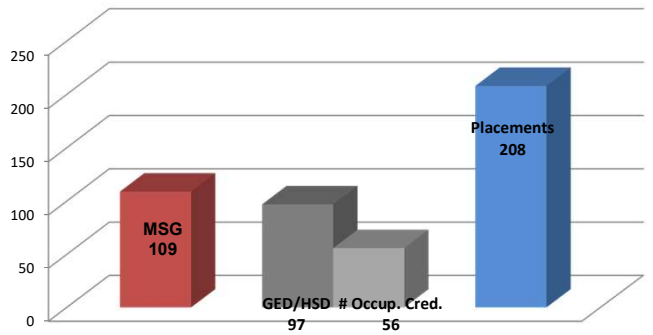
Demographics at Registration

	Anderson	Oconee	Pickens	Total	
Male	24	9	13	46	43%
Female	27	14	20	61	57%
Total	51	23	33	107	
Younger Youth (18 & Under)	24	12	21	57	53%
Older Youth (Over 18)	28	12	10	50	47%
Total	52	24	31	107	
High School Drop Out	51	22	33	106	99%
Basic Skills Deficient	30	13	17	60	56%
Unemployed	39	12	17	67	64%

Caseload Breakdown

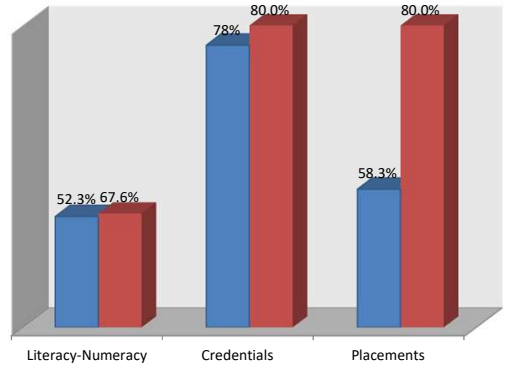
	Anderson	Oconee	Pickens	Total
Carr	0	39	9	39
Active	0	23	9	23
Follow-Up	0	16	0	16
Cobb	0	0	49	49
Active	0	0	22	22
Follow-Up	0	0	27	27
Smith	43	0	0	43
Active	24	0	0	24
Follow-Up	19	0	0	19
Wengard	34	0	0	34
Active	17	0	0	17
Follow-Up	17	0	0	17
Active	41	14	31	86
Follow-Up	36	16	27	79
Total	77	30	58	165

YTD Outcomes



85 GED/12HSD	53 Hospitality	10 Post Sec/198 Employment

PY 15 WIOA Quarterly Report Summary-4th Quarter



Blue =Actual Performance Red = Goal

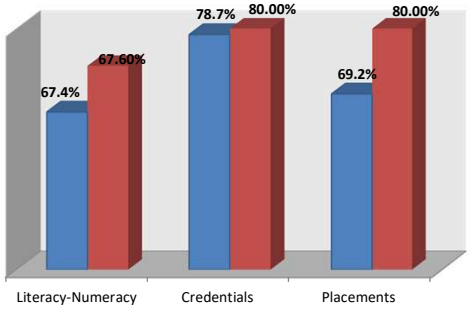
PY16 Enrollments

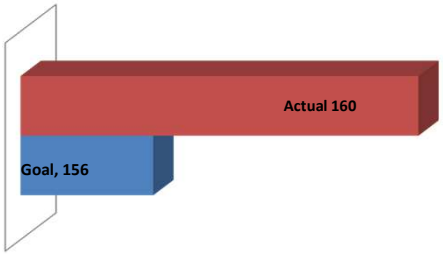
	Goal	Actual
Carryover	69	53
1st Quarter (Jul-Aug-Sep)	25	28
2nd Quarter (Oct-Nov-Dec)	19	27
3rd Quarter (Jan-Feb-Mar)	27	36
4th Quarter (Apr-May-Jun)	16	16
Total	156	160

WorkKeys Information

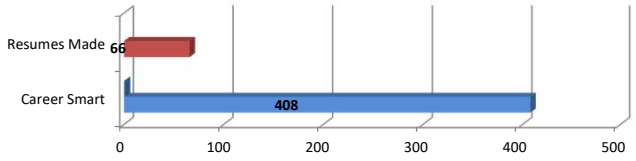
	PY15	PY 16	Total
Platinum	0	0	0
Gold	7	8	15
Silver	32	19	51
Bronze	3	0	3
Total	42	27	69

PY15 WIOA Quarterly Report Summary Rolling 4th Quarter





WorkReady Services



GOAL#4

Youth Strategic Plan Goal #4
Work Experience Business Contacts

Business Name	Verbally Agreed	Application	Job Descript	SafetyInspect	Approved	# Req	#placed
Oconee							
Walhalla Library	Yes					1	
Westminster Library	yes					1	
Salem Library	No						
Humane Society	Yes	yes	yes	yes	yes	1	2
Humane Society (Data Entry)	Yes	yes	yes	yes	yes	1	2
United Way	Yes					1	
Oconee Adult Ed	yes					1	
Seneca Library	yes	yes	yes	yes	yes	2	2
Heath's Haven	yes	yes	yes	yes	yes	1	1
Oconee Machine and Tool	Maybe		yes				
Fairplay Wilderness Way Thrift	yes	yes	yes			1	
Westminster Wilderness Way	yes	yes	yes			1	
West Union Wilderness Way	yes	yes	yes			1	
Anderson District 1 & 2							
HOR- Williamston	Yes	yes	yes	yes	yes	2	
HOR- Belton	yes	yes	yes	yes	yes	2	
HOR- Honea Path	Yes	yes	yes	yes	yes	2	3
Pelzer Adult Ed	yes						
Design Depot	yes	yes	yes	yes	yes	1	1
West Pelzer Town Hall	yes	yes	yes	yes	yes	1	1
West Pelzer Public Works	yes		yes			2	
Pelzer Food Bank	yes					1	
Pelzer City Hall	Maybe						
Williamston Library	no						
Anderson District 5							
Adult Ed	Yes	Yes	yes	yes	yes	1	
Andeson Library	yes	yes	yes	yes	yes	1	1
Caris Health	Yes	yes	yes	yes	yes	2	5
Planet Comics	yes	yes	yes	yes	yes	1	
Westside Community Center	Yes						
Djefferson& Associates	Yes	yes	yes	yes	yes	1	
HOR- S Main	Yes	yes	yes	yes	yes	2	
HOR- Miracle Mile	Yes	yes	yes	yes	yes	2	3
HOR- Orr St	No						
United Way	Yes	Yes	YES	YES	YES	1	
Mergon	Yes	Yes	yes	yes	yes	1	

Youth Strategic Plan Goal #4
Work Experience Business Contacts

Upstate Printing	yes	yes	yes	yes	yes	1	1
Anderson Wilderness Way	yes	yes	yes	yes	yes	2	
Anderson PAWS	yes	yes	yes	yes	yes	1	
Alston Wilkes Society	Yes	yesy	yes	yes	yes	1	
S. Main Mercy Center	Maybe						
Hill Electric	Maybe						
Lakeside Chiropractic	Maybe						
Upper Cerivcal Care	Maybe						
AC Sheiff's Office	Maybe						
Pendleton Library	Maybe						
Anderson Habitat for Humanity	Maybe						
PICKENS							
Steven Rice Allstate	Yes	yes	yes	yes	yes	1	3
Clemson Rec	Maybe						
Easley Habitat for Humanity	yes	yes	yes	yes	Yes	2	1
Adult Ed	yes	yes	yes	yes	yes	1	2
Helping Hands Thrift Store	Yes	yes	yes	yes	yes	1	
Pickens County DSS	yes	yes	yes	yes	yes	1	1
Open Arms Thrift Store	yes	yes	yes	yes	yes	1	3
Liberty Wilderness Way	yes	yes	yes			1	
Pickens Alston Wilkes	yes	yes				1	
Dream Center	No						
Dream Center Thrift Store	No						
Salvation Army	Maybe						
Picken Humane Society	No						
Central Library	No						
Kimberly Clark Library	No						
Central City Hall	No						
Pickens Library	No						
Liberty Library	No						

Total Businesses Contacted= 63 New Businesses Contacted=5

2018 YOUTH RFP EVENTS & DATES

- **Proposed Timeline (Actually as it would appear in the Youth RFP/Public Notice: Note: (#8)** would be excluded.

1.	Grant Application (Youth RFP) Issued/Released	(WE) Feb. 28, 2018
2.	Bidder's Conference	(FR) Mar. 23, 2018
3.	Deadline for Receipt of Formal Applications by WorkLink WIB	(WE) Apr. 11, 2018
4.	Formal Review Process of Application Begins	(FR) Apr. 13, 2018
5.	Written Notification to Successful Bidders	(TH) May. 03, 2018
6.	Youth Contract Negotiations Begin	(TU) May. 08, 2018
7.	Youth Contract Issued	(TH) Jun. 14, 2018
8.	**Compliance Documents Due (Internal)**	(TH) Jun. 28, 2018
9.	Program Year 2018 Youth Contract Begin	(SU) Jul. 01, 2018

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WORKLINK
ANDERSON·OCONEE·PICKENS

One Stop Operations Committee Report

Presented February 7, 2018 – Board Meeting

The OneStop Operations Committee met on January 24, 2018.

Reports

The Committee reviewed the following reports:

- *Employer Services*
  - On-the-Job Training Coordination – 1 new contract with Belton Metals
  - Incumbent Worker Training Grants
- *SC Works Center Reports*
  - System Wide Services and Employer Services (PY17 July 1, 2017 to October 31, 2017)
  - Financial reports for Adult/DW program and Operator as well as ITA obligation reports
- *WIOA Program Usage Reports*
  - Demographic snapshot for participants in WIOA
  - Individualized career services
  - Training services and Follow-Up

All reports were for the period of PY17 July 1, 2017 – December 31, 2017 unless otherwise marked. Current year-to-date reports may be found in the Board packet.

New Business

Eligible Training Provider List

In order to be eligible to receive WIOA funding on behalf of students, a training provider must apply to be on the State Eligible Training Provider List (ETPL). Each Board reviews the applications for training providers that wish to provide services for our region, and determines whether or not they should be included in SCPath (ETPL database) for our region. If approved, the training provider may list trainings that they offer that lead to a recognized credential and will lead to employment upon completion.

WorkLink received applications from the following training providers:

Training Provider	**Approved**	**Denied (reason listed)**
Florence-Darlington Technical College	Approved with exception	Denied cell phone and tablet repair tech program of study only
Myers Crossing LLC	Denied	Denied, based on program of study not in-demand
NDE Institute	Tabled	Requesting more information
Northeastern Technical College	Approved	
Palmetto Training, Inc.	Approved	
Technical College of the Lowcountry	Approved	
Trident Technical College, Division of Continuing Education and Economic Development	Approved	

The committee voted to approve Florence-Darlington Technical College (except cell phone and tablet repair tech program), Northeastern Technical College, Palmetto Training Inc, Technical College of the Lowcountry, and Trident Technical College. Myers Crossing LLC was denied based on program of study (Solar panel installation) not being in-demand in our region. NDE Institute was tabled until further information became available on Non-Destructive Testing program of study.

Adult Ed RFP

SC Department of Education will soon be releasing a Request for Proposals for the federal funding portion of the Adult Education program. Each local area will be invited to participate in a review of the proposals received for their area. Board members that do not have a conflict of interest may participant in the review panel. Details will be forthcoming.

Old Business

Transportation Demonstration Grant

Transportation Grant Summary ELECTRIC CITY TRANSIT *PY17* **Services began 9/18/17, Grant Ends 12/31/18**

# of Individuals:	September	October	November	December	TOTALS
Training Access		18	11	13	42
Employment Access		62	51	42	155
Maintained or Completed Training		44	38	34	116
TOTAL RIDERSHIP		271	227	229	727
Goal Percentage 60%		46%	44%	39%	43%
Grant Award					$ 100,000.00
Total All Invoices Rec'd		$ 3,936.80	$ 7,307.97		$ 11,244.77
Remaining Balance					$ 88,755.23

Report as of 1.19.18

WorkLink has been awarded a Transportation Demonstration Grant by the State Workforce Development Board. WorkLink partnered with the Electric City Transit to write a grant application for one of six $100,000 grants awarded to various local areas in the State. The Catbus declined participation. The goal was to increase employment and training opportunities as well as to provide continued access to employment and training opportunities as well. There were two routes approved as part of this grant, one an extension of Masters Boulevard and the other a new bus route looping from Anderson to Honea-Path, Belton, and back to Anderson. Routes will be operational during two two-hour timeframes, once in the morning and once in the evening, during typical employer start and end times for first shift. **The new bus routes began September 19, 2017. The current grant will end December 31, 2018.**

Strategic Plan

The committee reviewed the progress towards the Strategic Plan as of January 22. WorkKeys data was specifically reviewed.

- 5,090 National Career Readiness Certificates issued in Anderson County.
- 1,871 National Career Readiness Certificates issued in Oconee County.
- 3,062 National Career Readiness Certificated issued in Pickens County.

Data is for the time period of October 20, 2015 – January 24, 2018.

The Business Service Integration team continues to meet. Our next meeting will be held late February, and the quarterly partner meeting will be held February 16, 2018.

In future meetings, the committee will be discussing employer services and how to increase employer engagement in the system.

Other Business

The next committee date is March 28, 2018 at 3pm, Clemson SC Works Center.

Provider Name	Provider website	Program Name	Program description	Tuition and fees	In-Demand	Cluster	Exception
Florence-Darlington Technical College	http://www.fdtc.edu	Cell Phone & Tablet Repair Tech	Students are provided instruction leading to employable skills to work as a master repair technician repairing cell phones and tablets. Course topics include tools and safety procedures; diagnosis; tear down and parts details; soldering; glass replacement; water damage repair; IT information; business set up and operation. Upon completion, students successfully completing the course will have knowledge needed to seek employment with a cell phone / tablet repair shop or to start a side business.	$2000.00	Yes	Yes	
		Pipe Fitting	This program is a pipe fitting program which prepares the student to go to work in construction and maintenance sector of the Nuclear and/or Fossil fuel power industry as well as the petrochemical industry.	$4300.00	Yes	No	
		Truck Driver - CDL	This Program helps the student get their career in the right gear by teaching the regulations, proper record keeping, vital industry information and other pertinent subjects that relate to the safety and legal operation of tractor trailers. Students are trained for 50 hours in the class and 110 -130 hours hands on in the working environment that they will encounter as a truck driver. This includes, vehicle inspection, slow maneuvers such as backing, parallel parking and turns also they will be trained behind the wheel on the road on rural, four lane, and interstates and in city driving. This course is designed to provide the training to get students on the right road to success in the fastest growing industry in the nation.	$3895.00	Yes	No	Yes
		Valve Technician - Programming and Operation	This program is designed to train the individual in the identification, installation, and repair of the different types of valves used in the nuclear and fossil power industries, the chemical and petroleum industries, and other industries that use piping and valves in their operation. It prepares the student to go to work with a maintenance contractor, an industry's maintenance department, or in new construction.	$2500.00	Yes	Yes	
		Welding - Construction - Pre-Pipe	This course prepares the student to go into the Construction Welding Industry. It includes Arc and TIG Welding and prepares the student to enter the Pipe Welding program.	$2800.00	Yes	Yes	
		Welding- Pipe	This program is an advanced welding program which prepares the student to go to work in the construction and pipe welding occupation in the Nuclear and/or Fossil fuel power industry as well as the petrochemical industry. This class also includes Pipe Fitting	$3097.00	Yes	Yes	
Myers Crossing LLC.	http://www.myerscrossingllc.net	Heavy Equipment Operation	Students learn to uses and purposes of earth moving equipment. They learn to operate a front end loader, excavator, graders, backhoe as well as other equipment. Training includes classroom and hands on instruction. Students must pass 4 out of 6 units at a 70% or better to successfully complete the course. Classes conducted Monday - Friday from 8am- 4:30pm. Graduates will be eligible to take NCCER testing for certification as a Heavy Equipment Operator.	$3785.00	No	No	Yes
		Solar Panel Installation	Student will gain knowledge in how the sun produces solar energy and how that energy is use to generate power for commercial, private and governmental facilities. Students will also become familiar with the techniques needed to install solar panels on rooftops as well as ground mounted systems. Classes conducted Monday - Friday from 8am - 4:30pm. Graduates will be eligible to take NASCAP testing for certification as a Solar Panel Installer.	$3710.00	No	No	

NDE Institute	http://www.ndeinstitute.com	Non-Destructive Testing	Welcome to Special Inspections Institute (SII), where training and tradition lead to transformation. I'd like to briefly introduce you to the Nondestructive Testing (NDT) and ICC construction special inspection industries and share with you SII's unique philosophy on preparing students for certification and careers as NDT technicians and construction special inspectors. The NDT and ICC construction inspection industries are on the rise nationally. In 2012-2013, these industries outperformed the rest of the overall economy with an unemployment rate of 4% compared to the national unemployment rate of 7%. Due to the scarcity of qualified inspectors, the industry is experiencing an increase in salaries with annual compensation for full-time NDT workers rising 4% to over $102,977; an increase of approximately 4% was seen at every certification level.* At SII, we bring nearly 15 years of experience in NDT and ICC construction special inspections, representing a deep expertise in the construction, industrial, and petrochemical industries. Our instructors are field-tested, qualified inspectors who have proven to be effective teachers in the classroom and leaders on the job. Whether it's performing radiographic testing on high pressure pipes to steel erection inspection of high rise construction, or performing quality assurance audits for developers, we can assure you that our instructors will train, prepare, and guide you to a meaningful and lucrative career as a technician or inspector.	$6500.00	Yes	Yes	
Northeastern Technical College	http://www.netc.edu/continued_education.php?Continuing-Education-1	Emergency Medical Technician - Basic	Basic Emergency Medical Technician	$995.00	Yes	Yes	
		Medical Assistant	A program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.	$3432.00	Yes	Yes	
Palmetto Training Inc.	http://www.palmettotraining.com/#!faqcdl/cmen	Truck Driver - CDL	Truck Driver - CDL Class A	$4750.00	Yes	No	Yes
Technical College of the Lowcountry	https://www.tcl.edu/continuing-education-workforce-development/healthcare-career-training/patient-care-technician/	Advanced Patient Care Technician	The Patient Care Technician program prepares students to perform clinical functions in hospitals, nursing homes, and other medical settings. The program includes educational classroom instructions, "hands-on" clinical experience in local medical facilities. The Advanced PCT program has the added component of Full Phlebotomy.	$4934.50	Yes	Yes	
		Emergency Medical Technician	Emergency Medical Technician	$1400.00	Yes	Yes	
		Patient Care Technician	The Patient Care Technician program prepares students to perform clinical functions in hospitals, nursing homes, and other medical settings. The program includes educational classroom instructions, "hands-on" clinical experience in local medical facilities.	$4382.50	Yes	Yes	
		Phlebotomy	Phlebotomy	$799.00	Yes	Yes	
Trident Technical College, Division of Continuing Education and Economic Development		A+ Certification	The A+ Certification is comprised of 2 courses: A+ Essentials (Hardware portion) & A+ Practical Application (software portion). These 2 courses mirror the CompTIA exams (220-801 & 220-802) the students must take and pass both exams to become "A+ Certified" by CompTIA. These 2 courses help students acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.	$2598.00	Yes	Yes	
		Advanced Manufacturing Technologies (Electrical Systems)	Electrical Systems: This course is an online blend of 15 Tooling U Electrical Systems lessons with 40 hours of lab training. The course introduces basic principles of electrical systems including safety practices, types of circuits, magnetism, AC/DC power sources, electrical instruments and print reading, and conductor and battery selection.	$829.00			

		Advanced Manufacturing Technologies (Hydraulics & Pneumatics)	Hydraulics & Pneumatics: This course is Module 2 of the Advanced Manufacturing Technologies Certificate. This course is an online blend of 21 Tooling U Hydraulic and Pneumatic lessons with 40 hours of lab training. The course introduces basic principles of hydraulics and pneumatics including safety practices, components, power variables, power sources, control valves, circuit designee, and preventative maintenance.	$829.00	Yes	Yes	
		Emergency Medical Technician	Career Description: Emergency medical technicians (EMTs) care for the sick or injured in emergency medical settings. EMTs respond to emergency calls, performing medical services and transporting patients to medical facilities. Most EMTs work full time. EMTs experience a much larger than average number of work-related injuries or illnesses. This course provides the theoretical and practical knowledge of how to become a phlebotomist. The course covers establishing a professional relationship with the patient; anatomy and physiology; medical terminology; selecting and preparing the venipuncture site; collecting specimens; donor patients; preparing and maintaining equipment; and the health, safety and legal aspects of the occupation.	$1150.00	Yes	Yes	
		Massage Therapy	This 500-hour certificate program encompasses the requirements necessary to obtain licensure as a Licensed Massage Therapist (LMT) in the state of South Carolina. Upon completion of this program, candidates are eligible to take the national certification examination, MBLEx (Federation of State Massage Therapy Boards) and apply for state licensure once receiving a passing score. You'll learn a range of massage techniques, including basic spa and neuromuscular clinical massage. The curriculum covers the fundamentals of human Anatomy & Physiology, massage law and ethics, Kinesiology, and practical application of spa and neuromuscular technique. You will also practice acquired techniques in a hands-on clinical setting.	$3999.00	Yes	Yes	
		Network+ Certification	The Network+ Certification course is designed to give the students skills needed for network troubleshooting, installation, or maintenance. This course covers network fundamentals, building a network with OSI, hardware concepts, Ethernet basics, modern Ethernet, non-Ethernet networks, network interface cards, structured cabling, protocols, and TCP/IP and network operating systems. This course helps prepare students for the Network+ Certification N10-005 Exam.	$1299.00	Yes	Yes	
		Patient Care Technician	A patient care technician (PCT) works closely with patients that are under the care of a physician. The type of patients they care for can range from having mild injuries to life threatening diseases. Their responsibility is to tend to the patients, monitor their conditions, and report any changes to a nurse or physician. The PTA is responsible for making sure vitals are taken at the required times, provide treatments as directed, distribute medications and do laboratory work as needed. Another part of the job is to assist in everyday tasks that some patients can no longer do on their own. They must help with maintaining good hygiene such as helping patients to brush their teeth or comb their hair. Technicians sometimes help a patient to shower, and with bathroom duties. They assist with feedings when a patient cannot feed themselves. They can also provide a form of physical therapy under a physician's orders.	$899.00	Yes	Yes	

		Property Management	To obtain a property management license, the applicant must be at least 18 years old and agree to the submission of a satisfactory credit report, have a high school diploma or GED equivalent, complete all 32 hours of the course (two hours of course allotted to testing), pass the property management examination and apply for a property manager license within one year. TTC is an authorized provider for the pre-license course in property management and real estate. For state requirements, visit www.llronline.com. This course fulfills the South Carolina Real Estate Commission's requirements for the property management license exam. The fundamentals of property management and applicable state laws are covered. Note: The S.C. Labor and Licensing Board require that students, by law, complete the entire Property Management course. You must successfully complete the course to be eligible for the exam. Please note: Any person wishing to take the South Carolina Real Estate Licensing exam must now pay for and pass a criminal background check BEFORE taking the state exam. This form can be downloaded from the SCREC website at http: //llr.sc.gov/recheck.	$265.00	Yes	No	
		Truck Driver Training CDL-A	This program helps you get your career in the right gear by teaching you the regulations, proper record keeping, vital industry information and other pertinent subjects that relate to the safety and legal operation of tractor trailers. You are trained for 50 hours in the class and 110-130 hours hands-on in the working environment that you encounter as a truck driver. This includes vehicle inspection, slow maneuvers such as backing, parallel parking and turns. Also, you are trained behind the wheel on the road on rural, four-lane, interstates and in-city driving for an average of 50 hours in the truck for a class of four students. This course is designed to provide the training to get you on the right road to success in the fastest growing industry in the nation. All training is held locally in the Charleston area.	$4500.00	Yes	No	Yes
		Welding Certificate	The Continuing Education Division Welding Certificate program is designed to instruct welders in welding safety and welding techniques utilizing various processes such as Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW). Each course introduces basic trade principles and safety protocols. Participants must provide their own welding safety equipment and tools. Modules Include: Basic Shielded Arc Welding - STICK; Basic Gas Metal Arc Welding - MIG; Basic Gas Tungsten Arc Welding - TIG; Advanced Gas Metal Arc Welding - MIG; Advanced Shielded Arc Welding - STICK; and, Advanced Gas Tungsten Arc Welding - TIG.	$3144.00	Yes	Yes	

Data through: December 2017
Last Revision Date: 1/16/2017

SC WORKS | BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER
WORKLINK
ANDERSON·OCONEE·PICKENS

PY17 - July 1, 2017 to June 30, 2018

	Q1 2017	Q1 2017	Q1 2017	Q2 2017	Q2 2017	Q2 2017	Q3 2017	Q3 2017	Q3 2017	Q4 2017	Q4 2017	Q4 2017	
Jobseekers Services	**Jul-17**	**Aug-17**	**Sep-17**	**Oct-17**	**Nov-17**	**Dec-17**	**Jan-18**	**Feb-18**	**Mar-18**	**Apr-18**	**May-18**	**Jun-18**	**Total**
SYSTEM WIDE SERVICES													
Unduplicated Customer Count	**3331**	**3326**	**2546**	**2569**	**2519**	**2414**							**7518**
Individuals that Registered	**327**	**351**	**225**	**259**	**261**	**225**	0	0	0	0	0	0	**1648**
Anderson	162	170	104	130	147	126							**839**
Clemson	51	43	18	33	29	19							**193**
Easley	51	62	50	38	43	30							**274**
Seneca	63	76	53	58	42	50							**342**
Job Search Services	**80350**	**75579**	**57398**	**60645**	**52865**	**59037**	0	0	0	0	0	0	**385874**
Anderson	38484	36072	27409	28664	24394	28908							**183931**
Clemson	13700	11740	7577	8999	8113	9510							**59639**
Easley	13644	13717	10504	10751	9016	9072							**66704**
Inactive Liberty Center	0	0	0	0	81	136							**217**
Seneca	14522	14050	11908	12231	11261	11411							**75383**
CENTER-WIDE SERVICES													
Center Traffic (Total Customer Count):	**1781**	**1846**	**1566**	**1645**	**1306**	**1352**	0	0	0	0	0	0	**9496**
Anderson	698	699	556	618	491	540							**3602**
Clemson	631	685	529	512	416	446							**3219**
Easley	100	114	56	107	75	56							**508**
Seneca	352	348	425	408	324	310							**2167**
Orientation Attendance	**32**	**119**	**65**	**124**	**67**	**41**							**448**
Workshops Offered	**57**	**90**	**73**	**92**	**73**	**65**	0	0	0	0	0	0	**450**
# Attended Employability	23	28	8	81	25	23							**188**
# Attended Financial Literacy	0	0	1	0	0	1							**2**
# Attended Computer Skills	34	62	11	11	11	4							**133**
Referrals to Partners:	**49**	**52**	**28**	**55**	**45**	**41**							**270**
# of Individuals Received Referral	44	46	28	51	44	40							**253**

Data through: December 2017
Last Revision Date: 1/16/2018

SC WORKS | BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER
WORKLINK
ANDERSON·OCONEE·PICKENS

PY17 - July 1, 2017 to June 30, 2018

	Q1 2017	Q1 2017	Q1 2017	Q2 2017	Q2 2017	Q2 2017	Q3 2017	Q3 2017	Q3 2017	Q4 2017	Q4 2017	Q4 2017	
Employer Services	**Jul-17**	**Aug-17**	**Sep-17**	**Oct-17**	**Nov-17**	**Dec-17**	**Jan-18**	**Feb-18**	**Mar-18**	**Apr-18**	**May-18**	**Jun-18**	**Total**
Internal Job Orders Created	**279**	**382**	**307**	**397**	**225**	**301**							**1891**
Anderson	96	121	108	130	115	100							670
Clemson	106	132	124	149	52	153							716
Easley	13	29	27	18	13	13							113
Seneca	64	100	48	100	45	35							392
Services Provided Employers	**1396**	**1620**	**1179**	**1226**	**115**	**930**							**6466**
Anderson	342	511	243	274	285	260							1915
Clemson	832	990	797	860	752	561							4792
Easley	15	3	17	11	11	19							76
Seneca	207	116	122	81	103	90							719
Hiring Events	**26**	**27**	**21**	**27**	**18**	**16**							**135**
Total Job Seekers	**208**	**147**	**174**	**275**	**133**	**116**							**1053**
Anderson	7	44	9	46	24	29							159
Oconee	79	39	66	79	58	64							385
Pickens	122	64	99	62	51	23							421
Regional	0	0	0	88	0	0							88
Entered Employments	**91**	**110**	**93**	**74**	**71**	**40**							**479**
Anderson	9	8	17	5	7	13							59
Clemson	61	88	47	61	44	18							319
Easley	0	1	0	0	0	0							1
Seneca	21	13	29	8	20	9							100
Rapid Response Events	**1**	**1**	**1**	**2**	**0**	**0**							**5**
JC Penney	12	0	0	0	0	0							12
Wise Business Solutions	0	8	0	0	0	0							8
K-Mart	0	0	19	0	0	0							19
AFCO	0	0	0	320	0	0							320
Kongsberg	0	0	0	112	0	0							112

DEMOGRAPHICS (Year to Date)	Data through: December 2017	Last Revision Date: 1/5/18				
WIOA Enrollments						
	YTD (Last Date of Access)					
Age	**Anderson**	**Oconee**	**Pickens**	**Other**	**Total**	**%**
Under 19	0	2	0	0	2	1%
19-21	8	6	0	0	14	5%
22-32	57	13	10	0	80	31%
33-44	35	19	18	2	74	29%
45-54	37	17	6	0	60	24%
55-64	9	6	9	0	24	9%
65+	0	0	1	0	1	0%
Total	**146**	**63**	**44**	**2**	**255**	100%
Race	**Anderson**	**Oconee**	**Pickens**	**Other**	**Total**	
African American/Black	46	9	7	0	62	24%
American Indian/Alaskan Native	1	0	0	0	1	0%
Asian	0	0	0	0	0	0%
Hawaiian/Other Pacific Islander	0	0	0	0	0	0%
White	87	47	33	2	169	66%
Not Provided	12	7	4	0	23	9%
Total	**146**	**63**	**44**	**2**	**255**	100%
Ethnicity	**Anderson**	**Oconee**	**Pickens**	**Other**	**Total**	
Hispanic or Latino heritage	3	8	2	0	13	5%
Not Hispanic or Latino heritage	136	51	40	2	229	90%
Not Provided	7	4	2	0	13	5%
Total	**146**	**63**	**44**	**2**	**255**	100%
Gender	**Anderson**	**Oconee**	**Pickens**	**Other**	**Total**	
Female	77	39	25	1	142	56%
Male	69	24	19	1	113	44%
Total	**146**	**63**	**44**	**2**	**255**	100%
Education Level	**Anderson**	**Oconee**	**Pickens**	**Other**	**Total**	
Less than 9th Grade	9	2	2	0	13	5%
9th-12th Grade (No Diploma)	113	50	32	2	197	77%
GED	4	2	4	0	10	4%
HSD	12	8	3	0	23	9%
Vocational School Certificate	0	0	1	0	1	0%
Associate's Degree	6	1	1	0	8	3%
Bachelor's Degree	2	0	1	0	3	1%
Education beyond a Bachelor's degree	0	0	0	0	0	0%
Total	**146**	**63**	**44**	**2**	**255**	100%
Disability from the Demographic Tab on the WIOA Application	**Anderson**	**Oconee**	**Pickens**	**Other**	**Total**	
No	142	59	42	2	245	96%
Yes	3	3	2	0	8	3%
Participant did not self-identify	1	1	0	0	2	1%
Total	**146**	**63**	**44**	**2**	**255**	100%
Employment Status at Participation	**Anderson**	**Oconee**	**Pickens**	**Other**	**Total**	
Employed	60	22	18	0	100	39%
Employed but received notice of layoff	0	0	1	0	1	0%
Not Employed	86	41	25	2	154	60%
Total	**146**	**63**	**44**	**2**	**255**	100%
Veteran	**Anderson**	**Oconee**	**Pickens**	**Other**	**Total**	
No	137	62	40	2	241	95%
Yes	9	1	4	0	14	5%
Total	**146**	**63**	**44**	**2**	**255**	100%

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.

Data through: November 2017
Last Revision Date: 1/11/18

SC WORKS | BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER
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PY17 - July 1, 2017 to June 30, 2018

WIOA Individualized Career Services = July 1, 2017- June 30, 2018

Job Seeker at WIOA Enrollment

		A	O	P	Other	Total
Veterans						
	CO	7	1	3	0	11
	New	2	0	1	0	3
Offenders						
	CO	56	10	5	1	72
	New	6	0	0	0	6
TAA Co-enrolled						
	CO	1	4	0	0	5
	New	0	0	0	0	0
Adult/DW Low Income						
	CO	90	25	17	2	134
	New	8	3	0	0	11
SNAP Recipient						
	CO	49	12	9	1	71
	New	2	1	0	0	3
Basic Skills Deficient						
	CO	61	19	11	1	92
	New	3	1	1	0	5

Caseload Breakdown

	Active	Follow-up	Total
Riddle	1	0	1
Hunter	42	61	103
Morgan	47	64	111
Parnell	61	56	117
Simmons	52	46	98
Total	**203**	**227**	**430**

Active Enrollment

	CO	December	Total
Riddle	0	1	1
Hunter	38	4	42
Morgan	47	0	47
Parnell	52	9	61
Simmons	49	3	52
Total	**186**	**17**	**203**

Applications

	December	YTD Total
YTD Total Determinations	17	115

Enrollment

	December	TD Planned	(+/-)
New MTD Enrolled	17	20	-3
New YTD Enrolled	104	104	0

Priorities*	**YTD Enrolled**	**%**	**Goal**
1. Veterans - PAR, LI, or BSD**	2	2%	
2. PAR, LI, or BSD	85	79%	70% or More
3. Veteran	5	5%	
4. Non-Veterans	16	15%	30% or Less
Sum	108	100%	

*Applies to Adult Population Only

**PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient

Career Interest

In-Demand Career Cluster	December	YTD
Admin, Support, Waste Mgmt., Remediation Svcs..	0	3
Health Care and Social Assistance	4	40
Manufacturing	2	31
Professional Scientific Technical Services	3	10
Other	9	41

One-on-One Services

Activity	December	YTD
106 - Provided Internet Job Search Support/	0	8
115 - Resume Preparation Assistance	3	30
123 - Job Development Contacts	0	0

WorkKeys

	CO	New YTD	Total
Platinum	1	0	1
Gold	9	0	9
Silver	29	3	32
Bronze	10	1	11
Total	49	4	53

Data through: November 2017
Last Revision Date: 1/11/2018

SC WORKS | BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER

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PY17 - July 1, 2017 to June 30, 2018

WIOA Training Services and Follow-Up Services

Recommended for Training Services

	December	YTD Total
GED	3	23
Occupational	10	90
On-the-Job Training	0	1

OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
Belton Metal Company, Inc.	Anderson			1

Total Current Contracts	1
Total Carryover	0
Total All OJT Contracts	**1**

**Carryover equals those contracts started in PY 17 but finished in PY18*

Funding Source

	December	YTD Total
Adult	0	0
Dislocated Workers	1	1
National Dislocated Worker Grant (NDW	0	0

Program Outcomes and Follow-Up Services

	Total	YTD Total
Entered Employment	14	75
Credential Attained (current year)	19	59
Measurable Skills Gained	-	74
Follow-Up Services Provided	84	429

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

Occupational Training by Provider

Name	Currently In Training	PY' 17 Rec'd Training
Arc Labs	2	5
Carolina Computer Training	1	1
Forrest College	2	2
Greenville Technical College	4	8
Norris Mechanical LLC	12	14
Palmetto School of Career Development	2	4
Southern Wesleyan University	2	2
Tri-County Technical College	33	71
York Technical College	1	1
Total	**59**	**108**

Total Occupational Training by Cluster

Occupation	Total Training	PY'17 Rec'd Credential
GED/Occupational Training (324)	12	10
Admin, Support, Waste Mgmt., Remediation Svcs.	8	2
Manufacturing	40	19
Professional, Scientific, Technical Services	2	1
Health Care and Social Assistance	58	35
CDL	18	11
Heavy Equipment Operator	3	3

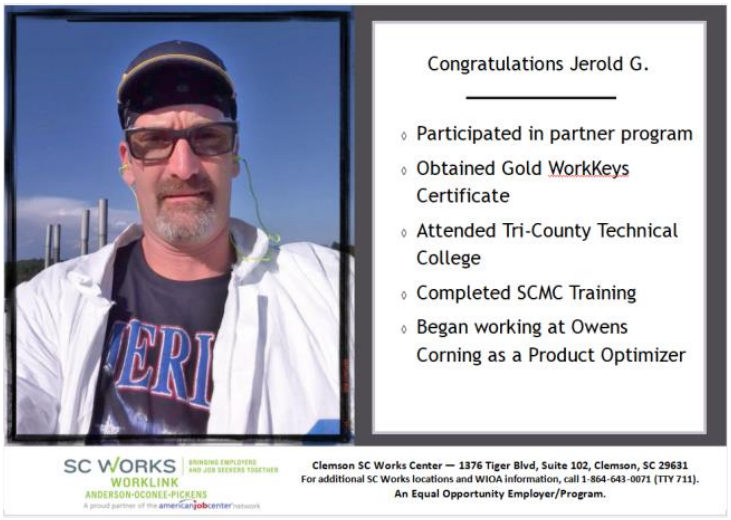
Funding Source PY'17 Rec'd (occupational and GED training)

WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD	Referrals
Adult	91	AIM	$ 7,374	14
Dislocated Workers	10	TCTC Scholarships	$ 94,032	33
NEG	0	Michelin Scholarship	$ 3,000	
Trade (co-enrolled)	5	Goodwill Industries	$ 2,144	
		Other	$ -	
		Total	**$106,550**	

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

SUCCESS STORY –

Meet Jerold G. -



Jerold G. entered the WIOA program in November 2016. It is through the partnership WIOA has with The Haven of Rest that has allowed Jerold to achieve all of his goals. Jerold was able to complete Work keys and scored Platinum in reading and Gold in locating information and applied math. Jerold was interested in the manufacturing field and was awarded scholarship assistance for TCTC to complete the SCMC training. Jerold started the first of January and completed the training on March 22, 2017.

Jerold started working with Owens Corning as a product optimizer on May 30th. Through the partnership of WIOA, TCTC and The Haven of Rest, Jerold has been able to complete his goal and obtain employment in the manufacturing field. This is an in-demand field in Anderson County and Jerold is now self-sufficient.

CONGRATULATIONS JEROLD

Because Jerold came through SCWorks and an approved WIOA Training Provider, Tri-County Technical College, he can say, “I’m the next one!” Congratulations on being the next one employed, the next one with a SCMC Certification and a WorkKeys Gold Certificate, and the next one to achieve your dreams!

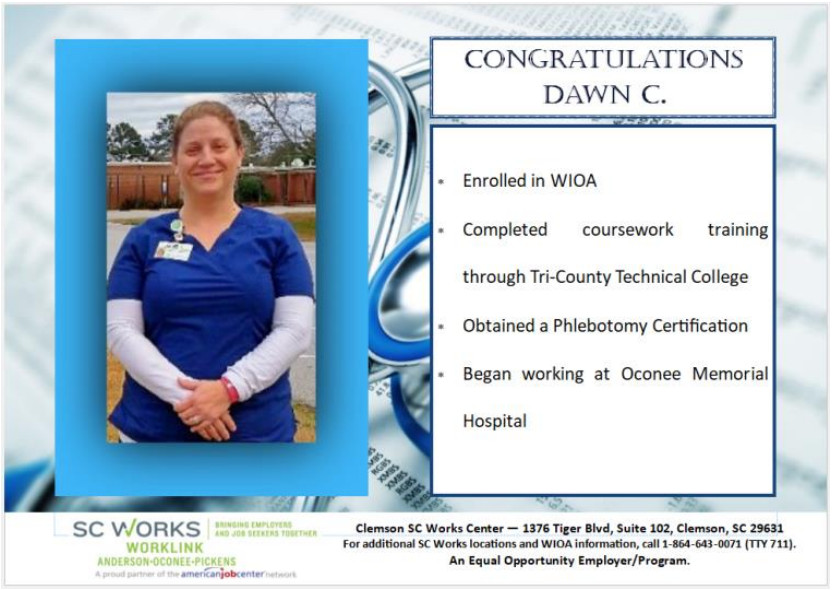
To find out more about career pathways and how the SC Works WorkLink WIOA program can help you achieve success, call Steve at 1-864-643-0071 (TTY 711).

[Specific wage information for Jerold has not been included in this success story. Typically, product optimizers with his level of education and relevant work experience can expect to make between $10.52/hour and $28.05/hour in South Carolina. Source: https://www.onetonline.org/]

SUCCESS STORY

Meet Dawn C. -

Dawn C.'s journey began with WIOA (Workforce Innovation Opportunity Act) in 2015, when she enrolled in the Patient Care Technician courses at Tri-County Technical College. She completed her CNA course, but could not continue with classes due to illness. However, she returned in the summer of 2017 seeking possible assistance and was able to find success.



She attended a WIOA orientation in late June 2017 and soon after completed the WIOA application with her Career Coach. She had already obtained WorkKeys previously, and she attended Resume and Interviewing Workshops, which were conducted by a Workforce Consultant. After some career planning, she decided that her heart was set on becoming a Phlebotomist. She pursued Phlebotomy Certification training at TCTC. Her training was approved and she began classes in August 2017.

Dawn received a scholarship through Tri-County Technical College, which covered the tuition for her classes. Funding from WIOA covered the cost of her pre-requisite courses, books, uniforms, immunizations, background check, and drug screen. Dawn excelled in her classes and was given glowing recommendations from her instructor. Her clinical was completed at Greenville Health System, where she was hired on as a Phlebotomist within several weeks. Her goal was to complete and exceed the minimum number of "sticks," which she not only completed but doubled in a short amount of time. She is now gainfully employed at Oconee Memorial Hospital and is still keeping record of her number of sticks. She began working on November 27, 2017 and earns a sustainable wage. She is also currently receiving training in Electrocardiogram Certification through her employer.

Dawn received her Phlebotomy Certificate on December 6, 2017 and will be taking her exam in the coming weeks. She encourages many of her friends to explore their career options through SC Works and states, "If you do the legwork, SC Works & WIOA will help you get your foot in the door to your career."

CONGRATULATIONS DAWN C.

Because Dawn came through SCWorks and an approved WIOA Training Provider, Tri-County Technical College, she can say, "I'm the next one!" Congratulations on being the next one employed, the next one with a Phlebotomy Certification, and the next one to achieve your dreams!

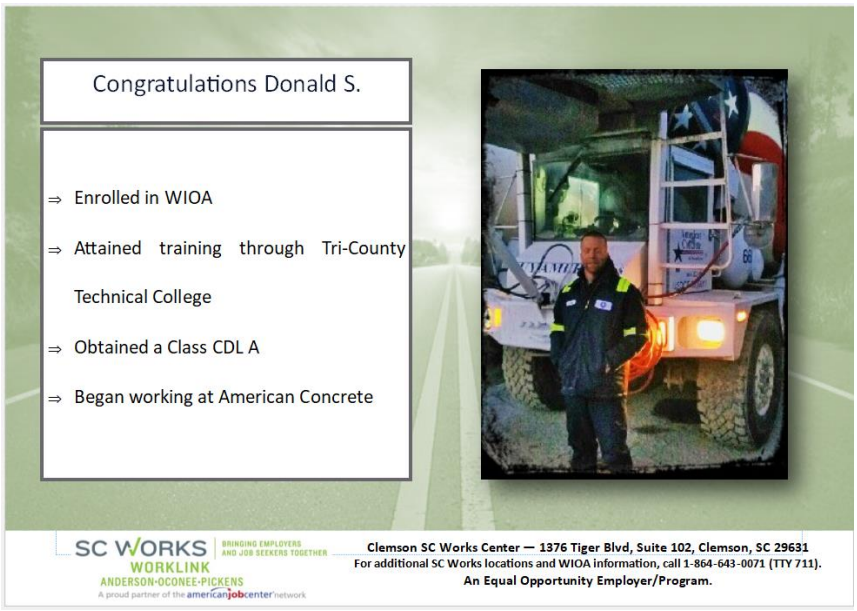
To find out more about career pathways and how the SC Works WorkLink WIOA program can help you achieve success, call Steve at 1-864-643-0071 (TTY 711).

[Specific wage information for Dawn has not been included in this success story. Typically, Phlebotomists Dawn's level of education and relevant work experience can expect to make between $10.13/hour and $17.73/hour in South Carolina. Source: https://www.onetonline.org/]

SUCCESS STORY

Meet Donald S. -

Donald S. came to the WIOA program looking to make a fresh start since being released from an Alabama Correctional Facility. He came back to South Carolina in 2015 and had been working as a carpenter for a local business. Donald realized that he needed to make more money, get benefits, have a stable career path, and that is why he chose Class A CDL training.



Donald was enrolled in the WIOA in September of 2016 and began preparing to make his career change. Once his training was approved on November 26, 2016, he wasted little time in obtaining the required items necessary to gain entry into the Class A CDL training. He quickly obtained his DOT Physical and Class A CDL Permit. He was then enrolled in the next available training class that began on January 25, 2017.

Donald enjoyed class and learning all about his new career. He learned how to keep his log book, complete a pre-trip inspection, how to double clutch when he changed gears, and even parallel park a truck and 54-foot long trailer. He completed the training and it was time for him to test for his license. Donald went to take the test, and unfortunately, he did not pass it the first time or the second time. He was down to his last chance, and if he failed it again he would have to take additional classes to continue. He was not discouraged. He went to the DMV in Greenwood for his third and final attempt, and he passed.

After passing his test he took his time looking for a driving position. He knew he wanted to stay local so he could spend time with his family. On May 24, 2017 he began driving for American Concrete. He said it was “the perfect job. It pays well and I have benefits. I was able to get the job, money, and benefits I was looking for thanks to the training available through the WIOA.” Donald is making a great wage and says he will be getting a pay raise soon.

CONGRATULATIONS DONALD S.

Because Donald came through SCWorks and an approved WIOA Training Provider, Tri-County Technical College, he can say, “I’m the next one!” Congratulations on being the next one employed, the next one with a Class A CDL, and the next one to achieve your dreams!

To find out more about career pathways and how the SC Works WorkLink WIOA program can help you achieve success, call Steve at 1-864-643-0071 (TTY 711).

[Specific wage information for Donald has not been included in this success story. Typically, truck drivers with Donald’s level of education and relevant work experience can expect to make between $12.62/hour and $29.38/hour in South Carolina. Source: https://www.onetonline.org/]

SUCCESS STORY

Meet Sherri G.

Sherri G. worked for many years at the Pickens County Board of Disabilities and Special Needs. There, over the course of those years, she cared for many individuals with disabilities. She has always enjoyed working in the health field, but she did not have a certification in the field. She decided that she needed a certification so that she could have more options for finding sustainable employment in the health field.

She decided to pursue training in the Medical Assistant Program at Greenville Technical College. During the process of gathering details about the Medical Assistant program, she found out about the WIOA Program. She then contacted SC Works, found out she was eligible for the WIOA, and enrolled into the WIOA in February of 2016. She was approved for training funding shortly thereafter and began training that June.

By the time her training was complete, Sherri got a job as a Medical Office Assistant at New Horizons Family Health Center. She started there on November 27, 2017 making a sustainable wage, and is working 40 hours per week. Sherri was an excellent participant, and she will succeed wherever she goes.

CONGRATULATIONS SHERRI G.

Because Sherri G. came through SCWorks and an approved WIOA Training Provider, Greenville Technical College, she can say, "I'm the next one!" Congratulations on being the next one employed, the next one with a CNC Certification, SCMC Certification, a GED, and a WorkKeys Silver Certificate, and the next one to achieve your dreams!

To find out more about career pathways and how the SC Works WorkLink WIOA program can help you achieve success, call Steve at 1-864-643-0071 (TTY 711).

[Specific wage information for Sherri has not been included in this success story. Typically, Medical Office Assistants with Sherri's level of education and relevant work experience can expect to make between $10.50/hour and $18.85/hour in South Carolina. Source: https://www.onetonline.org/]

SC WORKS | BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER
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Priority Populations Committee
Meeting Summary
January 11, 2018
Conference Room
SC Works Clemson Comprehensive Center at East Park

Members Present
Lisa Gillespie, Chair
Pat Pruitt

Chair Gillespie introduced the guest speaker, Tracy Richardson, AOP SC Department of Mental Health.

Ms. Richardson explained that the Anderson-Oconee-Pickens Mental Health Center is a facility of the South Carolina Department of Mental Health, is the main service provider of mental health care in our three-county area. AOP Mental Health provides services at six sites including the Anderson County Center, the Oconee County Clinic and the Pickens County Clinic. Their staff of highly skilled and caring professionals includes therapists, social workers, rehabilitation counselors, nurses and psychiatrists, all dedicated to promoting the recovery of individuals with mental illnesses and emotional problems.

Anderson-Oconee-Pickens Mental Health Center offers high quality, affordable, accessible mental health care to our communities and strives for the highest level of satisfaction possible, treating all clients with the utmost dignity and respect. They believe mental health services should be effective, delivered in an efficient way, and satisfy those served.

Ms. Windy Graham provided aggregate October 2017 through December 2017 targeted population reports for the WorkLink region.

Our next meeting is scheduled for March 8, 2018. We plan to discuss homelessness in our region.