

**WORKFORCE INVESTMENT BOARD
BOARD MEETING**

September 21, 2016 - Minutes

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

Members Present:

Amanda Hamby	Danny Brothers	David Collins
Ed Parris	Edgar Brown	Kristi King-Brock
Lisa Gillespie	Mary Gaston	Mike Wallace
Ray Farley	Richard Blackwell	Robert Halfacre
Ronnie Booth	Terence Hassan	

Members Absent:

Billy Gibson	Brooke Dobbins	David Bowers
Doug Newton	Jason Duncan	Patrick Pruitt
Stephanie Collins	Teri Gilstrap	

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite
Windy Graham	Patty Manley	

Guest Present:

Kal Kunkel	Renee Alexander	Steve Riddle
Amanda Wagner	Karen Craven	Ann Marie Baker
Zach Nickerson	Allen Fain	

I. Call to Order

Board Vice Chair Mike Wallace called the meeting to order at 1:03pm, announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes. Vice Chair Wallace welcomed everyone in attendance and introductions were then made by all in attendance.

II. Special Presentation

Vice Chair Wallace presented Robert Halfacre a plaque in appreciation of his outstanding service to the WorkLink Workforce Development Board as Chairman for PY'15.

III. Approval of Minutes

The minutes from the 06/15/16 meeting were emailed with the meeting notice and included in the meeting packet. Chair Halfacre called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: David Collins made a motion to approve the minutes as submitted, second by Danny Brothers. The motion carried with a unanimous vote.

IV. Director's Report

A.) Meetings and Events

On page 8, Mr. Trent Acker noted the meetings, trainings and events staff has attended since the last Board meeting and is included for Board members review.

B.) Performance Negotiations

Mr. Acker informed Board members that we are still waiting to receive official information from the State who is waiting on DOL. Zach Nickerson stated he had no new information to share with Board members at this time.

C.) ACT/WorkKeys Changes

Mr. Acker referred to page 9 and provided a brief summary of the changes ACT will be making to WorkKeys Assessment stating ACT announced they will be sun setting a number of assessments as pf 6/30/17. The basic three assessments which are part of the National Career Readiness Certificate will not be effected, however, we will certainly be impacted due to the Workplace Observation assessment not being available and the State will continue to push back against ACT.

D.) Regional and Local Plan

A State Instruction Letter regarding Regional and Local Plans was included on pages 10-11. Mr. Acker informed Board members the Executive Committee will vote on Local Plan, prior to uploading it to the website, for public comment. Once the 30-day public comment period is over, the final Plan will be submitted to the State by 11/1/16 for review and approval.

A draft copy of the Regional Plan, a new requirement by the State, was also included separately from the Board meeting packet for member's review.

E.) Sector Strategies

Mr. Acker referred to page 12 which details the SC Sector Strategies Project which came about as part of the Regional Plan and is a cross-agency regional collaboration with an industry focused effort to building skilled workforces.

Page 13 shows a bubble chart indicating the Industry Clusters in the Upstate Region which we are a part of including Greenville, Cherokee, Union, Upstate and WorkLink areas.

F.) 501c3

Mr. Acker referred to page 14 explaining in 2011 a corporation was established however the final step to become a non-profit corporation was never completed and is no longer the desire of the County Council members. Upon the advice of County Council to dissolve Corporation, an Ordinance to dissolve will go before each County Council for reading and approval.

V. Committee Reports

A.) Executive Committee

1) Report of Action(s)

Mr. Acker reported our By-Laws allow the Executive Committee to take action as necessary and report out at the next Board meeting stating it has been customary for those actions to be ratified by a vote from the Board and will be the preference of Board members to continue to do so or not.

a) Rapid Response Grant

A request for a Rapid Response Grant was approved by the State to be used for Dislocated Workers. This grant will allow current Dislocated Worker funds to be transferred to Adult funds.

b) In-House Budget

The PY'16 In-House Budget needed official approval from the Finance Committee meeting.

c) IWT Modification

A modification was needed to one of the recipients of the Local IWT Grant to ensure funding could be expended by the grant end date.

BOARD ACTION TAKEN: Vice Chair Wallace called for a vote to ratify the actions of the Executive Committee as presented. Vote to ratify carried unanimously.

B.) Finance Committee

1) PY'15 Final Budget Overview

a) WorkLink Grants

i). Adult, DW, Youth Overview

Kal Kunkel referred to pages 15-17 and reported on the Final Adult budget which was expended at 91.9%; Dislocated Worker expended at 95.6% and the Operator budget expended at 99.6%.

Mr. Kunkel referred to page 18 reporting the Youth budget was expended at 96.7% for PY'15. Karen Craven highlighted the Work Experience Line item which shows expenditures ended at 108.4%.

2) PY'16 Budget Negotiations

a) WorkLink Grants

i). Adult, DW, Youth Overview

Mr. Kunkel referred to page 20 which shows the PY'16 Adult budget through 8/31/16 at 12.7% out of 16.7% which is on track at this point due to schools being out for summer months.

The Dislocated Worker budget, on page 21, is at a low percentage at this point due to the funds that have already been shifted to Adult funding stream and the Rapid Response grant funding.

The Operator budget as shown on page 22 is at 14.3% through 8/31/16 and on page 23, the DW Operator is currently expended at 9%.

Page 24 shows the new Rapid Response grant for Dislocated Worker services is currently expended at 9%.

The PY'16 Obligations report as shown on page 25 shows obligations as of 9/19/16 and does not reflect the Rapid Response grant received. More than \$83,000 had been committed in ITA's for Adult and \$18,887.87 has been committed for Dislocated Workers.

The Youth budget is shown on pages 26-27 and shows expenditures at 13.2% through 8/31/16. Karen Craven pointed out the Work Experience line item which is currently at 23% expended.

Mr. Acker referred to page 28 and provided an update on the In-House budget stating the ADA Upgrades & Strategic Plan line items will be deleted however, the Job Fair line item although showing zero will be kept so that funds from the Business Engagement Incentive Grant can be allocated to Job Fair and related expenses.

ii). Adult/DW Letter of Intent

Ms. Jennifer Kelly referred to pages 29-30 and provided a brief background of the Letter of Intent stating SC DEW made a strong recommendation to provide a Letter of Intent instead of a Grant Award as of July 1, 2016 since we do not receive all of our Notice of Funds Authorized at the beginning of July. In the past, we've received a very small percentage of funding on July 1 with the balance to be received sometime in October based on the State's allocation therefor a Letter of Intent was advised to state we anticipate getting a certain amount of money and based on our actual allocation, we will

give you the reaming balance upon our receipt of funds. A revised letter will be issued to Operator in the coming weeks and once full allocation is received, hopefully in October, an actual contract will be issued to Eckerd.

iii). Adult/DW Budgets Modification #1

Mr. Kunkel referred to pages 31-41 and provided an explanation on Mod #1 to the Adult/DW budget stating the Mod #1 is being requested to facilitate a change in staff, Matt Fields has moved into another position with Eckerd, and to transfer Dislocated Worker Funds to the Adult funding stream as a result of receiving the Rapid Response grant to serve Dislocated Workers. There is no overall change to the current budget amount; the excess funds in Staff Costs will be shifted to Operating Costs and Training Costs.

BOARD ACTION TAKEN: Motion from the Finance Committee to approve Adult/DW budget Mod #1 as presented. Motion seconded by Kristi King-Brock. Motion carried unanimously.

Mr. Kunkel referred to pages 42-50 and provided an explanation on Mod #1 to the Operator budget stating the modification is being requested to facilitate a change in staff and to transfer Dislocated Worker Funds to Adult funds as a result of the receipt of the Rapid Response funding from the State. Excess funds in Staff Costs will be shifted to Operating Costs, with no overall change to the current contract budget amount.

BOARD ACTION TAKEN: Motion from the Finance Committee to approve Operator budget Mod #1 as presented. Motion seconded by Danny Brothers. Motion carried unanimously.

b) Rapid Response

Mr. Kunkel continued to pages 51-58 and provided a summary of Modification #1 to DW Rapid Response grant stating minimal funds were transferred from Training to support the transition/change in staff and is requesting additional funds from the State in October 2016 based on expenditures adding that SC DEW does have funds available.

BOARD ACTION TAKEN: Motion from the Finance Committee to approve Rapid Response budget Mod #1 as presented. Motion seconded by Ed Parris. Motion carried unanimously.

3) Ongoing Grants

Mr. Wallace referred to page 59 which shows the MiiA Grant is tracking well and will soon be wrapping up.

Mr. Wallace referred to the OJT spreadsheets for PY'15 and PY'16 stating Ms. Manley continues to work with and inform local area businesses and employers of the availability of these funds.

4) PY'16 IWT Allocations

Page 63 shows the final PY'15 summary for the local IWT funds which were 100% expended and page 64 shows allocation formula and information for PY'16 IWT funds. We will be receiving \$83, 412 which is an increase of \$37,764 from PY'15 funds.

C.) Youth Committee

1) State Instruction Letter – Legal Aid Services

Kristi King-Brock referred to pages 65-66 which is a State Instruction Letter allowing funds to be used for expungements. Ms. King-Brock reported Kristin Sullivan from the 10th Circuit Solicitor's Office will be attending the October Youth Committee meeting to discuss the 7 areas included that can be expunged and the details surrounding those areas.

2) PY'16 PYC Incentive Policy Revised

Ms. King-Brock referred to pages 67-69 and deferred to Ms. Karen Craven.

Ms. Craven stated this is a draft of the PY'16 PYC Incentive Policy and includes the addition of Legal Aid Services as well as changes in the Incentives and Criteria table noting that previously incentives could be earned during active and follow-up phases however s of 8-1-16, incentives can only be earned during active phase.

3) PY'15 PYC Enrollment Update

The Youth Program enrollment goal for PY'15 was 175 however, as shown on page 70 this goal was exceeded by 15 with a total of 190 enrollments for the program year.

4) Youth Committee Application

Ms. King-Brock referred to page 71 stating the application for Youth Committee Membership from Robert Halfacre is being brought to the Board as a recommendation for approval. Mr. Halfacre previously served on the Youth Committee but had to vacate his seat during the time he served as Workforce Development Board Chair.

BOARD ACTION TAKEN: Motion from the Youth Committee to approve application from Robert Halfacre for Youth Committee membership as presented. Motion seconded by Ronnie Booth. Motion carried unanimously.

5) 2017 Youth Committee Meeting Schedule

Ms. King-Brock stated the Youth Committee's meeting schedule is shown on page 72.

D.) OneStop Operations Committee

1) Committee Report

Mr. Richard Blackwell reported from the 8/17/16 OneStop Operations Committee meeting referring to pages 73-75 updating the Board on the Committee's approach to the Strategic Plan, Outreach, SC Works Systems, Adult & DW Program and Business Services.

a) SC Works Operator

Mr. Blackwell reported the system wide and employer services reports on pages 76-77 show services and participation is drawing to a close and have been tracking very well.

b) Adult/DW Program

Mr. Blackwell referred to pages 78-80 which is a snap shot of the Demographics of participants and the WIOA Individualized Career Services reports which are also moving and tracking very well along with a snap shot of the WIOA Training & Follow up Services for PY'15 and on pages 85-89 are the same reports to date for PY'16.

Mr. Blackwell noted several participant success stories on pages 81-84 were included for Board members.

c) Employer Services

Ms. Patty Manley reported the Business Services Integration Team continues to meet on a monthly basis. The Anderson Hiring Event held on 8/4/16 at the Anderson Mall saw over 500 job seekers and was a very successful event. We also continue to offer stand alone events in the Centers are continuing to be scheduled as needed and requested by area employers are planning our Pickens Hiring Event for 10/13/16 to be held from 3-6:30 pm at the Rock Springs Bapt. Church Christian Fellowship Outreach Center.

E.) Persons with Disabilities Committee

1) Committee Update

Windy Graham provided an update from the 8/11/16 Committee meeting stating Steve Cook, Assistive Technology Consultant with the SC Commission for the Blind provided a presentation to the Committee regarding the services the Commission provides.

The Committee reviewed the definitions as provided by the State Workforce Development Board's Priority Populations Committee which are included in WIOA as 'Priority Populations'.

Ms. Graham referred to page 92 stating the Committee voted to accept the application from Chris Sparrow for ad hoc membership to the Persons with Disabilities Committee and is bringing to the Board for final approval.

BOARD ACTION TAKEN: Motion from the Persons with Disabilities Committee to approve application from Chris Sparrow for ad hoc membership as presented. Motion seconded by Richard Blackwell. Motion carried unanimously.

VI. Other Business

A.) 2017 Workforce Development Board proposed meeting schedule

Mr. Acker stated the following dates are being proposed for 2017 calendar year Board meeting dates:

February 15

April 19

June 7

September 20

November 15

BOARD ACTION TAKEN: Motion from David Collins to approve 2017 Workforce Development Board meeting dates as presented. Motion seconded by Danny Brothers. Motion carried unanimously.

B.) 2016 AOP BIS Video

Mr. Acker presented a video to Board members which is being used to promote the Showcase.

VII. Adjournment

With no further business to discuss the meeting was adjourned at 2:11pm.

Respectfully submitted by: Patty Manley

ACT – WorkKeys Program Changes

ACT recently announced their decision to sunset a number of WorkKeys assessments. While the assessments which comprise the National Career Readiness Certificate (NCRC) as part of the Work Ready Communities initiative are not affected at this time, there is potential for these changes to impact the viability of that program as well.

For jobseekers and employers, this decision impacts existing and future comprehensive job profiles, which are customized to determine the assessments and scores in those assessments that best predict a jobseeker's ability to succeed in the position he or she is pursuing.

Below is a list of the assessments that will sunset, important dates and other relevant information regarding the impact of these changes.

Important Facts and Dates

- Assessments that will be sunset: Applied Technology, Business Writing, Listening for Understanding, Listening and Writing, Performance, Teamwork, **Workplace Observation**, Observation
- Online delivery of the discontinued assessments will cease on **June 1, 2017**.
- The final shipment of paper and pencil materials for discontinued assessments will be **March 1, 2017**.
- ACT must receive all paper and pencil answer documents for discontinued assessments no later than **April 1, 2017** for scoring; documents received after this date will not be scored.
- According to ACT's statistics; Observation/Workplace Observation is required for **74% of the approximately 20,000 job profiles** in the ACT database and **96% of the jobs that have been profiled in South Carolina since January of 2014**.

Potential Concerns

- While the Work Ready Communities initiative focuses on the 3 core WorkKeys assessments (Reading for Information, Applied Mathematics and Locating Information), **many job profiles include one or more of the assessments that will be discontinued**.
- Employers with active job profiles that include one of the discontinued assessments must make a decision between the time and expense of new profiles and discontinuing the use of WorkKeys as a tool.
- Lack of support for WorkKeys by employers could impact the value of unaffected assessments such as those included in the National Career Readiness Certificate (Applied Mathematics, Locating Information, Reading for Information). This is especially concerning with the requirement that all 11th grade students in SC must complete these assessments.

****Update:** During a 9/14/2016 conference call, ACT revealed that, despite the numerous concerns conveyed to them by employers and agencies within SC, it is incredibly unlikely that any changes will be made to their decision to sunset Workplace Observation or any other assessments.

***** Update 2:** (via Grey Parks) just received information from ACT that they have decided to extend Workplace Observation, Applied Technology and Business Writing until June 2018. During this time they will continue to work on emerging assessments and more information will follow once more details are received from ACT.

WORKFORCE DEVELOPMENT ACRONYMS & DEFINITIONS

- **ABAWDs** **Able-Bodied Adult Without Dependents**
An ABAWD is a person between the ages of 18 and 49 who has no dependents and is not disabled. Most SNAP participants who can work, do work. SNAP rules require all recipients meet work requirements unless they are exempt because of age or disability or another specific reason.
<http://www.fns.usda.gov>
- **ACT** **American College Testing**
Standardized college admissions test developed by ACT, Inc., measuring english, mathematics, reading, and science skills. <https://www.act.org/>
- **ADA** **Americans with Disabilities Act**
Signed into law on July 26, 1990, the ADA is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal.
<https://adata.org/learn-about-ada>
- **BLS** **Bureau of Labor Statistics**
The [Bureau of Labor Statistics](http://www.bls.gov) is government agency that produces a range economic data which reflect the state of the U.S. economy. <http://www.bls.gov>
- **CBO** **Community-Based Organization**
A community based organization, public or private nonprofit (including a church or religious entity) that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs. <https://nnlm.gov>
- **CDL** **Commercial Driver's License**
A commercial driver's license is a driver's license required to operate large or heavy vehicles.
- **CLEO** **Chief Local Elected Official**
According to the National Association of Counties, “the leadership role of elected officials is essential to maximizing WIA impact in state and local jurisdictions through collaboration with state and local Workforce Investment Boards.”
- **COG** **Council of Government**
CoGs—also known as regional councils, regional commissions, regional planning commissions, and planning districts) are regional governing and/or coordinating bodies that exist throughout the United States.
- **CSBG** **Community Service Block Grant**
The Community Services Block Grant (CSBG), administered by the states, provides core funding to local agencies to reduce poverty, revitalize low-income communities and to empower low-income families to become self-sufficient.

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- **DEW Department of Employment & Workforce**
The South Carolina Department of Employment and Workforce (DEW) is responsible for paying unemployment insurance benefits, collecting unemployment taxes, helping people find jobs, matching businesses with qualified candidates, and collecting and disseminating state/federal employment statistics.
- **DOL Department of Labor**
The United States Department of Labor (DOL) is a cabinet-level department of the U.S. federal government responsible for occupational safety, wage and hour standards, unemployment insurance benefits, reemployment services, and some economic statistics.
- **DVOP Disabled Veterans Outreach Program**
Disabled Veterans Outreach Program (DVOP) specialists provide intensive services to meet the employment needs of disabled veterans and other eligible veterans, with the maximum emphasis directed toward serving those who are economically or educationally disadvantaged, including homeless veterans, and veterans with barriers to employment.
- **DW Dislocated Worker**
A worker who has been terminated or laid off, or has received a notice of termination or layoff from employment.
- **EO Equal Opportunity**
The policy of treating employees and others without discrimination, especially on the basis of their sex, race, or age.
- **ETA Employment & Training Administration (USDOL)**
The Employment and Training Administration (ETA) is part of the U.S. Department of Labor. Its mission is to provide training, employment, labor market information, and income maintenance services.
- **ETPL Eligible Training Provider List**
Approved providers of training who are eligible to receive WIOA funds.
https://www.scworks.org/media/ETP/New_WIOA_Requirements_ETPs.pdf
- **FBO Faith-Based Organization**
A group of individuals united on the basis of religious or spiritual beliefs.
- **FUR Fund Utilization Rate**
The FUR includes percentage of funds spent of program and administrative funds carried into the PY and money allocated in the current program year.
- **FY Fiscal Year**
A year as reckoned for taxing or accounting purposes.
- **GED General Equivalency Diploma**
A diploma signifying high school graduation, awarded to those who successfully complete a required examination.

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- **ISS Individual Service Strategy**
An individual service strategy (ISS) is an individual plan for a youth which includes an employment goal, appropriate achievement objectives and the appropriate combination of services for the participant based on the objective assessment.
- **ITA Individual Training Account**
An Individual Training Account (ITA) is an expenditure account established on behalf of a participant in a One-Stop Career Center.
- **IWT Incumbent Worker Training**
Retraining or upgrading of a worker's existing skills to obtain or retain a job that leads to self-sufficiency.
- **JAG Jobs for America's Graduates**
A state-based national non-profit organization dedicated to preventing dropouts among young people who are most at-risk.
- **LEO Local Elected Official**
S.C. Code Ann. § 8-13-100 (27) "Public official" means an elected or appointed official of the State, a county, a municipality, or a political subdivision thereof, including candidates for the office. <http://www.ncsl.org/research/ethics/50-state-definitions-of-public-official-officer.aspx#SC>
- **LMI Labor Market Information**
Labor market information includes all quantitative or qualitative data and analysis related to employment and the workforce.
- **LVER Local Veterans' Employment Representative**
LVERs work with job seekers, service providers, and employers to assist veterans in obtaining employment.
- **LWDA Local Workforce Development Area**
An integrated workforce development system for the area that effectively pools the resources of diverse partner agencies and delivers optimal quality customer focused service.
- **MOU Memorandum of Understanding**
A formal agreement between two or more parties.
- **MSFW Migrant Seasonal Farm Worker**
A migrant farmworker is defined as an individual who is required to be absent from a permanent place of residence for the purpose of seeking employment in agricultural work. Migrant farmworkers are also called migratory agricultural workers.
- **NASWA National Association of State Workforce Agencies**
A national organization of state administrators of the publicly-funded state workforce system, including the Workforce Innovation and Opportunity Act (WIOA), employment services, training programs, unemployment insurance, employment statistics and labor market and workforce information. NASWA

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delivers policy expertise on workforce development, including unemployment insurance and other transitional support, as the voice of state workforce agencies.

- **NCRC National Career Readiness Certificate**
The National Career Readiness Certificate (NCRC) is a hiring tool that addresses concerns voiced by the business community, namely access to qualified job applicants. Individuals who earn a certificate have demonstrated that they can apply the critical foundational skills that nearly every job uses.
- **NFA Notice of Funds Authorization**
A legal document issued by a grantor to notify the grantee of an award based on a submitted proposal.
- **NGA National Governors Association**
The National Governors Association (NGA) is the bipartisan organization of the nation's governors. Through NGA, governors share best practices, speak with a collective voice on national policy and develop innovative solutions that improve state government and support the principles of federalism.
- **OAA Older Americans Act**
Congress passed the Older Americans Act (OAA) in 1965 in response to concern by policymakers about a lack of community social services for older persons. The original legislation established authority for grants to States for community planning and social services, research and development projects, and personnel training in the field of aging.
- **O*NET Occupational Information Network**
The Occupational Information Network (O*NET) is a free online database that contains hundreds of occupational definitions to help students, job seekers, businesses and workforce development professionals to understand today's world of work in the United States.
- **OJT On-the-Job Training**
On-the-job training (OJT) is a form of training taking place in a normal working situation.
- **OMB Office of Management & Budget**
The Office of Management and Budget (OMB) is the business division of the Executive Office of the President of the United States that administers the federal budget and oversees the performance of federal agencies.
- **PY Program Year**
4 quarters (every 3 months) equals a year
- **RFP Request for Proposal or Request for Payment**
A request for proposal (RFP) is a type of bidding solicitation in which a company or organization announces that funding is available for a particular project or program, and companies can place bids for the project's completion.
- **RR Rapid Response**
An information sharing service for employees, as well as employers that facilitates access to South Carolina's public workforce system and services designed to assist workers in finding new employment.

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- **RSA Resource Sharing Agreement**
RSA-means that you are collaborating with one or more entity to maximize access to a larger array of resources by sharing the collections of the cooperating entities or pooling funding to purchase shared digital resources.
- **SCSEP Senior Community Service Employment Program**
The Senior Community Service Employment Program (SCSEP) is a program to help older Americans get back into or remain active in the workforce.
- **SCWOS SC Works Online Services**
Complete set of on-line employment tools for job seekers. Job seekers and employers access jobs, resumes, education; connects SC employees with tools and training to help them enter and move ahead in the workforce.
- **SDA Service Delivery Area**
Service Delivery Area is a component of business that defines the interaction between providers and clients where the provider offers a service.
- **SNAP Supplemental Nutrition Assistance Program**
SNAP provides participants' food security and access to a healthy diet.
- **SSI Supplemental Security Income**
A United States government program that provides stipends to low income people who are either aged 65 or older, blind, or disabled. Although administered by the Social Security Administration, SSI is funded from the U.S. Treasury general funds, not the Social Security trust fund.
- **SSN Social Security Number**
A number in the format 000-00-0000, unique for each individual, used to track Social Security benefits and for other identification purposes.
- **SWDB State Workforce Development Board**
On behalf of the Governor, the State Workforce Development Board (SWDB) provides direction to the workforce system on workforce development issues, particularly those pertaining to the Workforce Innovation and Opportunity Act.
- **TAA Trade Adjustment Assistance**
Trade Adjustment Assistance (TAA) is a federal program that to reduces the damaging impact of imports. The current structure features four components of Trade Adjustment Assistance: for workers, firms, farmers, and communities.
- **TANF Temporary Assistance for Needy Families**
The Temporary Assistance for Needy Families (TANF) program provides temporary financial assistance for pregnant women and families with one or more dependent children. TANF provides financial assistance to help pay for food, shelter, utilities, and expenses other than medical.

WORKFORCE DEVELOPMENT ACRONYMS & DEFINITIONS

- **TEGL Training and Employment Guidance Letter (USDOL)**
Lays out the vision for the one-stop delivery system under the Workforce Innovation and Opportunity Act (WIOA) and links to key technical assistance resources to support states and local areas as they integrate this vision into their one-stop delivery system (<http://www.doleta.gov/wioa>).
- **TEN Training and Employment Notice (USDOL)**
Announcement of the implementation schedule for an integrated performance reporting system for ETA and VETS workforce programs.
- **UI Unemployment Insurance**
Unemployment insurance is a small source of income for workers who have lost their jobs through no fault of their own.
- **UR Unemployment Rate**
The unemployment rate is a measure of the prevalence of unemployment and it is calculated as a percentage by dividing the number of unemployed individuals by all individuals currently in the labor force.
- **VR Vocational Rehabilitation**
Vocational rehabilitation is a process which enables persons with functional, psychological, developmental, cognitive and emotional impairments or health disabilities to overcome barriers to accessing, maintaining or returning to employment or other useful occupation.
- **WIA Workforce Investment Act**
A federal act that “provides workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants.
- **WIOA Workforce Innovation & 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.
- **WRC Work Ready Community**
States or ACT award this certification when counties achieve goals (based on common criteria) of individuals in the workforce earning a National Career Readiness Certificate and businesses recognizing, preferring or recommending the NCRC.
- **WOTC Work Opportunity Tax Credit**
A separate, nonrefundable credit that is part of the general business credit. The work opportunity tax credit is designed to encourage employers to hire workers from certain minority groups with higher-than-average unemployment rates.

WorkLink Program Year 2016 WIOA Performance Goals

Performance Measure	Negotiated Goals
Adult Employment Rate 2nd Quarter After Exit	73.1%
Adult Employment Rate 4th Quarter After Exit	70.8%
Adult Median Earnings 2nd Quarter After Exit	\$4,236
Adult Credential Attainment Within 4 Quarters After Exit	51.0%
DW Employment Rate 2nd Quarter After Exit	77.0%
DW Employment Rate 4th Quarter After Exit	75.0%
DW Median Earnings 2nd Quarter After Exit	\$5,900
DW Credential Attainment within 4 Quarters After Exit	54.4%
Youth Employment Rate 2nd Quarter After Exit	75.1%
Youth Employment Rate 4th Quarter After Exit	67.6%
Youth Credential Attainment within 4 Quarters After Exit	68.1%

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

Meetings | Training Sessions | Events

- Adult Education WIOA Forum – 9/23/16
- Apprenticeship Model Conference Call – 9/26/16
- Staff Meeting (Local Plan) – 9/27/16
- AOP Business and Industry Showcase – 9/27/16
- Coordinating Council on Workforce Development – 10/4/16
- Outreach Committee Meeting – 10/6/16
- Staff Meeting – 10/10/16
- Make It In America Conference Call – 10/12/16
- Pickens County Hiring Event – 10/13/16
- IWT Grant Committee – 10/17/16
- Local Plan Public Comment Session – 10/17/16
- OneStop Operations Committee – 10/19/16
- Liberty High School STEM and Manufacturing Event – 10/20/16
- AIM Hats off to Women – 10/20/16
- Anderson County Workforce Collaborative – 10/24/16
- DSS Spanish Video Project Completion – 10/25/16
- TCTC Annual Report Luncheon – 10/27/16
- Soft Skills Collaboration – 11/1/16
- Performance Negotiations with DEW – 11/2/16
- Finance Committee – 11/2/16
- TATT Education and Economic Development Forum – 11/10/16
- Eckerd Budget Meeting – 11/15/16
- SCDEC's Centralized Outreach Committee – 09/27/16 and 10/25/16
- Inclusion Works: An Employer Summit on Hiring Individuals with Disabilities – 10/12/16
- Oconee-Pickens Area Open House & Disability Mentoring Day – 10/18/16
- SC Vocational Rehabilitation Anderson Area Office Open House – 11/01/16
- Project Search - 9/21/16
- PACE Board Meeting - 9/22/16
- UW of Anderson, Education Vision Council - 9/27/16
- Youth Statewide Meeting - 10/27/16
- ABLE SC Meeting Director of Employment - 10/1/16

Grant Number: 16A295H2

Adult-PY16

Invoice: 100 - I1003

Period Covered: 10/1/16-10/31/16

Eckerd Goal:		SEPTEMBER	OCTOBER			100.0%	
Line Item	MOD	100-I1002		Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$248,211.87	20,416.13	18,416.64	80,442.83	\$167,769.04	32.4%	
Fringe Benefit Total	\$79,422.53	5,910.58	5,571.85	\$23,562.19	\$55,860.34	29.7%	
Staff Cost Total	\$327,634.40	26,326.71	23,988.49	\$104,005.02	\$223,629.38	31.7%	
Operating							
1.2 Staff Consumable Supplies	\$ 3,726.08	0.00	500.01	\$618.17	\$3,107.91	16.6%	
1.3 Advertising, Outreach	\$851.68	0.00	0.00	\$0.00	\$851.68	0.0%	
1.4 Copy, Print	\$4,524.53	325.50	0.00	\$669.98	\$3,854.55	14.8%	
1.5 Communications	\$6,821.57	526.25	601.25	\$2,201.07	\$4,620.50	32.3%	
1.6 Staff Travel	\$9,721.88	229.51	592.17	\$1,230.61	\$8,491.27	12.7%	
1.7 Staff Conferences, Training	\$3,885.77	0.00	0.00	\$138.11	\$3,747.66	3.6%	
1.8 Staff Computer Leases	\$12,221.55	0.00	2,202.93	\$2,202.93	\$10,018.62	18.0%	
1.9 Postage	\$2,129.19	77.64	9.49	\$102.32	\$2,026.87	4.8%	
Operating Total (01)	\$43,882.25	1,158.90	3,905.85	7,163.19	\$36,719.06	16%	
Direct Training							
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 7,750.00	0.00	731.47	\$1,318.97	\$6,431.03	17.0%	
2.6 Tuition (College/Occupational Training)	\$279,121.64	22,676.18	28,008.22	\$70,479.95	\$208,641.69	25.3%	
Direct Training Total (02)	\$286,871.64	22,676.18	28,739.69	71,798.92	\$215,072.72	25%	
Support Services							
3.4 Training Support Materials	\$11,000.00	252.15	357.05	\$700.39	\$10,299.61	6.4%	
3.5 Emergency Assistance		0.00	0.00	\$0.00	\$0.00	#DIV/0!	
3.6 Special Populations Support		0.00	0.00	\$0.00	\$0.00	#DIV/0!	
Support Service Total (03)	\$11,000.00	252.15	357.05	700.39	\$10,299.61	6.4%	
Operating Cost Total	\$669,388.29	50,413.94	56,991.08	\$183,667.52	\$485,720.77	27.4%	
General Overhead (Indirect)	8.86%	\$59,307.80	4,466.68	4,690.37	\$15,919.68	\$43,388.12	26.8%
General Liability Ins	0.60%	\$3,915.51	302.48	341.95	\$1,102.01	\$2,813.50	28.1%
Contract Total	\$732,611.60	55,183.10	62,023.39	\$200,689.21	\$531,922.39	27.4%	

0 16D295H2-DW

DW-PY16

Invoice: 101-I1003

Period Covered: 10/1/16-10/31/16

Eckerd Goal:		SEPTEMBER	OCTOBER			100.0%	
Line Item	MOD	101-I1002		Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$566.85	0.00	0.00	332.49	\$234.36	58.7%	
Fringe Benefit Total	\$ 181.38	0.00	0.00	\$131.16	\$50.22	72.3%	
Staff Cost Total	\$748.23	0.00	0.00	\$463.65	\$284.58	62.0%	
Operating							
1.2 Staff Consumable Supplies	\$ 473.92	0.00	61.80	\$76.40	\$397.52	16.1%	
1.3 Advertising, Outreach	\$108.32	0.00	0.00	\$0.00	\$108.32	0.0%	
1.4 Copy, Print	\$575.47	0.00	0.00	\$57.58	\$517.89	10.0%	
1.5 Communications	\$867.63	65.05	74.27	\$278.97	\$588.66	32.2%	
1.6 Staff Travel	\$1,236.52	36.27	73.21	\$160.00	\$1,076.52	12.9%	
1.7 Staff Conferences, Training	\$494.23	0.00	0.00	\$17.07	\$477.16	3.5%	
1.8 Staff Computer Leases	\$1,554.45	0.00	0.00	\$0.00	\$1,554.45	0.0%	
1.9 Postage	\$270.81	0.00	0.00	\$2.68	\$268.13	1.0%	
Operating Total (01)	\$5,581.35	101.32	209.28	592.70	\$4,988.65	11%	
Direct Training							
2.3 Credential Exam Fees (CAN/GED/WK)	\$ -	0.00	0.00	\$0.00	\$0.00	#DIV/0!	
2.6 Tuition (College/Occupational Training)	\$0.00	0.00	0.00	\$0.00	0.00	#DIV/0!	
Direct Training Total (02)	\$0.00	0.00	0.00	0.00	\$0.00	#DIV/0!	
Support Services							
3.4 Training Support Materials	\$0.00	0.00	7.50	\$7.50	-\$7.50	#DIV/0!	
3.5 Emergency Assistance		0.00	0.00	\$0.00	\$0.00	#DIV/0!	
3.6 Special Populations Support		0.00	0.00	\$0.00	\$0.00	#DIV/0!	
Support Service Total (03)	\$0.00	0.00	7.50	7.50	-\$7.50	#DIV/0!	
Operating Cost Total	\$6,329.58	101.32	216.78	\$1,063.85	\$5,265.73	16.8%	
General Overhead (Indirect)	8.86%	\$560.80	8.98	19.21	\$80.06	\$480.74	14.3%
General Liability Ins	41.50/mo	\$498.01	41.50	41.50	\$166.00	\$332.01	33.3%
Contract Total	\$7,388.39	151.80	277.49	\$1,309.91	\$6,078.48	17.7%	

Grant Number: 16A995H2 - OP Adult

Operator Adult-PY16

Invoice: 197-I1003 Adult

Period Covered: 10/1/16-10/31/16

Eckerd Goal:		SEPTEMBER		OCTOBER			
		25.0%		33.3%			
Line Item	MOD	197-I1002 Adult	197-I1003 Adult	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$44,251.22	-999.91	3,286.00	9,005.06	\$35,246.16	20.3%	
Fringe Benefit Total	\$ 12,112.98	-48.43	821.70	\$2,456.02	\$9,656.96	20.3%	
Staff Cost Total	\$56,364.20	-1,048.34	4,107.70	\$11,461.08	\$44,903.12	20.3%	
Operating							
1.2 Staff Consumable Supplies	\$2,904.00	0.00	0.00	\$0.00	\$2,904.00	0.0%	
1.4 Copy, Print	\$2,884.96	46.50	71.69	\$118.19	\$2,766.77	4.1%	
1.5 Communications	\$675.84	75.55	68.40	\$286.97	\$388.87	42.5%	
1.6 Staff Travel	\$1,504.19	25.19	97.58	\$205.25	\$1,298.94	13.6%	
1.7 Staff Conferences, Training	\$1,267.20	0.00	0.00	\$0.00	\$1,267.20	0.0%	
1.8 Staff Computer Leases	\$995.60	0.00	0.00	\$0.00	\$995.60	0.0%	
1.9 Postage	\$211.20	0.00	0.00	\$0.00	\$211.20	0.0%	
Operating Total (01)	\$10,442.99	147.24	237.67	610.41	\$9,832.58	6%	
Operating Cost Total	\$66,807.19	-901.10	4,345.37	\$12,071.49	\$54,735.70	18.1%	
General Overhead (Indirect)	8.86%	\$5,919.12	-79.84	385.00	\$1,069.53	\$4,849.59	18.1%
General Liability Ins	0.60%	\$436.36	-5.41	26.07	\$72.43	\$363.93	16.6%
Contract Total	\$73,162.67	-986.35	4,756.44	\$13,213.44	\$59,949.23	18.1%	

Grant Number: 16D995H2

Operator DW-PY16

Invoice: 197-I10003 DW

Period Covered: 10/1/16-10/31/16

Eckerd Goal:		SEPTEMBER		OCTOBER			
		25.0%		33.3%		100.0%	
Line Item	MOD	197-I1002 DW	197-I1003 DW	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$199.18	-181.14	19.24	374.03	-\$174.85	187.8%	
Fringe Benefit Total	\$ 54.52	-21.25	4.07	\$113.14	-\$58.62	207.5%	
Staff Cost Total	\$253.70	-202.39	23.31	\$487.17	-\$233.47	192.0%	
Operating							
1.2 Staff Consumable Supplies	\$396.00	0.00	0.00	\$0.00	\$396.00	0.0%	
1.4 Copy, Print	\$393.40	0.00	8.87	\$8.87	\$384.53	2.3%	
1.5 Communications	\$92.16	2.21	8.45	\$74.59	\$17.57	80.9%	
1.6 Staff Travel	\$205.12	2.85	12.28	\$25.16	\$179.96	12.3%	
1.7 Staff Conferences, Training	\$172.80	0.00	0.00	\$0.00	\$172.80	0.0%	
1.8 Staff Computer Leases	\$135.76	0.00	0.00	\$0.00	\$135.76	0.0%	
1.9 Postage	\$28.80	0.00	0.00	\$0.00	\$28.80	0.0%	
Operating Total (01)	\$1,424.04	5.06	29.60	108.62	\$1,315.42	8%	
Operating Cost Total	\$1,677.74	-197.33	52.91	\$595.79	\$1,081.95	35.5%	
General Overhead (Indirect)	8.86%	\$148.65	-17.48	4.69	\$52.79	\$95.86	35.5%
General Liability Ins	0.60%	\$10.96	-1.18	0.32	\$3.57	\$7.39	32.6%
Contract Total	\$1,837.35	-216.00	57.92	\$652.15	\$1,185.20	35.5%	

Grant Number: 16R295E1 - RR

Rapid Response-PY16

Invoice: 208-I1003

Period Covered: 10/1/16-10/31/16

Eckerd Goal:		SEPTEMBER 25.0%	OCTOBER 33.3%			100.0%	
Line Item	MOD	208-I1002	208-I1003	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$42,184.80	3,935.56	2,759.89	12,227.22	\$29,957.58	29.0%	
Fringe Benefit Total	\$ 13,209.86	1,342.19	802.09	\$3,686.78	\$9,523.08	27.9%	
Staff Cost Total	\$55,394.66	5,277.75	3,561.98	\$15,914.00	\$39,480.66	28.7%	
Operating Total (01)		0.00	0.00	0.00	\$0.00	#DIV/0!	
Direct Training							
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 1,550.00	0.00	71.00	\$71.00	\$1,479.00	4.6%	
2.6 Tuition (College/Occupational Training)	\$24,462.56	7,733.10	6,002.00	\$13,735.10	10,727.46	56.1%	
Direct Training Total (02)	\$26,012.56	7,733.10	6,073.00	13,806.10	\$12,206.46	53%	
Support Services							
3.4 Training Support Materials	\$825.00	18.20	0.00	\$293.56	\$531.44	35.6%	
Support Service Total (03)	\$825.00	18.20	0.00	329.96	\$495.04	40.0%	
Operating Cost Total	\$82,232.22	13,029.05	9,634.98	\$30,050.06	\$52,182.16	36.5%	
General Overhead (Indirect)	8.86%	\$7,285.78	1,154.37	853.66	\$2,659.21	\$4,626.57	36.5%
General Liability Ins	Don't Bill	-41.50		\$0.00	\$0.00	#DIV/0!	
Contract Total	\$89,518.00	14,141.92	10,488.64	\$32,672.87	\$56,845.13	36.5%	



1700 & 1701 – WorkLink (Adult/DW Services)

Contract Budget Modification #2

Contractor: Eckerd Youth Alternative, Inc.
Contract #'s: 16A295H3 & 16D295H3
Program: SC Works Case Management Services
Submission Date: 10/26/2016
One Stop Director: Kal Kunkel
Program Manager (s): Renee Alexander & Steve Riddle

Budget Modification Summary & Narrative

Budget Summary

Eckerd Youth Alternative, Inc. (Contractor) is requesting an additional \$100,000.00 from available carry-over funds to increase services to 25 more participants and for Staff Salary increases as outlined below. That will increase the overall budget to \$840,000 to serve 241 new enrollments in PY16.

[illegible]

Sub-Total of Staff Costs			\$ 248,778.72		\$ 253,013.72	\$ 4,235.00
Fringe Benefits		Rate				
Health Insurance		17.38%	\$ 43,978.80	17.38%	\$ 43,978.80	\$ -
FICA		7.65%	\$ 19,031.57	7.65%	\$ 19,355.55	\$ 323.98
Unemployment		1.72%	\$ 4,278.99	1.72%	\$ 4,351.84	\$ 72.85
Workers Comp		3.00%	\$ 7,463.36	3.00%	\$ 7,590.41	\$ 127.05
Retirement (403b Match)		1.95%	\$ 4,851.19	1.95%	\$ 4,933.77	\$ 82.58
		0.00%	\$ -		\$ -	\$ -
		0.00%	\$ -		\$ -	\$ -
Sub-Total Fringe:		31.70%	\$ 79,603.91		\$ 80,210.36	\$ 606.45
TOTAL			\$ 328,382.63		\$ 333,224.08	\$ 4,841.45

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

No changes to Operating Costs.

Operating Costs						
1.1 Facility, Utilities, Maintenance		\$ -		\$ -		\$ -
1.2 Staff Consumable Supplies		\$ 4,200.00		\$ 4,200.00		\$ -
1.3 Advertising, Outreach		\$ 960.00		\$ 960.00		\$ -
1.4 Copy, Print		\$ 5,100.00		\$ 5,100.00		\$ -
1.5 Communications		\$ 7,689.20		\$ 7,689.20		\$ -
1.6 Staff Travel		\$ 10,958.40		\$ 10,958.40		\$ (0.00)
1.7 Staff Conferences, Training		\$ 4,380.00		\$ 4,380.00		\$ -
1.8 Staff Equipment / Computer Leases / Software		\$ 13,776.00		\$ 13,776.00		\$ -
1.9 Postage		\$ 2,400.00		\$ 2,400.00		\$ -
Sub-Total Operating		\$ 49,463.60		\$ 49,463.60		\$ (0.00)

Training Costs Narrative

Increase Training Costs by \$74,955.94.

Training						
2.3 Credential Exams & Assessments		\$ 7,750.00		\$ 11,625.00		\$ 3,875.00
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ 279,121.64		\$ 350,202.58		\$ 71,080.94
2.8 On-the-Job Training		\$ -		\$ -		\$ -
Sub-Total Training		\$ 286,871.64		\$ 361,827.58		\$ 74,955.94

Supportive Services Narrative

Increase to Supportive Services by \$11,515.84 to facilitate Participant needs.

Supportive Services						
3.11 Transportation		\$ -		\$ 2,265.84		\$ 2,265.84
3.12 Childcare		\$ -		\$ 4,000.00		\$ 4,000.00
3.13 Emergency Assistance		\$ -		\$ 2,500.00		\$ 2,500.00
3.14 Training Support Materials		\$ 11,000.00		\$ 13,750.00		\$ 2,750.00
Sub-Total of Supportive Services		\$ 11,000.00		\$ 22,515.84		\$ 11,515.84

Indirect & General Liability Insurance

Increase to Indirect Costs & General Liability Insurance by \$8,686.77 as outlined below.

Indirect Cost & Fees						
Indirect Cost	9.28%	\$ 59,868.60	8.86%	\$ 67,958.96		\$ 8,090.36
General Liability Ins.	0.60%	\$ 4,413.53	0.60%	\$ 5,009.94		\$ 596.41
Sub-Total of Indirect & Fees		\$ 64,282.13		\$ 72,968.90		\$ 8,686.77

APPROVAL(S)

Prepared By


Kalen J. Kunkel, One-Stop Operations Director

CONTRACT BUDGET MODIFICATION

ATTACHMENT 1 – BUDGET FORMS

WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

GRANT BUDGET SUMMARY

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

Project/Activity SC Works Adult-DW Services Funding Source WIOA Adult & DLW Formula Funds Modification # Mod #2

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 332,706	\$ 518		\$ 333,224	\$ 333,224
OPERATING COSTS	\$ 43,882	\$ 5,581		\$ 49,464	\$ 49,464
TRAINING COSTS	\$ 361,828	\$ -		\$ 361,828	\$ 361,828
SUPPORTIVE SERVICE COSTS	\$ 21,527	\$ 989		\$ 22,516	\$ 22,516
Training Fees/Professional Fees/ Profit	\$ 4,512	\$ 498		\$ 5,010	\$ 5,010
Indirect Costs	\$ 67,419	\$ 540		\$ 67,959	\$ 67,959
Total Budget Costs	\$ 831,874	\$ 8,126	\$ -	\$ 840,000	\$ 840,000
Percentage of Budget	99%	1%		100%	
Cost Limitations			2% Maximum	At least 98%	100%

CONTRACT BUDGET MODIFICATION

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

Service Provider Eckerd Workforce Development

Contract # 16A295H2 & 16D295H2

Project/ Activity SC Works Adult-DW Services

Funding Source WIOA Adult & DLW Formula Funds

Mod # Mod #2

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%
TOTAL SALARIES				\$ 253,013.71		\$ 252,627.28		\$ 386.44			\$ 253,013.71
FRINGE BENEFITS:											
Health Insurance		X	17.38%	\$ 43,978.80	99.78%	\$ 43,881.78	0.22%	\$ 97.02		100%	\$ 43,978.80
FICA		X	7.65%	\$ 19,355.55	99.91%	\$ 19,337.52	0.09%	\$ 18.03		100%	\$ 19,355.55
Unemployment		X	1.72%	\$ 4,351.84	99.94%	\$ 4,349.23	0.06%	\$ 2.61		100%	\$ 4,351.84
Workers Comp		X	3.00%	\$ 7,590.41	99.90%	\$ 7,582.47	0.10%	\$ 7.94		100%	\$ 7,590.41
Retirement (403b Match)		X	1.95%	\$ 4,933.77	99.89%	\$ 4,928.21	0.11%	\$ 5.56		100%	\$ 4,933.77
		X	0.00%								
TOTAL FRINGE BENEFITS				\$ 80,210.36		\$ 80,079.20		\$ 131.16			\$ 80,210.36
INDIRECT COST: RATE	\$ 767,031.10	X	8.86%	\$ 67,958.96	99.20%	\$ 67,418.59	0.80%	\$ 540.37		100%	\$ 67,958.96
TOTAL COST				\$ 401,183.03	99.74%	\$ 400,125.07	0.26%	\$ 1,057.97		100%	\$ 401,183.03

Each position must be supported by a job description.

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

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

CONTRACT BUDGET MODIFICATION

<p align="center">WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area COST AND PRICE ANALYSIS WORKSHEET</p>				
Service Provider <u>Eckerd Workforce Development</u>		Contract # <u>16A295H2 & 16D295H2</u>		Mod: Mod #2
Project/Activity <u>SC Works Adult-DW Services</u>		Fund Source <u>WIOA Adult & DLW Formula Funds</u>		
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 4,200	\$ 3,726	\$ 474	\$ 4,200
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 960	\$ 852	\$ 108	\$ 960
1.4 Copy & Print Expenses	\$ 5,100	\$ 4,525	\$ 575	\$ 5,100
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,689	\$ 6,822	\$ 868	\$ 7,689
1.6 Staff Travel				
Local Mileage cost	\$ 6,158	\$ 5,463	\$ 695	\$ 6,158
Non-Local Mileage cost	\$ 1,800	\$ 1,597	\$ 203	\$ 1,800
Non-Local Per Diem/Lodging Cost	\$ 3,000	\$ 2,661	\$ 339	\$ 3,000
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 4,380	\$ 3,886	\$ 494	\$ 4,380
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ 7,296	\$ 6,473	\$ 823	\$ 7,296
Wide Area Network (WAN) Equipment and Computer Software	\$ 6,480	\$ 5,749	\$ 731	\$ 6,480
1.9 Postage (Stamps, FedEx, etc.)	\$ 2,400	\$ 2,129	\$ 271	\$ 2,400
TOTAL OPERATING COSTS	\$ 49,464	\$ 43,882	\$ 5,581	\$ 49,464
TRAINING COSTS				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 11,625	\$ 11,625	\$ -	\$ 11,625
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workshop)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 350,203	\$ 350,203	\$ -	\$ 350,203
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 361,828	\$ 361,828	\$ -	\$ 361,828
SUPPORTIVE SERVICES COSTS				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ 2,266	\$ 2,010	\$ 256	\$ 2,266
3.12 WI Customer Childcare Costs	\$ 4,000	\$ 3,549	\$ 451	\$ 4,000
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 13,750	\$ 13,750	\$ -	\$ 13,750
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 2,500	\$ 2,218	\$ 282	\$ 2,500
3.6 Laptop Incentive (Youth Only)	\$ -			\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ 22,516	\$ 21,527	\$ 989	\$ 22,516
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ 5,010	\$ 4,512	\$ 498	\$ 5,010
TOTAL FEES / PROFIT COSTS	\$ 5,010	\$ 4,512	\$ 498	\$ 5,010

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

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Board
BUDGET FLOW PROJECTIONS

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

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

Mod# Mod #2

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
August-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
September-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
October-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
November-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
December-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
January-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
February-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
March-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
April-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
May-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
June-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
CLIENT FLOW PROJECTIONS

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

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

Mod# Mod #2

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-15	103	11	114	10	4	14	100
August-15	100	17	117	10	4	14	103
September-15	103	25	128	10	4	14	114
October-15	114	16	130	9	3	12	118
November-15	118	20	138	12	6	18	120
December-15	120	20	140	10	4	14	126
January-16	126	20	146	10	6	16	130
February-16	130	20	150	12	4	16	134
March-16	134	20	154	10	4	14	140
April-16	140	20	160	12	4	16	144
May-16	144	20	164	12	4	16	148
June-16	148	18	166	12	6	18	148
Estimated PY15 Carryovers	103	227					
New PY16 WIA Enrollments	227						
Active Follow-up	305						
Total Served	635						
Estimated PY16 Carryovers	148						

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

ITA Obligations Report

Formula Tuition	Adult	Dislocated Worker	Total
PY16 Budget	\$202,938.00	\$25,812.00	\$228,750.00
PY16 Vouchers Paid	\$77,530.92	\$16,194.09	\$93,725.01
PY16 Vouchers Not Paid	\$26,715.59	\$333.25	\$27,048.84
PY16 Vouchers Total	\$104,246.51	\$16,527.34	\$120,773.85
PY16 Funds Unobligated	\$98,691.49	\$9,284.66	\$107,976.15
PY16 ITA's Approved	\$166,523.55	\$23,894.87	\$190,418.42
PY16 ITA's Deobligations	\$23,245.25	\$0.00	\$23,245.25
Total Current ITA Obligations	\$143,278.30	\$23,894.87	\$167,173.17
Remaining Budget ITA Balance	\$59,659.70	\$1,917.13	\$61,576.83
PY17 Carryover ITA amounts	\$0.00	\$0.00	\$0.00

As of 11.14.16

Grant Number: PY16Y495H2 - Youth							*SAVE AS AFTER EACH MONTH'S INVOICE		
Invoice: 103-I1003									
Period Covered: 10/1/16-10/31/16									
Eckerd Goal:		JULY 8.3%	AUGUST 16.7%	SEPTEMBER 25.0%	OCTOBER 33.3%			100.0%	
Line Item	Contract Amount	103-I1000	103-I1001	103-I1002	103-I1003	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$310,997	24,498	26,049	25,592	24,359	\$100,498	\$210,498	32.3%	
Fringe Benefit Total	\$82,859	6,081	6,391	6,418	6,170	\$25,060	\$57,799	30.2%	
Staff Cost Total	\$393,856	30,579	32,440	32,010	30,528	\$125,558	\$268,298	31.9%	
Operating									
1.1 Facility, Utilities	\$9,600	0	600	1,800	0	\$2,400	\$7,200	25.0%	
1.2 Staff Consumable Supplies	\$1,200	0	91	0	294	\$384	\$816	32.0%	
1.3 Advertising, Outreach	\$300	0	0	0	0	\$0	\$300	0.0%	
1.4 Copy, Print	\$1,200	0	0	372	0	\$372	\$828	31.0%	
1.5 Communications	\$7,039	355	373	378	497	\$1,603	\$5,436	22.8%	
1.6 Staff Travel	\$13,795	478	353	1,728	665	\$3,224	\$10,571	23.4%	
1.7 Staff Conferences, Training	\$1,500	572	-72	0	0	\$500	\$1,000	33.3%	
1.8 Staff Computer Leases	\$9,888	0	0	0	0	\$0	\$9,888	0.0%	
1.9 Postage	\$741	0	0	0	0	\$0	\$741	0.0%	
Operating Total (01)	\$45,263	1,406	1,344	4,278	1,455	\$8,483	\$36,780	19%	
Direct Training									
2.1 Participant Supplies	\$1,560	0	0	0	0	\$0	\$1,560	0.0%	
2.2 Instructional Related Costs (Books)	\$500	0	0	0	0	\$0	\$500	0.0%	
2.3 Credential Exam Fees (CAN/GED/WK)	\$11,500	0	0	0	360	\$360	\$11,140	3.1%	
2.5 Adult Education Tuition	\$21,000	0	1,800	1,085	1,414	\$4,299	\$16,701	20.5%	
2.6 Tuition (College/Occupational Training)	\$43,200	0	0	0	7,305	\$7,305	\$35,895	16.9%	
2.9 Work Experience	\$55,044	3,282	9,365	3,584	1,699	\$17,931	\$37,113	32.6%	
2.11 Software Licenses (ETO)	\$3,600	0	0	0	1,958	\$1,958	\$1,642	54.4%	
Direct Training Total (02)	\$136,404	3,282	11,165	4,669	12,737	\$31,854	\$104,550	23%	
Support Services									
3.1 Participant Incentives (Skill Invoices)	\$21,645	1,125	450	625	1,350	\$3,550	\$18,095	16.4%	
3.2 Transportation	\$15,750	120	320	380	1,040	\$1,860	\$13,890	11.8%	
3.3 Childcare	\$510	0	0	0	0	\$0	\$510	0.0%	
3.4 Training Support Materials	\$3,000	0	0	72	214	\$286	\$2,714	9.5%	
3.5 Emergency Assistance	\$1,500	0	0	0	0	\$0	\$1,500	0.0%	
Support Service Total (03)	\$42,405	1,245	770	1,077	2,604	\$5,696	\$36,709	13.4%	
Operating Cost Total	\$617,928	36,512	45,719	42,035	47,325	\$171,591	\$446,337	27.8%	
General Overhead (Indirect) 8.86%	\$57,344	3,388	3,897	3,724	4,193	\$15,203	\$42,141	26.5%	
General Liability Ins 0.60%	\$4,052	219	274	252	284	\$1,030	\$3,022	25.4%	
September 2016 Credit					-79				
Contract Total	\$679,323	40,119	49,891	46,012	51,723	\$187,745	\$491,579	27.6%	
Work Experience		JUL	AUG	SEPT	OCT	Cumulative	YTD % Spent		
Staff WEX Salaries		6,987.83	8,834.96	7,581.98	8,322.10	31,726.87	5%		
Staff WEX Fringe		2,119.64	2,581.86	2,270.75	2,533.01	9,505.26	2%		
Stipends		3,282.16	9,365.24	3,584.38	1,699.19	17,930.97	3%		
Total		12,389.63	20,782.06	13,437.11	12,554.30	59,163.10	10%		
Percentage Spent		2%	3%	2%	2%				



WorkLink (DW Rapid Response) Contract Budget Modification #2

Contractor: Eckerd Youth Alternative, Inc.
Contract #'s: 16R295E2
Program: Rapid Response (DW)
Submission Date: 10/26/2016
One Stop Director: Kal Kunkel
Program Manager (s): Renee Alexander & Steve Riddle

Budget Modification Summary & Narrative

Budget Summary

Eckerd Youth Alternative, Inc. (Contractor) is requesting a modification to our PY16 budget to facilitate Staff Salary Increases. Minimal funds were transferred from Training to support this action, but we will request additional funds from SC DEW based on our expenditures. SC DEW does have additional funding available.

There is no overall change to the current contract budget amount.

Staff Costs Narrative

Staff Postions	PY16 Staff		PY16 Mod-1 Budget		PY16 Mod-2 Budget	Amt of Increase or Decrease
Sub-Total of Staff Costs			\$ 42,184.80		\$ 42,919.80	\$ 735.00
Fringe Benefits		Rate				
Health Insurance		16.99%	\$ 7,169.00	16.70%	\$ 7,169.00	\$ -
FICA		7.65%	\$ 3,227.14	7.65%	\$ 3,283.36	\$ 56.22
Unemployment		1.72%	\$ 725.58	1.72%	\$ 738.22	\$ 12.64
Workers Comp		3.00%	\$ 1,265.54	3.00%	\$ 1,287.59	\$ 22.05
Retirement (403b Match)		1.95%	\$ 822.60	1.95%	\$ 836.94	\$ 14.34
Sub-Total Fringe:		31.31%	\$ 13,209.86	31.02%	\$ 13,315.12	\$ 105.26
TOTAL			\$ 55,394.66		\$ 56,234.92	\$ 840.26

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

N/A

Training Costs Narrative

Training Costs decreased by \$840.26 as a result of the Staff Salaries & Fringe increase.

Training						
2.3 Credential Exams & Assessments		\$ 1,550.00		\$ 1,550.00		\$ -
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ 24,462.56		\$ 23,622.31		\$ (840.25)
2.8 On-the-Job Training		\$ -		\$ -		\$ -
Sub-Total Training		\$ 26,012.56		\$ 25,172.31		\$ (840.25)

Supportive Services Narrative

No Change.

Indirect & General Liability Insurance

Indirect Costs decreased slightly.

Indirect Cost & Fees						
Indirect Cost	8.86%	\$ 7,285.78	8.86%	\$ 7,285.77		\$ (0.01)
General Liability Ins.	0.00%	\$ -	0.00%	\$ -		\$ -
Sub-Total of Indirect & Fees		\$ 7,285.78		\$ 7,285.77		\$ 7,285.77

APPROVAL(S)

Prepared By


Kalen J. Kunkel, One-Stop Operations Director

ATTACHMENT 1 - BUDGET FORMS

WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

GRANT BUDGET SUMMARY

Service Provider Eckerd Workforce Development

Contract # 16R295E1

Project/Activity SC Works Adult-DW Services

Funding Source WIOA Rapid Response DLW Funds

Modification # 2

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ -	\$ 56,235		\$ 56,235	\$ 56,235
OPERATING COSTS	\$ -	\$ -		\$ -	\$ -
TRAINING COSTS	\$ -	\$ 25,172		\$ 25,172	\$ 25,172
SUPPORTIVE SERVICE COSTS	\$ -	\$ 825		\$ 825	\$ 825
Training Fees/Professional Fees/ Profit	\$ -	\$ -		\$ -	\$ -
Indirect Costs	\$ -	\$ 7,286		\$ 7,286	\$ 7,286
Total Budget Costs	\$ -	\$ 89,518	\$ -	\$ 89,518	\$ 89,518
Percentage of Budget	0%	100%		100%	
Cost Limitations			2% Maximum	At least 98%	100%

CONTRACT BUDGET MODIFICATION

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

Service Provider Eckerd Workforce Development

Contract # 16R295E1

Project/ Activity SC Works Adult-DW Services

Funding Source WIOA Rapid Response DLW Funds

Mod # 2

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%
TOTAL SALARIES				\$ 42,919.80		\$ -		\$ 42,919.80		\$ 42,919.80	
FRINGE BENEFITS:											
Health Insurance		X	16.70%	\$ 7,169.00	0.00%	\$ -	100.00%	\$ 7,169.00			100%
FICA		X	7.65%	\$ 3,283.36	0.00%	\$ -	100.00%	\$ 3,283.36			100%
Unemployment		X	1.72%	\$ 738.22	0.00%	\$ -	100.00%	\$ 738.22			100%
Workers Comp		X	3.00%	\$ 1,287.59	0.00%	\$ -	100.00%	\$ 1,287.59			100%
Retirement (403b Match)		X	1.95%	\$ 836.94	0.00%	\$ -	100.00%	\$ 836.94			100%
		X	0.00%	\$ -	0.00%	\$ -	100.00%	\$ -			100%
TOTAL FRINGE BENEFITS				\$ 13,315.12		\$ -		\$ 13,315.12		\$ 13,315.12	
INDIRECT COST: RATE	\$ 82,232.22	X	8.86%	\$ 7,285.77	0.00%	\$ -	100.00%	\$ 7,285.77			100%
TOTAL COST				\$ 63,520.69	0.00%	\$ -	100.00%	\$ 63,520.69		\$ 63,520.69	100%

Each position must be supported by a job description.

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

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

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area COST AND PRICE ANALYSIS WORKSHEET				
Service Provider <u>Eckerd Workforce Development</u>		Contract # <u>16R295E1</u>		Mod # <u>2</u>
Project/Activity <u>SC Works Adult-DW Services</u>		Fund Source <u>WIOA Rapid Response DLW Funds</u>		
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ -	\$ -	\$ -	\$ -
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -
1.4 Copy & Print Expenses	\$ -	\$ -	\$ -	\$ -
1.5 Communications (Phone, Fax, Internet, etc.)	\$ -	\$ -	\$ -	\$ -
1.6 Staff Travel				
Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ -	\$ -	\$ -	\$ -
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ -	\$ -	\$ -	\$ -
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and Computer Software	\$ -	\$ -	\$ -	\$ -
1.9 Postage (Stamps, FedEx, etc.)	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	\$ -	\$ -	\$ -	\$ -
TRAINING COSTS				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 1,550	\$ -	\$ 1,550	\$ 1,550
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workshop)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 23,622	\$ -	\$ 23,622	\$ 23,622
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 25,172	\$ -	\$ 25,172	\$ 25,172
SUPPORTIVE SERVICES COSTS				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 825	\$ -	\$ 825	\$ 825
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -			\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ 825	\$ -	\$ 825	\$ 825
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ -	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ -	\$ -	\$ -	\$ -

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

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Board
BUDGET FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 16R295E1

Project/Activity SC Works Adult-DW Services Fund Source WIOA Rapid Response DLW Funds

Mod# 2

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
August-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
September-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
October-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
November-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
December-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
January-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
February-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
March-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
April-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
May-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
June-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%



1703 – WorkLink Youth

Contract & Budget Modification #1

Contractor: Eckerd Workforce Development

Contract #'s: 16Y495H1

Program: Youth Services

Submission Date: 10/26/2016

Region Manager: Amanda Wagner

Program Manager (s): Karen Craven

Budget Modification Summary & Narrative

Budget Summary

Budget Modification #1 as outlined in this narrative demonstrates a reduction in staff costs as a result of changes in Fiscal Account Representatives and also a reduction in Eckerd's Indirect Cost Rate based on our final approved rate. The overall contract value remains unchanged, at \$679,323.

Staff Costs Narrative

Request to reduce Staff Salaries and Fringe by \$1,960.80 as outlined below.

WorkLink PYC Budget Comparison					
		PY16 Budget Original		PY16 Budget Mod #1	Amt of Increase or Decrease
Slot Level					
		156		156	0
Staff Costs					
<div>Page 1</div>					
Sub-Total of Staff Costs		\$ 310,996.86		\$ 309,533.69	\$ (1,463.17)
Fringe Benefits	Rate		Rate		
Health Insurance	12.32%	\$ 38,324.00	12.29%	\$ 38,035.90	\$ (288.10)
FICA	7.65%	\$ 23,791.26	7.65%	\$ 23,679.33	\$ (111.93)
Unemployment	1.72%	\$ 5,349.15	1.72%	\$ 5,323.98	\$ (25.17)
Workers Comp	3.00%	\$ 9,329.91	3.00%	\$ 9,286.01	\$ (43.90)
Retirement (403b Match)	1.95%	\$ 6,064.43	1.95%	\$ 6,035.91	\$ (28.52)
General Liability Ins	0.00%	\$ -	0.00%	\$ -	\$ -
Sub-Total Fringe:	26.64%	\$ 82,858.75	26.61%	\$ 82,361.12	\$ (497.63)

Operating Costs Narrative

Request to increase Operating Costs by \$4,344.86 as outlined below.

CONTRACT BUDGET MODIFICATION

Operating Costs					
1.1 Facility, Utilities, Maintenance		\$ 9,600.00		\$ 9,600.00	\$ -
1.2 Staff Consumable Supplies		\$ 1,200.00		\$ 3,786.14	\$ 2,586.14
1.3 Advertising, Outreach		\$ 300.00		\$ 300.00	\$ -
1.4 Copy, Print		\$ 1,200.00		\$ 3,000.00	\$ 1,800.00
1.5 Communications		\$ 7,039.40		\$ 7,039.40	\$ -
1.6 Staff Travel		\$ 13,795.04		\$ 13,795.04	\$ 0.00
1.7 Staff Conferences, Training		\$ 1,500.00		\$ 1,500.00	\$ -
1.8 Staff Computer Leases		\$ 9,888.00		\$ 9,846.72	\$ (41.28)
1.9 Postage		\$ 741.00		\$ 741.00	\$ -
Sub-Total Operating		\$ 45,263.44		\$ 49,608.30	\$ 4,344.86

Training Costs Narrative

No changes are requested for Training Costs.

Training					
2.1 Participant Supplies		\$ 1,560.00		\$ 1,560.00	\$ -
2.2 Participant Books		\$ 500.00		\$ 500.00	\$ -
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)		\$ 11,500.00		\$ 11,500.00	\$ (0.00)
2.4 TABE Testing Materials		\$ -		\$ -	\$ -
2.5 Tuition (Adult Education)		\$ 21,000.00		\$ 21,000.00	\$ -
2.6 Tuition (College or Vocational)		\$ 43,200.00		\$ 43,200.00	\$ -
2.9 Work Experience (Stipends)		\$ 55,044.00		\$ 55,044.00	\$ -
2.10 Awards / Events		\$ -		\$ -	\$ -
2.11 Software Licenses		\$ 3,600.00		\$ 3,600.00	\$ -
2.12 Work Keys		\$ -		\$ -	\$ -
Sub-Total Training		\$ 136,404.00		\$ 136,404.00	\$ (0.00)

Supportive Services Narrative

No changes are requested for Training Costs.

Supportive Services					
3.1 Participant Incentives (Skill Invoices)		\$ 21,645.00		\$ 21,645.00	\$ -
3.2 Transportation		\$ 15,750.00		\$ 15,750.00	\$ -
3.3 Childcare		\$ 510.00		\$ 510.00	\$ -
3.4 Training Support Materials		\$ 3,000.00		\$ 3,000.00	\$ -
3.5 Emergency Assistance		\$ 1,500.00		\$ 1,500.00	\$ -
Sub-Total of Supportive Services		\$ 42,405.00		\$ 42,405.00	\$ -

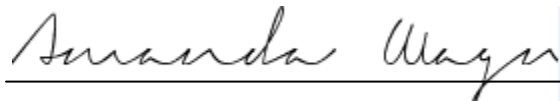
CONTRACT BUDGET MODIFICATION

Training & Professional Fees, Profit, & Indirect

Eckerd's final approved Indirect Cost Rate from Health & Human Services for this fiscal year is less than forecasted when the original budget was submitted. The rate change and cost savings total \$2,384.07.

Indirect Cost & Fees					
Training Fee (Profit)	0.00%	\$ -	0.00%	\$ -	\$ -
Indirect Cost	9.28%	\$ 57,343.72	8.86%	\$ 54,959.65	\$ (2,384.07)
Audit Fee (H&M) / General Liab (Eckerd)	0.60%	\$ 4,051.63	0.60%	\$ 4,051.63	\$ 0.00
Sub-Total of Indirect & Fees		\$ 61,395.35		\$ 59,011.28	\$ (2,384.07)
		\$ 679,323.40		\$ 679,323.40	\$ 0.00

APPROVAL(S)



Prepared By AMANDA WAGNER, REGION MANAGER

ATTACHMENT 1 – BUDGET FORMS

GRANT BUDGET SUMMARY					
Service Provider	Eckerd Workforce Develop	Contract #	16Y495H1		
Project/Activity	Palmetto Youth Connectio	Funding Source	WIOA Youth	Modification #	1
CATEGORIES	Out-of-School Youth	In-School Youth	Administrati on	Non-Administratio n	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 254,991	\$ 12,516		\$ 267,507	\$ 267,507
Work Experience Staff Salary & Fringe	\$ 118,168	\$ 6,219		\$ 124,387	\$ 124,387
OPERATING COSTS	\$ 49,608	\$ -		\$ 49,608	\$ 49,608
TRAINING COSTS	\$ 81,360			\$ 81,360	\$ 81,360
Work Experience Stipends	\$ 42,108	\$ 12,936		\$ 55,044	\$ 55,044
SUPPORTIVE SERVICE COSTS	\$ 23,655	\$ -		\$ 23,655	\$ 23,655
Training Transportation	\$ 10,800	\$ 1,200		\$ 12,000	\$ 12,000
Work Experience Transportation	\$ 3,375	\$ 375		\$ 3,750	\$ 3,750
Training Support Materials	\$ 1,530	\$ 170		\$ 1,700	\$ 1,700
Work Experience Support Materials	\$ 1,170	\$ 130		\$ 1,300	\$ 1,300
Training Fees/ Profit	\$ -	\$ -		\$ -	\$ -
General Liability Insurance	\$ 3,849	\$ 203		\$ 4,052	\$ 4,052
Indirect Costs	\$ 52,212	\$ 2,748		\$ 54,960	\$ 54,960
Total Budget Costs	\$642,826	\$ 36,497	\$ -	\$ 679,323	\$ 679,323
Percentage of Budget	95%	5%		100.00%	
Work Experience Cost	\$ 179,431				
	26%				
Cost Limitations			2% Maximum	At least 98%	100%

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area COST AND PRICE ANALYSIS WORKSHEET												
Service Provider: Eckerd Workforce Development				Contract #: 16Y495H1								
Project/ Activity: Palmetto Youth Connections				Funding Source: WIOA Youth							Mod #	1
STAFF & INDIRECT COST - BUDGET SUMMARY												
SALARIES, FRINGE BENEFITS, & INDIRECT COST					Out-of-School Youth		In-School Youth		ADMINISTRATION		NON-ADMINISTRATIVE	
Staff Salaries:		Salary	No. of	% of	TOTAL							
Position Title:		Per Month	Months	Time	AMOUNT	%	Amount	%	Amount	%	Amount	Amount
TOTAL SALARIES					\$309,533.69		\$294,735.53		\$14,798.16		\$0.00	\$309,533.69
FRINGE BENEFITS:												
FICA			X	7.65%	\$23,679.33		\$22,547.27		\$1,132.06		\$0.00	\$23,679.33
Workers Comp.			X	3.00%	\$9,286.01		\$8,842.07		\$443.94		\$0.00	\$9,286.01
Health & Wealth (Pos. Level)			X	12.29%	\$38,035.90		\$36,217.48		\$1,818.42		\$0.00	\$38,035.90
Ret. / Pension			X	1.95%	\$6,035.91		\$5,747.34		\$288.56		\$0.00	\$6,035.91
Unemployment Insurance (State & Federal)			X	1.72%	\$5,323.98		\$5,069.45		\$254.53		\$0.00	\$5,323.98
Other (Specify):			X	0.00%	\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
TOTAL FRINGE BENEFITS					\$82,361.12		\$78,423.61		\$3,937.51		\$0.00	\$82,361.12
INDIRECT COST: RATE		\$ 620,312.12	X	8.86%	\$ 54,959.65	95%	\$52,211.67	5%	\$2,747.98		\$0.00	\$54,959.65
TOTAL COST					\$446,854.47		\$425,370.81		\$21,483.66		\$0.00	\$446,854.47

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

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

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD					
WorkLink Workforce Investment Area					
COST AND PRICE ANALYSIS WORKSHEET					
Service Provider	Eckerd Workforce Development	Contract #	16Y495H1	Mod #	1
Project/Activity	Palmetto Youth Connections	Fund Source	WIOA Youth		
Categories & Line Items	Total Cost	OUT-OF-SCHOOL YOUTH	IN-SCHOOL YOUTH	Administration	Non-Administration
OPERATING COSTS					
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ 9,600	\$ 9,600			\$ 9,600
1.2 Staff Expendable Supplies & Materials	\$ 3,786	\$ 3,786	\$ -		\$ 3,786
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 300	\$ 300	\$ -		\$ 300
1.4 Copy & Print Expenses	\$ 3,000	\$ 3,000	\$ -		\$ 3,000
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,039	\$ 7,039	\$ -		\$ 7,039
1.6 Staff Travel					
Local Mileage cost	\$ 9,655	\$ 9,655	\$ -		\$ 9,655
RM POV	\$ 1,040	\$ 1,040			\$ 1,040
Non-Local Mileage cost	\$ 1,600	\$ 1,600	\$ -		\$ 1,600
Non-Local Per Diem/Lodging Cost	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)					
Non-Expendable Equipment Purchases (Computer Leases)	\$ 9,847	\$ 9,847	\$ -		\$ 9,847
1.9 Postage (Stamps, FedEx, etc.)	\$ 741	\$ 741	\$ -		\$ 741
TOTAL OPERATING COSTS	\$ 49,608	\$ 49,608	\$ -	\$ -	\$ 49,608
TRAINING COSTS					
2.1 WI Customer Supplies & Materials Costs	\$ 1,560	\$ 1,560	\$ -		\$ 1,560
2.2 WI Customer Book Costs	\$ 500	\$ 500	\$ -		\$ 500
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 11,500	\$ 11,500	\$ -		\$ 11,500
2.4 Other: TABE Assessment Costs	\$ -	\$ -	\$ -		\$ -
2.12 Other: WorkKeys Assessment Costs	\$ -	\$ -	\$ -		\$ -
WI Customer Individualized Training Costs					
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 21,000	\$ 21,000	\$ -		\$ 21,000
2.6 Individual Training Account/Voucher Cost	\$ 43,200	\$ 43,200	\$ -		\$ 43,200
2.9 WI Customer Work Experience Costs					
Reimbursable Stipends	\$ 55,044	\$ 42,108	\$ 12,936		\$ 55,044
2.10 WI Customer Awards & Recognition Costs	\$ -	\$ -	\$ -		\$ -
2.11 Software Licenses	\$ 3,600	\$ 3,600	\$ -		\$ 3,600
TOTAL TRAINING COSTS	\$ 136,404	\$ 123,468	\$ 12,936	\$ -	\$ 136,404
SUPPORTIVE SERVICES COSTS					
3.1 WI Customer Incentives (Youth Only)	\$ 21,645	\$ 21,645	\$ -		\$ 21,645
3.2 WI Customer Transportation Costs					
3.2 Training Transportation	\$ 12,000	\$ 10,800	\$ 1,200		\$ 12,000
3.2 Work Experience Transportation	\$ 3,750	\$ 3,375	\$ 375		\$ 3,750
3.3 WI Customer Childcare Costs	\$ 510	\$ 510	\$ -		\$ 510
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)					
3.4 Training Support Materials	\$ 1,700	\$ 1,530	\$ 170		\$ 1,700
3.4 Work Experience Support Materials	\$ 1,300	\$ 1,170	\$ 130		\$ 1,300
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
TOTAL SUPPORTIVE SERVICES COSTS	\$ 42,405	\$ 40,530	\$ 1,875	\$ -	\$ 42,405
TRAINING/PROFESSIONAL FEES/PROFIT					
4.1 Profit - Can be tied to Performance	\$ -	\$ -	\$ -		\$ -
4.2 General Liability Insurance	\$ 4,052	\$ 3,849	\$ 203		\$ 4,052
TOTAL FEES / PROFIT COSTS	\$ 4,052	\$ 3,849	\$ 203	\$ -	\$ 4,052
* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit					

WORKFORCE INVESTMENT BOARD							
WorkLink Workforce Investment Area							
BUDGET FLOW PROJECTIONS							
Service Provider	Eckerd Workforce Development			Contract #		16Y495H1	
Project/Activity	Palmetto Youth Connections			Fund Source		WIOA	
				Mod #		1	
	Cumulative Expenditures						
			Non-				
Period	Administration	%	Administration	%	Totals		%
July-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
August-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
September-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
October-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
November-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
December-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
January-17	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
February-17	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
March-17	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
April-17	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
May-17	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
June-17	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
CLIENT FLOW PROJECTIONS

Service Provider	Eckerd Workforce Development			Contract #	16Y495H1
Project/Activity	Palmetto Youth Connections			Fund Source	WIDA
				Mod #	1
Period	Clients Served			Clients Exited	Active
	Carryover	New	Cumulative	Cumulative	Clients
July-16	69	5	74	10	64
August-16	64	5	69	10	59
September-16	59	15	74	10	64
October-16	64	10	74	10	64
November-16	64	12	76	10	66
December-16	66	5	71	10	61
January-17	61	10	71	10	61
February-17	61	9	70	10	60
March-17	60	9	69	10	59
April-17	59	9	68	5	63
May-17	63	9	72	10	62
June-17	62	5	67	10	57
Carryovers	53	103			
New Enrollments	103				
Follow-up Cases	100				
Total Served	256				
Planned Carryovers	60				
Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited					
Option to Serve In-School Youth.					

**Program Year 2016
Workforce Innovation and Opportunity Act (WIOA)
Fund Transfer Request Form**

LWDA Name: WorkLink

- Provide the information requested and submit to your Workforce Support Coordinator.
- Each transfer requires a separate request form.
- **Attach documentation of LWDB approval** (excluding Administration to Program transfers within a fund stream).

I. TRANSFER TYPE (check only one box)

Program Fund Transfer

- ☐ From Adult to Dislocated Worker
☒ From Dislocated Worker to Adult

Administration Fund Transfer

- ☐ Adult
☐ Dislocated Worker
☐ Youth

II. TRANSFER AMOUNT

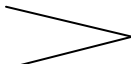
- Provide the following information for program fund transfers **(do not include administration funds)**:

PY/FY Allocation (according to last NFA): \$530,162

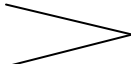
% of Allocation Requested for Transfer: 47%

\$ Amount of Allocation Requested for Transfer: \$250,000

- Provide the following information for administration fund transfers:

Current Administration:  Balance (CA-TA=B):

Transfer Amount:

Current Program:  Balance (CP+TA=B):

Transfer Amount:

III. TRANSFER JUSTIFICATION

This transfer is requested in response to a low number of non TAA dislocated workers in the region and a desire to increase service availability to eligible adults.

IV. SIGNATURES

LWDA

SC Department of Employment and Workforce

Steve Pelissier
Executive Director
Appalachian Council of Governments

Date

Mary jo Schmick
Director of Workforce Programs

Date

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Grant #	Company	Contact Email	Awarded	Spent	Balance	Mod.	Match %	# of Trainings		Scheduled
3	15IWT01-01	Sharpe Mfg	lois@sharpemfg.com	9,129.60	9,129.60	-		10%	1		
4	15IWT01-02	Tactical Medical Sol	andrea@tacmedsolutions.com	15,300.00	15,300.00	-		10%	4		Reimbursement & final report rec'd 8/31
5	15IWT01-03	Allegro Industries	Ahamby@allegrosafety.com	3,999.60	678.60	-	(3,321.00)	10%	2		
6	15IWT01-04	Robert Bosch	drew.heller@us.bosch.com alan.johnson@us.bosch.com	1,312.50	3,563.38	-	2,250.88	25%	3		Reimbursement & final report rec'd 8/31
7	15IWT01-05	Imperial Die Casting	Klapp@rcmindustries.com	14,150.88	11,900.00	-	(2,250.88)	15%	1		
8	15IWT01-06	Plastic Omnium	brenda.dutton@inergyautomotive.com	1,755.42	5,076.42	-	3,321.00	15%	1		
9											
10				45,648.00	45,648.00	-					
11											
12			Remaining to give out	-							
13											
14											
15											
16											
17											
18											
19											
20											
21											

PY'16 IWT Grant Total

	Company	County	Requested	Granted				Fair Share %	Fair Share \$	
		Anderson		-	-	0.00%		49%	40,881.68	(40,881.68)
		Oconee		-	-	0.00%		20%	16,686.40	(16,686.40)
		Pickens		-	-	0.00%		31%	25,863.92	(25,863.92)
			-	-	-					
				Total to Give	83,432.00				83,432.00	
				Balance	83,432.00					

WorkLink Program Year 2016 Financial Status						
JA-24960-13-60-A-45 : Make It In America Grant (MiiA Grant)						
	Program Revenue			**Extended by DOL to 9/30/17		
	\$ 1,299,610					
Per Mod #3 Approved Feb 2016	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended
						Balance
Salaries, Fringe (WDB)	\$ 64,148		49,420	77%	49,420	77.04%
Indirect (WDB)	21,630		17,146	79%	17,146	79.27%
Travel (WDB)	378		-	0%	-	0.00%
Tri-County Technical College	434,481		434,481	100%	409,358	94.22%
Greenville Technical College	434,481		434,481	100%	421,744	97.07%
Northeastern Technical College	344,492		344,492	100%	315,623	91.62%
Total In-House	\$ 1,299,610		\$ 1,280,020	98%	\$ 1,213,291	93.36%
Grant Period: 10/1/13-9/30/17				Goal Thru Oct 2016	77.08%	
13M295T1 - TCTC	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended
						Balance
Marketing	\$ 11,000		7,013	64%	7,013	63.75%
Recruitment & Assessment	5,000		5,364	107%	5,364	107.28%
Training	418,481		396,981	95%	396,981	94.86%
Job Placement	-		-	0%	-	0.00%
Total In-House	\$ 434,481		\$ 409,358	94%	\$ 409,358	94.22%
13M295G1 - GTC	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended
						Balance
Marketing	\$ 22,350		13,860	62%	13,860	62.01%
Recruitment & Assessment	-		-		-	-
Training	411,131		407,884	99%	407,884	99.21%
Job Placement	1,000		-	0%	-	0.00%
Total In-House	\$ 434,481		\$ 421,744	97%	\$ 421,744	97.07%
13M295N1 - NETC	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended
						Balance
Marketing	\$ 1,500		817	54%	817	54.47%
Recruitment & Assessment	1,000		819	82%	819	81.90%
Training	336,650		310,646	92%	310,646	92.28%
Job Placement	5,342		3,341	63%	3,341	62.54%
Total In-House	\$ 344,492		\$ 315,623	92%	\$ 315,623	91.62%

Adult 2810

PY'15 OJT SUMMARY

Contract Number	Assigned CM	Enrollment Code	Employer	County	Start Date	End Date	Training Hours	Hourly Wage	Reimbursment Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07012015-0001	B.Hunter	Adult	K and K Trucking	Anderson	07/01/15	09/14/15	430	\$12.00	90%	\$4,644.00	\$0.00	\$4,644.00	\$4,644.00	\$0.00
07162015-3163	C. Morgan	Adult	MTS Office Machines	Anderson	07/22/15	10/13/15	480	\$12.00	75%	\$4,320.00	\$0.00	\$4,320.00	\$4,320.00	\$0.00
07242015-0581	C. Morgan	Adult	Belton Metal Co.	Anderson	07/28/15	10/08/15	480	\$10.50	75%	\$3,780.00	(\$553.69)	\$3,226.31	\$3,226.31	\$0.00
08112015-6192	C. Morgan	Adult	Belton Metal Co.	Anderson	08/17/15	11/13/15	480	\$10.50	75%	\$3,780.00	\$0.00	\$3,780.00	\$3,780.00	\$0.00
10122015-9557	K. Hamrick	Adult	MoreSun Custom Woodworking	Oconee	10/12/15	01/11/16	480	\$12.00	90%	\$5,184.00	(\$21.60)	\$5,162.40	\$5,162.40	\$0.00
11302015-9108	B.Hunter	Adult	Reliable Automatic Sprinkler	Pickens	11/30/15	01/29/16	320	\$10.82	50%	\$1,731.20	(\$48.69)	\$1,682.51	\$1,682.51	\$0.00
11302015-7153	B.Hunter	Adult	Reliable Automatic Sprinkler	Pickens	01/04/16	03/03/16	320	\$11.03	50%	\$1,764.80	\$0.00	\$1,764.80	\$1,764.80	\$0.00
11302015-1434	B.Hunter	Adult	Reliable Automatic Sprinkler	Pickens	01/11/16	01/29/16	320	\$11.03	50%	\$1,764.80	(\$1,147.12)	\$617.68	\$617.68	\$0.00
02012016-7163	K. Hamrick	Adult	MoreSun Custom Woodworking	Oconee	02/01/16	06/10/16	480	\$12.00	75%	\$4,320.00	\$0.00	\$4,320.00	\$4,320.00	\$0.00
										\$0.00		\$0.00		\$0.00

Budget	Remaining	Anderson	\$15,970.31	63%
\$35,060.00	\$5,542.30	Pickens	\$4,064.99	16%
		Oconee	\$5,184.00	21%

Hours Trained	Average Wage
3790	\$11.32

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$31,288.80	(\$1,771.10)	\$29,517.70	\$29,517.70	\$0.00
Net Obligated	\$29,517.70			

DW 2820

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

Budget	Remaining	Anderson	\$0.00	0
\$3,478.00	\$1,500.00	Pickens	\$1,978.00	100%
		Oconee	\$0.00	0%

Hours Trained	Average Wage
184	\$21.50

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

DWT NEG

PY'15 OJT SUMMARY

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

Budget	Remaining	Anderson		
\$3,336.40	\$0.17	Pickens	\$1,874.23	50%
		Oconee	\$1,844.79	50%
			\$0.00	0%

Hours Trained	Average Wage
369.6	\$16.66

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

DW - Rapid Response

Contract Number	Assigned CM	Enrollment Code	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage	Reimbursment Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07012015-0002	JT. Parnell	DW RR	Medshore	Anderson	07/01/15	08/07/15	166.4	\$15.19	75%	\$1,895.71	(\$0.91)	\$1,894.80	\$1,894.80	\$0.00
07012015-0003	JT. Parnell	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$13.80	75%	\$2,070.00	(\$2,070.00)	\$0.00	\$0.00	\$0.00
07012015-0004	B. Hunter	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$15.76	75%	\$2,364.00	(\$61.11)	\$2,302.89	\$2,302.89	\$0.00
07012015-0005	C. Morgan	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$11.05	75%	\$1,657.50	\$0.00	\$1,657.50	\$1,657.50	\$0.00
07012015-0006	K. Hamrick	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$10.96	75%	\$1,644.00	(\$1,644.00)	\$0.00	\$0.00	\$0.00
07012015-0007	B. Hunter	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$12.22	75%	\$1,833.00	(\$1,833.00)	\$0.00	\$0.00	\$0.00
07012015-0008	C. Morgan	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$18.29	75%	\$2,743.50	\$0.00	\$2,743.50	\$2,743.50	\$0.00
07012015-0009	K. Hamrick	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$13.51	75%	\$2,026.50	(\$162.53)	\$1,863.97	\$1,863.97	\$0.00
07012015-0010	J. Parnell	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$11.05	75%	\$1,657.50	(\$199.73)	\$1,457.77	\$1,457.77	\$0.00
07012015-0011	J Parnell	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$16.12	75%	\$2,418.00	(\$64.20)	\$2,353.80	\$2,353.80	\$0.00
07012015-0013	B. Gleaton	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$15.89	75%	\$2,383.50	(\$278.15)	\$2,105.35	\$2,105.35	\$0.00
07012015-0014	B. Gleaton	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$17.40	75%	\$2,610.00	\$0.00	\$2,610.00	\$2,610.00	\$0.00
07012015-0015	K. Hamrick	DW RR	Medshore	Anderson	07/01/15	08/07/15	200	\$14.21	75%	\$2,131.50	\$0.00	\$2,131.50	\$2,131.50	\$0.00
										\$0.00		\$0.00		\$0.00

Budget	Remaining	Anderson		
\$33,581.00	\$12,459.92	Pickens	\$21,121.08	100%
		Oconee	\$0.00	0%
			\$0.00	0%

Hours Trained	Average Wage
2366.4	\$14.27

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

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

Adult 2810

Contract Number	Enrollment Code	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07052016-1237	Adult	PRO Touch Gen. Contractors	Pickens	07/11/16	10/07/16	320	\$21.34	75%	\$5,121.60	(\$5,121.60)	\$0.00	\$0.00	\$0.00
07052016-8773	Adult	PRO Touch Gen. Contractors	Pickens	07/11/16	10/07/16	320	\$32.00	75%	\$7,680.00	(\$7,680.00)	\$0.00	\$0.00	\$0.00
11012016-8479	Adult	Belton Metal Co., Inc.	Anderson	11/14/16	02/03/17	480	\$11.00	75%	\$3,960.00		\$3,960.00		\$3,960.00
11072016-6046	Adult	Belton Metal Co., Inc.	Anderson	11/14/16	02/03/17	480	\$12.00	75%	\$4,320.00		\$4,320.00		\$4,320.00
									\$0.00		\$0.00		\$0.00

Remaining	Anderson	\$3,960.00	48%
\$23,720.00	Pickens	\$0.00	0%
	Oconee	\$4,320.00	52%

Hours Trained	Average Wage
1600	\$19.09

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$21,081.60	(\$12,801.60)	\$8,280.00	\$0.00	\$8,280.00
Net Obligated	\$8,280.00			

DW 2820

Contract Number	Enrollment Code	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
											\$0.00		\$0.00

Remaining	Anderson	\$0.00	#DIV/0!
\$8,000.00	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 Obligated	\$0.00			

DWT NEG

Contract Number	Enrollment Code	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance

Remaining	Anderson	\$0.00	#DIV/0!
\$0.00	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 Obligated	\$0.00			

DW - Rapid Response

Contract Number	Enrollment Code	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance

Remaining	Anderson	\$0.00	#DIV/0!
\$0.00	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 Obligated	\$0.00			

Expungement Application

Please print all information on this form legibly and sign your name at the bottom. We must have all of the following information from you to proceed:

Full Name: _____
Last Name, First Name Middle Name

List ANY other name you have ever used: _____
(This may include maiden name, previous married names, alias, and nicknames)

Birth Date: _____ Age: ____ Race: ____ Sex: ____ Social Security #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Numbers (include Area Code) Home: _____

Cell: _____

Charge(s) to be expunged: _____

☒ Is this a Juvenile Charge? (Under the age of 16 at the time of arrest) ☐ YES ☐ NO

Is this a Conditional Discharge, PTI, AEP, Juvenile Arbitration or Drug Court Charge? ☐ YES ☐ NO

Have you received an Expungement anywhere in South Carolina prior to this request? ☐ YES ☐ NO

I acknowledge that I may hire an attorney if I choose to process this Expungement. I have received and read the Expungement Process policy, including the fees required I understand that an application does not guarantee that I can have a charge removed from my criminal record. Only a thorough research of my criminal record will reveal if I am eligible. I understand that all fees are non-refundable even if the charge is deemed statutorily ineligible or if the Solicitor does not consent to the Expungement. I understand that if the charge is eligible for Expungement, it may take ten to twelve weeks before the Expungement order is forwarded to agencies involved in removing the charge from my record. I acknowledge that I have received a copy of the Expungement Process. Information provided by this office is correct at the time of application; SC Laws may change however, and the current information provided may no longer be accurate. I further acknowledge that I have been truthful regarding my criminal history.

Signature

Date

Expungement Process

The Solicitor's Office will not be able to discuss eligibility requirements or fees over the telephone or in the office. You must submit a written application.

Applications are accepted Monday-Friday from 8:30 am - 5:00 pm. Applications can be faxed to us at (864)260-1030. Please do not send any monies into our office until your record has been verified by our expungement coordinator and notified you of the fees.

Expungement requests are processed according to the date received in our office. We understand the urgency of your request and will process your application as quickly as possible. Due to the high volume of requests, the expungement process currently takes 10 to 12 weeks.

WE DO NOT ISSUE BACKGROUND CHECKS.

****We cannot expunge media related information; this includes newspapers, TV, or data off the internet by 3rd party sites.**

The process for the Expungement of a criminal charge is as follows:

- A. Submit an application by mail, fax or in person. Our expungement coordinator will contact you regarding any fees associated with your case after your record is reviewed and will then complete the following steps when the applicable fees are paid. All fees are non-refundable!
- B. Obtain the necessary information for eligibility from the records of the Clerk of Court, Magistrate's Court, Municipal Court, NCIC, and Sheriffs Department, Police Department, and/or other sources.
- C. Prepare and type a proposed Order, acceptable to SC Court Administration.
- D. Submit proposed order to SLED to confirm that the criminal charge is statutorily appropriate for Expungement along with the \$25.00 fee (not required for §17-1-40, §17-22-1S0(a), or §44-5-450(b).)
- E. Obtain the signature of the Solicitor/Deputy Solicitor.
- F. Obtain the approval and signature of a Summary Court Judge and/or Circuit Court Judge.
- G. File the original signed Order in the Office of the Clerk of Court (The law provides for a \$35.00 filing fee to be paid to the clerk at the time of filing, except when filing §17-1-40.)
- H. Obtain certified copies of the Order from the Clerk of Court.
- I. Deliver or mail certified copies of the Order to appropriate agencies. Please keep in mind once we submit the orders to the proper agencies, it is that agencies responsibility to expunge the record.

Law enforcement, prosecution agencies and detention/correctional facilities are not obligated to destroy records under state law; however the information is not for public dissemination.

The Solicitor's Office will process all steps for the applicant and mail (1) certified copy to the applicant if approved.

in exchange for this service, the applicant is responsible for payment of an administrative fee to the Solicitor's Office, in the form of a money order, in the amount of two hundred fifty dollars (\$250.00) per order, which shall be retained by the Solicitor's Office to defray the costs associated with this process. In addition, SLED shall receive a twenty-five dollar (\$25.00) money order, from the applicant, to confirm that the criminal charge is statutorily appropriate for Expungement. Also, where applicable, a (\$35.00) Clerk of Court filing fee shall apply. Any person who applies to the Solicitor's Office for an expungement of General Sessions charges pursuant to § 17-1-40 is exempt from paying the administrative fee, unless the charge that is subject of the expungement request was dismissed, discharged, or nolte prossed as part of a plea arrangement under which the defendant pled guilty and was sentenced on other charges. These charges are subject to Solicitor's approval pursuant to § 17-22-940 and there will be a \$250 processing fee required for this service.

If the charge was dismissed by conditional discharge, completing the PTI, AEP, TEP, Juvenile Arbitration or Drug Court program, the cost would be a money order for \$250 made payable to Solicitor's Office and \$35 made payable to the Clerk of Court.

Charges dismissed in the magistrate and municipal courts will be expunged by order of the presiding magistrate or municipal judge pursuant to § 17-22-950, effective June 2, 2009.

Information provided by this office is correct at the time of application; however SC Laws may change, and the current information provided may no longer be accurate.

Expungement of criminal records is handled according to the South Carolina Code of Laws:

By State law, there are nine categories of cases in which the defendant, if eligible, is entitled to have all criminal records relating to an arrest or conviction expunged and destroyed:

I. § 17-1-40. The charge was dismissed, nolte prossed, or the defendant was found not guilty.

II. § 17-22-150(a). The defendant successfully completed the Pretrial Intervention Program.

III. § 17-22-530(A). The defendant successfully completed the Alcohol Education Program.

IV. § 17-22-330(A). The defendant successfully completed the Traffic Education Program.

V. § 34-11-90(e). The defendant was convicted under the Fraudulent Check Law and no additional criminal activity has taken place in one year from the date of conviction.

VI. § 44-53-450(b). The defendant was convicted under the "conditional discharge" provisions of this specific law and has successfully complied with the terms of that sentence.

VII. § 22-5-910. The defendant was convicted of a first offense in a magistrate's or municipal court for a crime carrying a penalty of not more than thirty days imprisonment or a fine of not more than one thousand dollars, or both and no additional criminal conviction has taken place within three years from the date of the conviction, or five years for CDV. However, convictions for the following cannot be expunged:

1. Traffic offense violations involving the operation of a motor vehicle.
2. Charges where enhanced penalties for subsequent convictions are authorized (with the exception of CDV 1st Offense, effective 01-01-2004)

VIII. § 56-5-750(F). The defendant was convicted of a first offense, non-aggravated violation for Failure to Stop for a Blue Light and Siren, and had no other convictions for any crime for three years following the completion of all terms and conditions of the Blue Light sentence.

IX. § 22-5-920. Following the first offense conviction as a youthful offender, the defendant after five years from the date of the conviction may apply, or cause someone acting on his behalf to apply, to the circuit court for an order expunging the records of the arrest and conviction

P.O. Box 995
1550 Gadsden Street
Columbia, SC 29202
dew.sc.gov



Nikki R. Haley
Governor

Cheryl M. Stanton
Executive Director

STATE INSTRUCTION NUMBER 16-05

To: Local Area Signatory Officials
Local Area Administrators

Subject: Legal Aid Services for WIOA Title I Participants

Issuance Date: September 7, 2016

Purpose: To provide guidance regarding the use of Workforce Innovation and Opportunity Act (WIOA) funds for legal aid services as a supportive service for eligible participants.

References: Workforce Innovation and Opportunity Act, Public Law 113-128; 20 CFR Parts 680.900 and 680.910; 20 CFR Parts 681.570 and 681.580.

Background: The most promising strategies for serving individuals with barriers to employment involve a concurrent mix of employment, training, and supportive services. In recent years there has been a great deal of interest in assisting participants in overcoming barriers through expungement of criminal records. WIOA now provides an expanded list of allowable supportive services that includes legal aid services for Title I participants. Legal aid can uniquely address certain barriers to employment, including access to driver's licenses, expunging criminal records, and resolving issues with debt, credit, and housing.

Policy: Local supportive services policies may now include legal aid services. As with any supportive service, local policies and procedures must ensure that WIOA funds are used only when services are not available through other agencies or organizations and that the services are necessary for the individual to participate in Title I activities. For Adults and Dislocated Workers, supportive services may only be provided to individuals participating in career or training activities. For Youth, supportive services may be provided during participation in WIOA activities, as well as during the required 12-month follow-up period after exit.

Coordinating legal aid services, specifically expungement services, will require working with local solicitors' offices. SC solicitors can only expunge charges filed in South Carolina. There is a solicitor in each of the 16 Judicial Circuits in South Carolina. Information on eligibility, contacts, and process for payment of fees can be found on each Circuit Solicitor's website.

The following link contains a guide to expungement in South Carolina, including a list of all solicitors' offices and contact information. Please note the guide was last modified in August of 2013.

<http://scijustice.org/wp-content/uploads/2013/10/full-expunge-ment-guide.pdf>

Action: Ensure that all appropriate staff receive and understand this policy guidance.

Inquiries: Questions may be directed to Scott Ferguson at (803) 737-2671 or RSFerguson@dcw.sc.gov.

Patricia Sherlock -

Patricia Sherlock, Director
Policies and Procedures

Event: 2016 AOP Business & Industry Showcase
Anderson Sports & Entertainment Center
Anderson, SC

Transportation Assistance Request(s) by School District	Actual Award Paid WIOA Youth Funds	# of Students Funded	# of Buses Funded	Actual Award Paid AOP BIS Funds
Anderson School District 1		741	16	\$ 2,546.60
Anderson School District 2	\$ 680.66	282	7	
Anderson School District 3	\$ 431.44	186	4	
Anderson School District 4		244	6	\$ 526.84
Anderson School District 5*	\$ 738.69	946	22	\$ 824.49
Oconee County School District	\$ 3,149.21	770	24	
Pickens County School District		1225	29	\$ 4,098.39
Total Actual Award Paid = \$12,996.32	\$ 5,000.00	4,394	108	\$ 7,996.32

*ASD5 Split Funds WorkLink/AOPBIS

Youth Service Provider
Status Update
July 2015 - June 2016

ENROLLMENT REPORT PY16		PYC				
*Special notes:						
Board Goal	156					
PY'15 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>		69				
July	5	74	5	100%	6%	47%
August	6	80	5	120%	13%	51%
September	17	97	15	113%	32%	62%
October	18	115	10	180%	53%	74%
November		115	5	0%	53%	74%
December		115	4	0%	53%	74%
January		115	9	0%	53%	74%
February		115	9	0%	53%	74%
March		115	9	0%	53%	74%
April		115	9	0%	53%	74%
May		115	7	0%	53%	74%
June		115	0	#DIV/0!	53%	74%
Totals	46	115	87			

One Stop Operations Committee Report

Presented November 16, 2016 – Board Meeting

The OneStop Operations Committee met on October 19, 2016.

Special Presentation - Expungements

The OneStop Operations Committee reviewed a new policy released by SC Department of Employment and Workforce (DEW), stating that WIOA funds may now pay for legal aid such as expungements. Ms. Kristen Sullivan from the 10th Circuit Solicitor's Office, covering Anderson and Oconee Counties, joined the Committee and presented information regarding how the expungement process works. Ms. Sullivan gave out copies of the expungement application and explained which charges may or may not be expunged; typical costs for expungements are typically no more than \$395, including processing fees. At the conclusion of the presentation, **the Committee voted to revise the Supportive Service Policy to include expungements.** The committee agreed that one expungement would be paid for as long as there was reasonable expectation of employment upon the conclusion of the expungement process and all other WIOA activities. The committee requested that a draft policy be sent to the committee prior to the Board's approval.

Old Business

Strategic Plan - Workshops

At the last committee meeting, members requested additional information regarding trends for workshops and attendance. Renee Alexander, One Stop Operator, presented the information to the committee. Setting a baseline was discussed, but not finalized. Primarily, concerns were raised surrounding the traffic in the centers. With low unemployment and fewer numbers coming through the door, is it reasonable to expect an increase in workshop traffic? **The Committee voted to have the staff review the following and present options to the committee at the next meeting:**

- **A sliding scale to measure success - tie the goal to caseloads, traffic and Unemployment Insurance**
- **Revised Strategic Plan goal**
- **Investigate online workshop options**
- **Investigate best practices from around the State**

Self-Sufficiency Rate

At the last committee meeting, the committee began discussing self-sufficiency and how the rate will impact OJT and other WIOA services. Currently for On-the-Job Training, the self-sufficiency rate for one person is \$10.47 per hour. This rate is 170% of the current U.S. issued Lower Living Standard Income Level for South Carolina (LSIL) for rural Oconee County (Pickens and Anderson are slightly higher due to being metropolitan areas). Jennifer Kelly, Program Director for WorkLink, stated that the Incumbent Worker Training (IWT) ad hoc committee met earlier in the week and reviewed this same information. The IWT ad hoc committee decided to use 200% of the LSIL for Oconee County, which is set at \$12.32 per hour. **The One Stop Operations committee voted to let**

the IWT committee pilot this higher self-sufficiency rate and asked staff to keep them informed about outcomes regarding the success of the higher self-sufficiency wage.

Reports

SC Works Center Reports

Ms. Alexander provided a brief overview of the System Wide Services and Employer Services provided during PY16 July 1, 2016 through September 30, 2016. Reports can be found in the Board packet.

WIOA Program Usage Reports

Ms. Alexander reviewed PY16 July program reports (found in the Board packet), which shows the demographic snapshot for participants in WIOA; the individualized career services, which is a snapshot of who is in the program; and an overview of training services provided. Ms. Alexander also briefly covered the financial reports for Eckerd Workforce Services.

Employer Services

WorkLink achieved the Business Engagement goal of 685 new employers engaged with the SC Works System for PY15. As of June 30, 2016, WorkLink engaged a total of 975 new businesses or 142% of goal and has received the \$10,000 Incentive Grant which is to be used for Business & Employer Services. Staff proposed the funds be allocated to the Job Fair line item to be used for business and employer services outreach & related expenses. **A recommendation was made to form an ad hoc Committee (comprised of Patty Manley, Pat Pruitt, Meredith Durham, Leanne Cobb) to discuss and make recommendations on how the funds should be used as related to job fair & employer outreach services and present recommendations for expenditures to Trent Acker for approval prior to moving forward.**

Incumbent Worker Training Grants

The IWT Committee met on 10/17/16 to discuss Local Incumbent Worker Training Grant and guidelines for applications. A total of \$83,432 was received for PY'16 and will be divided amount our 3 counties via the county fair share in the following amounts: 49%, \$40,881 to Anderson; 20%, \$16,686.40 to Oconee; and 31%, \$25, 863.92 to Pickens. Solicitation will go out on 10/24/16 with applications due on or before 11/14/16 and the Committee to convene on 11/17/16 to review applications and make decisions on which companies to award funds to.

On-the-Job Training Coordination

The PY16 Board budget includes a line item for OJT in the same amounts as last year: \$32,000 in Adult Funding, and \$8,000 in DW Funding. Two contracts have been implemented with Belton Metal Co. in Anderson and Patty continues working with employers to initiate contracts for PY16.

New Business

Eligible Training Provider List – Halsey Street, LLC

WorkLink staff received an application from Halsey Street, LLC requesting approval to be placed on the Eligible Training Provider List. Halsey Street, LLC provides training on Solar Photovoltaic Entry Level Installation, which is an in-demand occupation across the United States, but according to O*Net is not in-demand in South Carolina. The cost of this course will be \$3,000 and training will be available in various parts of South Carolina, one of which will be in Spartanburg. Tri-County Technical College is currently discussing adding this program through Halsey Street. **The Committee voted to wait until Tri-County Technical College made their decision before making a recommendation to the Board regarding the Halsey Street, LLC application.**

Eckerd Workforce Budget Modifications

The committee reviewed a request from Eckerd Workforce Services to add \$100,000 to the Adult/DW program budget, the majority of which will fund occupational training and supportive services. A small amount will provide increases to career coach salaries. This increase will cause modifications as well to the Operator and Rapid Response budgets. **The Committee voted to approve the proposed modifications and forward their recommendation to the Finance Committee.**

Meeting Dates for 2017

The Committee voted to approve the following committee meeting dates for Calendar Year 2017: January 18, March 22, May 17, August 16, and October 18.

Data through: October 2016
Last Revision Date: 11/11/16

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

PY16 - July 1, 2016 to June 30, 2017

	Q1 2016	Q1 2016	Q1 2016	Q2 2016	Q2 2016	Q2 2016	Q3 2016	Q3 2016	Q3 2016	Q4 2016	Q4 2016	Q4 2016	
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Jobseekers Services													
SYSTEM WIDE SERVICES													
Unduplicated Customer Count	3403	3627	2909	2748									8631
Individuals that Registered	307	331	272	238									1148
Anderson	129	134	121	110									494
Clemson	52	65	32	45									194
Easley	70	65	60	40									235
Inactive Honea Path	0	0	0	0									0
Inactive Liberty Center	0	0	0	0									0
Seneca	56	67	59	3									185
Job Search Services	7410	6473	4671	4034									22588
Anderson	3299	2848	2147	1937									10231
Clemson	1363	1276	898	658									4195
Easley	1366	1089	742	633									3830
Inactive Honea Path	0	0	0	0									0
Inactive Liberty Center	3	0	1	0									4
Seneca	1379	1260	883	806									4328
CENTER-WIDE SERVICES													
Center Traffic (Total Customer Count):	1606	1762	1311	1348									6027
Anderson	608	695	446	491									2240
Clemson	503	591	488	459									2041
Easley	86	112	71	74									343
Seneca	409	364	306	324									1403
Access Point Traffic	0	0	0	0									0
Orientation Attendance	27	88	76	61									252
Workshops Offered	92	106	90	98									386
# Attended Employability	33	29	30	25									117
# Attended Financial Literacy	0	0	15	7									22
# Attended Computer Skills	43	46	22	25									136
Referrals to Partners:	85	56	55	50									246
# of Individuals Received Referral	78	53	52	45									228

Data through: September 2016
Last Revision Date: 10/10/2016

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

PY16 - July 1, 2016 to June 30, 2017

	Q1 2016	Q1 2016	Q1 2016	Q2 2016	Q2 2016	Q2 2016	Q3 2016	Q3 2016	Q3 2016	Q4 2016	Q4 2016	Q4 2016	
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Employer Services													
Internal Job Orders Created	212	308	238	233									991
Anderson	90	93	89	72									344
Clemson	60	87	83	53									283
Easley	22	38	18	31									109
Inactive Honea Path	0	0	0	0									0
Inactive Liberty Center	0	0	0	0									0
Seneca	40	90	48	77									255
Services Provided Employers	998	1308	1175	1226									4707
Anderson	358	481	431	408									1678
Clemson	539	702	572	664									2477
Easley	32	41	24	12									109
Inactive Honea Path	0	0	0	0									0
Inactive Liberty Center	0	0	0	0									0
Seneca	69	84	148	142									443
Hiring Events	4	10	3	8									25
Total Job Seekers	35	650	29	188									902
Anderson	30	598	1	26									655
Oconee	5	40	20	65									130
Pickens	0	12	9	97									118
Entered Employments	29	75	112	115									331
Anderson	7	22	31	14									74
Clemson	5	35	59	85									184
Easley	0	0	2	1									3
Inactive Honea Path	1	0	0	0									1
Inactive Liberty Center	1	0	0	0									1
Seneca	15	18	20	15									68
Rapid Response Events	0	0	0	0									0

DEMOGRAPHICS (Year to Date)		Data through: October 2016		Last Revision Date: 11/11/16			
WIOA Enrollments							
YTD (Last Date of Access)							
Age		Anderson	Oconee	Pickens	Other	Total	%
	Under 19	2	0	0	0	2	1%
	19-21	5	0	2	0	7	4%
	22-32	29	15	14	0	58	34%
	33-44	27	13	8	0	48	28%
	45-54	21	15	5	1	42	24%
	55-64	7	3	5	0	15	9%
	65+	0	0	0	0	0	0%
	Total	91	46	34	1	172	100%
Race		Anderson	Oconee	Pickens	Other	Total	
	African American/Black	34	11	4	0	49	28%
	American Indian/Alaskan Native	0	0	0	0	0	0%
	Asian	0	0	0	0	0	0%
	Hawaiian/Other Pacific Islander	0	0	0	0	0	0%
	White	55	34	29	1	119	69%
	Not Provided	2	1	1	0	4	2%
	Total	91	46	34	1	172	100%
Ethnicity		Anderson	Oconee	Pickens	Other	Total	
	Hispanic or Latino heritage	3	1	3	0	7	4%
	Not Hispanic or Latino heritage	86	45	31	1	163	95%
	Not Provided	2	0	0	0	2	1%
	Total	91	46	34	1	172	100%
Gender		Anderson	Oconee	Pickens	Other	Total	
	Female	52	32	17	0	101	59%
	Male	39	14	17	1	71	41%
	Total	91	46	34	1	172	100%
Education Level		Anderson	Oconee	Pickens	Other	Total	
	Less than 9th Grade	3	0	0	0	3	2%
	9th-12th Grade (No Diploma)	31	14	4	0	49	28%
	GED	9	6	6	0	21	12%
	HSD	35	18	13	0	66	38%
	Vocational School Certificate	3	2	3	0	8	5%
	Associate's Degree	5	3	3	0	11	6%
	Bachelor's Degree	4	2	5	1	12	7%
	Education beyond a Bachelor's degree	1	1	0	0	2	1%
	Total	91	46	34	1	172	100%
Disability from the Demographic Tab on the WIOA Application		Anderson	Oconee	Pickens	Other	Total	
	No	90	41	33	1	165	96%
	Yes	1	5	1	0	7	4%
	Total	91	46	34	1	172	100%
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total	
	Employed	36	13	12	1	62	36%
	Employed but received notice of layoff	0	0	1	0	1	1%
	Not Employed	55	33	21	0	109	63%
	Total	91	46	34	1	172	100%
Veteran		Anderson	Oconee	Pickens	Other	Total	
	No	84	45	32	1	162	94%
	Yes	7	1	2	0	10	6%
	Total	91	46	34	1	172	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.							

SC WORKS
WORKLINK
ANDERSON-OCONEE-PICKENS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

PY16 - July 1, 2016 to June 30, 2017

WIOA Individualized Career Services = September 1, 2016 - June 30, 2017

Job Seeker atWIOA Enrollment							Caseload Breakdown			Eligibility		
		A	O	P	Other	Total	Active	Follow-up	Total		October	YTD Total
Veterans							43	71	114			
							49	79	128			
							38	81	119			
Offenders							42	75	117			
							172	306	478			
TAA Co-enrolled												
Adult/DW Low Income												
SNAP Recipient												
Basic Skills Deficient												
Career Interest							One-on-One Services			WorkKeys		
In-Demand Career Cluster		October	YTD				Activity	October	YTD	CO	New YTD	Total
Admin, Support, Waste Mgmt., Remediation		1	6				106 - Provided Internet Job Search Support	0	0	Platinum	0	0
Health Care and Social Assistance		4	26				115 - Resume Preparation Assistance	3	3	Gold	26	4
Manufacturing		3	12				123 - Job Development Contacts	0	0	Silver	80	7
Professional Scientific Technical Services		1	5							Bronze	17	3
Other		7	13							Total	123	14
												137

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

Occupational Training by Provider

Name	Currently In Training	PY' 16 Rec'd Training
Adult Education - District 1 and 2 (327)	1	3
Adult Education - Districts 3, 4 and 5 Anderson (327)	1	2
Adult Education - Oconee Adult Education (327)	1	2
Arc Labs	2	2
Carolina Computer Training	0	1
Georgia Regents University	1	1
Greenville Technical College	7	10
New Horizons Computer Learning Center of SC	0	1
Norris Mechanical LLC	3	5
Southern Wesleyan University	2	2
Tri-County Technical College	21	42
Truck Driver Institute	0	1

OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
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Total	39	72
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Total Occupational Training by Cluster

Occupation	Total Training	PY'16 Rec'd Credential
GED Training	7	0
Admin, Support, Waste Mgmt., Remediation Svcs.	8	1
Manufacturing	19	6
Professional, Scientific, Technical Services	2	1
Health Care and Social Assistance	34	9
CDL	4	2
Heavy Equipment Operator	2	0

Funding Source PY'16 Rec'd (occupational and GED training)

Follow-Up Services

	Total	YTD Total
Entered Employment (Based on current	8	32
Services Provided	57	177

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

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

NOVEMBER 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 Basic Computer Clemson 2 p.m. - 3 p.m. Easley 9 a.m.-10 a.m. Resumes/Cover Letters Seneca 11 a.m.-12 p.m. Resumes/Cover Letters Easley 10 a.m. - 11 a.m. Background Wizard Clemson 11 a.m. –12 p.m.	2 Basic Computer Clemson 10 a.m. - 11 a.m. <u>Using SC Works Online</u> Anderson 10:20 a.m.-11 a.m. Interviewing Seneca 11 a.m. –12 p.m.	3 Basic Computer Clemson 2 p.m. - 3 p.m. Anderson 3 p.m.-4 p.m. Seneca 11 a.m.-12 p.m. <u>Using SC Works Online</u> Clemson 3 p.m.-4:30 p.m. <u>Using SC Works Online</u> Seneca 10 am -11 am Resumes/Cover Letters Anderson 10 a.m. - 11 a.m.	4 Basic Computer Clemson 10 am - 11 am Anderson 10 a.m.-11 a.m. Seneca 11 a.m.-12 p.m.
7 Basic Computer Clemson 10 a.m. - 11 a.m. Easley 9 a.m.-10 a.m. Anderson 3 p.m.-4 p.m. <u>Using SC Works Online</u> Easley 2:45 p.m. - 3:45 p.m. Intro To SC Works Seneca 11 a.m. –12 p.m.	8 Basic Computer Clemson 2 p.m. - 3 p.m. Anderson 3 p.m.-4 p.m. Easley 9 a.m.-10 a.m. Resumes/Cover Letters Seneca 11 a.m.-12 p.m. Interviewing Clemson 11 a.m. –12 p.m. Resumes/Cover Letters Easley 10 a.m. - 11 a.m.	9 Basic Computer Clemson 10 a.m.- 11 a.m. <u>Using SC Works Online</u> Anderson 10:20 a.m.-11 a.m. Interviewing Seneca 11 a.m. –12 p.m.	10 Basic Computer Clemson 2 p.m. - 3 p.m. Anderson 3 p.m.-4 p.m. Seneca 11 a.m.-12 p.m. Intro to SC Works Clemson 3 p.m.-4:30 p.m. <u>Using SC Works Online</u> Seneca 10 am -11 am Interviewing Anderson 10 a.m. - 11 a.m.	11 CLOSED 
14 Basic Computer Clemson 10 a.m. - 11 a.m. Easley 9 a.m.-10 a.m. Anderson 3 p.m.-4 p.m. Intro to SC Works Seneca 11 a.m. –12 p.m. Interviewing Easley 11 a.m. - 12 p.m.	15 Basic Computer Clemson 2 p.m. - 3 p.m. Easley 9 a.m.-10 a.m. Resumes/Cover Letters Seneca 11 a.m.-12 p.m. Resumes/Cover Letters Easley 10 a.m. - 11 a.m. Resumes/Cover Letters Clemson 11 a.m. –12 p.m.	16 Basic Computer Seneca 11 a.m.-12 p.m. Clemson 10 a.m. - 11 a.m. Money Works Seneca 9 a.m. - 12 p.m. <u>Using SC Works Online</u> Anderson 10:20 a.m.-11 a.m. Interviewing Seneca 11 a.m.-12 p.m.	17 Basic Computer Clemson 2 p.m. - 3 p.m. Anderson 3 p.m.-4 p.m. Seneca 11 a.m.-12 p.m. <u>Using SC Works Online</u> Seneca 10 am -11 am <u>Using SC Works Online</u> Clemson 3 p.m. – 4:30 p.m. Resumes/Cover Letters Anderson 10 a.m. - 11 a.m.	18 Basic Computer Clemson 10 am - 11 am Anderson 10 a.m.-11 a.m. Seneca 11 a.m. –12 p.m.
21 Basic Computer Clemson 10 a.m. - 11 a.m. Easley 9 a.m.-10 a.m. Anderson 3 p.m.-4 p.m. Intro to SC Works Seneca 11 a.m. –12 p.m. <u>Using SC Works Online</u> Easley 2:45 p.m. - 3:45 p.m.	22 Basic Computer Easley 9 a.m.-10 a.m. Resumes/Cover Letters Easley 10 a.m. - 11 a.m. Resume/Cover Letter Seneca 11a.m. –12 p.m. Interviewing Anderson 10 a.m. - 11 a.m.	23 Basic Computer Anderson 3 p.m.-4 p.m. Clemson 10 a.m. - 11 a.m. <u>Using SC Works Online</u> Anderson 10:20 a.m.-11 a.m. Interviewing Seneca 11 a.m. –12 p.m.	24 / 25 CLOSED 	
28 Basic Computer Clemson 10 a.m. - 11 a.m. Easley 9 a.m.-10 a.m. Anderson 3 p.m.-4 p.m. Interviewing Easley 11 a.m. - 12 p.m. Intro to SC Works Seneca 11 a.m. –12 p.m.	29 Basic Computer Clemson 2 p.m. - 3 p.m. Anderson 3 p.m.-4 p.m. Easley 9 a.m.-10 a.m. Resumes/Cover Letters Easley 10 a.m. - 11 a.m. Resume/Cover Letter Seneca 11a.m. –12 p.m. Job Search Networking Clemson 11 a.m. –12 p.m. Resume/Cover Letter Anderson 10 a.m. - 11 a.m.	30 Basic Computer Seneca 11 a.m.-12 p.m. Clemson 10 a.m. - 11 a.m. <u>Using SC Works Online</u> Anderson 10:20 a.m.-11 a.m. Interviewing Seneca 11 a.m.-12 p.m.		

Dustin Murdock Success Story

My name is Dustin Murdock and I was enrolled into the WIOA program on August 5, 2015 for assistance with gaining full time employment. I was introduced to the WIOA program through the partnership with The Haven of Rest.

While I was enrolled in the WIOA program I was able to obtain my Workkeys with the following scores, platinum applied math, gold in reading for information and locating information. The WIOA program was able to help me obtain a welding certification at Arc Labs.

This training has allowed me to obtain full time employment with Smith Engineering at BMW. I started on 1/11/2016 as a construction worker making \$12 an hour. I now make \$14 an hour and work 55 hours a week. I am so thankful for the WIOA program and the partnership it has with The Haven of Rest.

Dustin Murdock





For several years, Jacob Sizemore has worked with metal. He has experience in auto body work, metal fabrication, and as a diesel mechanic. However, until recently, he did not have the certification needed to help him get sustainable employment. So, he decided to better himself by getting training in welding at Norris Mechanical and by contacting SC Works and inquiring about the WIOA program to help him pay for the training. Jacob was enrolled into the WIOA program, and he was approved for funding to help pay for his training at Norris Mechanical. While in training, he completed the Pipe Welding 102 and 103 courses.

Even before Jacob completed his training at Norris Mechanical, he obtained employment at Industrial Machine and Design (IMD) as a welder where he is now earning \$15.00/hour.

Jacob was a star student at Norris Mechanical, and he was praised regularly by school officials. Jacob did such an outstanding job in his training that the school has him actively promoting Norris Mechanical to prospective students. As of this writing, Jacob has attended two SC Works' Orientations speaking about Norris Mechanical. At both orientations, Jacob made a point to tell the attendees what SC Works and WIOA have done for him and how appreciative he is.



Katie Feno attended a SC Works Orientation at the Seneca SC Works Center after being laid off from Phillips Staffing where she was working as a Solderer. After working in manufacturing she wanted to make a career change. She had always been interested in the medical field and she decided that she was most interested in Phlebotomy. Katie exhausted her Unemployment Benefits and she had applied for SNAP benefits to assist her family while she was unemployed. She was certified and enrolled in the WIOA program seeking possible scholarship services in February 2016. Because of partnership with Anderson Interfaith Ministries in Anderson, SC, she was referred to an AIM Case Manager to also assist with training. She was approved for the Phlebotomy Technician Certification training at Tri-County Technical College and completed the program on July 19, 2016. She began her job searching and it was not long before she was employed as a part time Phlebotomy Technician with a company in Anderson, SC. She visited clients in their homes to take care of their needs. She continued to search for full time employment in the field and on September 12, 2016, she was hired as a Phlebotomy Technician with LabTech Diagnostics in Anderson as well. It is a full time position with benefits and it is Monday through Friday. She is earning \$12.90 per hour at the present time and her pay will increase after ninety days of employment. She has also been contacted by AnMed hospital for a Phlebotomy position but she states that she is happy with her employment. She is very happy to be gainfully employed and in a field that she enjoys-helping people!

Richard Hunter's Success Story



Richard Hunter came to the WIOA in February 2016. After working for the same company for 23 years he found himself unemployed for the first time in his life. Richard is a father and husband, and being unemployed and unable to find work was very difficult for Richard to accept. At this point, Richard began to seek out another profession, he wanted to become a CDL Class A truck driver. This is when he came to the WIOA for assistance.

From a Career Coach standpoint, Richard was a perfect participant. He attended Orientation and completed all of the required assignments in a very timely manner. The time from Orientation to Enrollment was three weeks. He took both the Resume and Interviewing Workshops prior to enrollment, which enabled him to move even more rapidly through the training approval process. He communicated the completion of each assignment to the Career Coach in a very proficient fashion.

He began training on March 28 and quickly adapted to the routine and processes of driving a commercial truck. He studied hard, learning how to conduct pre-trip inspections, how to keep log books, and practicing the required driving skills. Richard kept his overall goal in sight as he progressed through the training program. Upon completion of the course he had to take his CDL Class A test.

Unfortunately for Richard, the training provider lost both instructors at this time. He had to wait another two months before he would be able to test for his license. He did not allow this to deter him in his quest to complete a career change. He stayed in contact weekly with the training provider and then ended up testing for his CDL after a two month delay. Richard passed his test and earned his CDL exactly three months after he began training.

During his delay, Richard kept looking for potential employment as a driver. He applied for multiple positions and landed a job with AutoZone. On July 21st he began his driving career with AutoZone. He is being paid \$29.74 per hour and is able to be home each night. Needless to say, Richard is very happy with his new career and says that he would not have been able to make this transition without the help of the WIOA.

WorkLink

WIOA INSTRUCTION LETTER NO.: PY'16-02 (Replaces Revised PY'10-01)

SUBJECT: Local Supportive Service Policy (Adult and Dislocated Worker Only)

ISSUANCE

DATE: November 16, 2016

EFFECTIVE

DATE: November 16, 2016

EXPIRATION

DATE: Indefinite

PURPOSE: The purpose of this instruction is to establish guidelines for providing supportive services for WIOA participants in the local WorkLink Workforce Innovation and Opportunity Area.

BACKGROUND: The goal of the Workforce Innovation and Opportunity Act is to ensure access for all individuals, of every skill level, the opportunity to pursue the skills, training, and education they need to obtain employment that will lead to financial stability and economic security for themselves and their families. The Act authorizes supportive services for individuals registered in WIOA programs who are receiving WIOA services.

POLICY: The term "Supportive Services" refers to those financial-based or physical accommodations that are reasonable and necessary, and required, in order for a client to participate in activities authorized under Title I of the Workforce Innovation and Opportunity Act (WIOA). In addition, any adult or dislocated worker who is enrolled and receiving WIOA services may be eligible for supportive services if they are unable to obtain assistance from other programs providing such services. Youth participating in WIOA services should follow the Youth Supportive Service policy. In general, supportive services may include needs-related payments, childcare, transportation, housing assistance, and a variety of other related expenses.

Maximum Allowable Limits

- Supportive Services for adults and dislocated workers are available up to a maximum total of \$3,000 per program year.

The availability of and referral to non-WIOA sources is one of the services that must be made available to adults and dislocated workers through the One-Stop delivery system.

The need for supportive services must be considered when developing the Individual Employment Plan (IEP). **Recipients of supportive services must be considered low-income.** The need for supportive services must be documented in an assessment and in case notes. The case note must document the specific need, the amount to be paid out by the WIOA program, and details regarding a plan for the participant to be self-sufficient if similar situations occur in the future.

WIOA is a payer of last resort and so only if a participant cannot obtain services by other means should WIOA provide supportive services. Case Managers must document in case notes efforts to access non-

WIOA sources to justify providing supportive services through WIOA. It will be left to the discretion of the Case Manager that all non-WIOA sources of funding have been exhausted. Also, WIOA participants must check with local agencies regarding emergency relief funds to address any one-time emergency costs.

I. Budgetary Plan

When participants request supportive services, the Case Manager must assist the participant with a budgetary plan to ensure that the participant has the means to pay for the services in the future. The budgetary plan also justifies the need to provide supportive services. This plan and the justification are kept in the participant's hard file and documented in a SC WOS case note.

Example case note:

John Doe called and stated that he did not have money for gas to attend class on Friday. According to his WIOA application, he is considered low-income. The case manager issued a gas card in the amount of \$25 to the participant in order for the participant to attend class. John Doe and the Case Manager discussed his plan to have gas money for next week's class. The Case Manager provided some suggestions on ways to generate income during his classes. John Doe stated that he will host a yard sale on Saturday and will use the money he earned for gas to attend class next week. John also stated that he has an interview for a part-time position at MacDonald's on Monday. He will contact the Case Manager on Tuesday with the results of the interview.

II. Supportive Service Tracking

A Supportive Services Report for each supportive service recipient will be maintained by the SC Works Operator and made available upon request. The SC Works Operator will verify that the maximum amount of funded supportive services is not exceeded. All referrals to partners will be issued through the SCWOS system and a hard copy will be provided to participants.

III. Supportive Service Payment Overview

All supportive service assistance payments issued on behalf of WIOA enrolled participants within the Worklink Workforce Innovation and Opportunity Area will be issued on the basis of an established and documented need, identified as follows:

- a. Supportive Service assistance payments are limited to the amount necessary to satisfy the emergency and permit the WIOA enrolled participants to continue or complete the applicable WIOA activity. Payments cannot exceed \$3,000 during a program year without written approval of the Administrative Entity.
- b. A supportive service need that was identified during Assessment.
- c. A need that is identified due to an emergency occurring after the individual became a WIOA enrolled participant. Payments can only be made toward relief of situations continuing after the individual becomes a WIOA enrolled participant and cannot be made retroactive.
- d. With the exception of transportation reimbursement, all supportive service assistance payments will be issued directly to the vendor providing the needed assistance or service to the WIOA enrolled participants (i.e. childcare provider, automotive repair shop, gas or

electric utility company, etc.) Under no circumstances will supportive services assistance payments be made directly to the WIOA enrolled participants.

IV. Who May Receive

Those who may receive supportive service assistance payments include those who meet the following criteria:

- a. Those who are determined low-income, as described in Table 1 of the current WIOA 70 percent LLSIL, as outlined in the current Instruction Letter: Update for WIOA Family Income and Self-Sufficiency Guidelines. **Note:** Initial determination for Supportive Services will be based on low-income status as notated on the Eligibility Determination application for WIOA assistance. If a participant is not low-income at the time of application, a participant may re-apply for supportive services after six months. (WIOA staff should use the same procedures as that of Eligibility Determination to determine low-income.)
- b. Those who are actively participating in a WIOA activity, that requires travel for more than one day in length, for which he or she may not otherwise be able to continue or complete without supportive services assistance. There must be at least one open activity in SCWOS.
- c. Those who have established a supported or documented allowable need for assistance.
- d. Those who have presented documentation or evidence that all other reasonable means for getting non-WIOA assistance/support have been exhausted.
 - i. For childcare assistance – applicant must have proof of ABC Voucher eligibility determination
 - ii. For transportation – applicant must have proof of valid driver's license
 - iii. For car repairs – applicant must provide two quotes from licensed repair facilities and proof of ownership (i.e., name listed as a driver on insurance, registration, car title, etc.)

V. Allowable Supportive Services for WIOA Participants in Career or Training Services

For both adult and dislocated worker services

Medical Assistance – Limited funding is available to provide medical services required for an individual to participate in intensive services and/or training also to obtain or retain unsubsidized employment. Payments for medical assistance should be made to the provider not the participant. The maximum amount that can be paid per participant is \$500 during participation in the program.

Allowable Medical Assistance

- Pre-employment/training physicals required by an employer or training program
- Immunizations
- Pre-employment drug tests
- Dental extractions and dentures
- Eyeglasses but not contact lenses or any type of eye surgery
- Hearing devices

Work Clothing or Uniforms – Supportive Service funding can be provided for work clothing or uniforms required but not paid by an employer or training program. Clothing and uniforms include steel-toed shoes, hard hats, smocks, etc. Individuals needing general-purpose clothing should be referred to a community clothes bank or other agency. The maximum amount for work clothing is \$250 during participation in the program.

Training-Related Equipment - Pays for training related equipment not already covered, such as books and supplies.

Background Checks – Pays for background checks, such as, motor vehicle records check, criminal records (SLED), etc. when required by the occupation or employer.

Expungements - Assistance for an expungement may be offered in situations where a single offense is prohibiting a participant from obtaining employment and the participant is unable to pay for expungement his or herself. In determining whether or not to provide expungement assistance, the case manager should consider whether or not the participant will be employable upon the conclusion of the expungement process and any career and training services they may be participating in. The following conditions must exist:

1. The participant must first complete the expungement application and submit the expungement application to the solicitor's office. Participant must then provide to the case manager confirmation from the solicitor's office that the offense is eligible for expungement.
2. Assistance is limited to a one-time payment made to the solicitor's office.
3. Assistance is capped at \$500. If total costs of the expungement is more than \$500, participant would need to pay any difference to the solicitor's office and provide confirmation of this payment.

Test fees - Pays for fees related to obtain certification, such as real estate license, driver's license, GED fees, etc. This is only for participants not enrolled in a training activity.

Driver's Training - Pays for driver's training. This does not include CDLs.

One-time Emergency Costs* -

Minor Car Repair - Minor Car Repair should not exceed \$500.00.

Utilities - Pays for electric, water or gas bill. Excludes telephone bills.

Housing - Pays for housing cost, such as rent. Mortgage payments may not be paid with WIOA funding.

*One-time emergency costs exceeding \$1,000.00 must be approved by the Administrative Entity.

Comment [JK1]: Proposed new section to allow expungements.

Comment [JK2]: Proposed increase from \$250 to \$500.

Childcare or Dependent Care – Participants who have out-of-pocket expenses associated with attending training/activities may receive childcare assistance. Reimbursements are linked to attendance - if a participant is absent from training, a reimbursement may not be made for that day. For childcare supportive service assistance, vendor agreements and invoices are required documentation that must be kept in the participant's hard file.

\$25 a day for pre-school children

\$10 a day for school-age children 12 years old and younger and for dependent adults

Comment [JK3]: Proposed increase from \$20 to \$25

Comment [JK4]: Proposed increase from \$8 to \$10

Direct Transportation – If a participant is unable to attend an activity or training because he or she lacks a driver's license and/or access to a car, the case manager may provide or procure transportation. Transportation will be provided temporarily while participants make a transition plan to provide their own transportation. Bus and other fare fees are allowable costs.

Case managers should consider cost when procuring transportation. Public transportation should be utilized when available. Arrangements may be made with other agencies that transport participants and for-profit businesses may be utilized. The grantee should have an agreement with the transportation provider specifying the cost and billing arrangements. Grantees may choose to pay private individuals selected by participants to provide transportation. Prior to using a private individual to provide transportation, the grantee must verify the individual has a valid driver's license and insurance.

Transportation Reimbursement – Participants not receiving direct transportation services may receive transportation assistance to help defray the out-of-pocket expenses associated with activities/training. For those (1) attending approved training full-time, (2) not receiving other transportation funds from partner programs, and (3) traveling more than 10 miles one way to a training provider, reimbursement will be \$10 per day for up to 40 miles, \$15 per day for up to 80 miles, and \$20 per day for up to 120 miles of training attended. An authorized training instructor must sign the attendance sheet prior to reimbursement.

VI. Allowable Needs-Related Payments (NRP) for WIOA Participants in Career or Training Services

For both adult and dislocated worker services – can be received in conjunction with other supportive service payments and is subject to the \$3,000 supportive service cap per year

NRP may be provided to unemployed adults and dislocated workers if the eligible client has been enrolled in an allowable training activity.

NRP are available for adults and dislocated workers who meet the following criteria:

A. Specific eligibility requirements for adults

1. Must be unemployed;
2. Does not qualify for, or has ceased to qualify for, Temporary Assistance for Needy Families (TANF) or unemployment compensation; and
3. Must be enrolled in a program of training services under WIOA/TAA.

Adult and Dislocated Worker Program Needs-Related Payments – Eligible adults and dislocated workers may be certified to receive a needs-related payment in the amount of \$2.50 per hour for active participation in training services (not to exceed a weekly maximum of \$100). Time and attendance sheets are to be used to ensure adequate participation in training services and are to be submitted along with each needs-related payment request. Please note this applies to adults and dislocated workers who do not qualify for the receipt of weekly unemployment insurance (UI) payments or Trade Readjustment Assistance (TRA) at the point of registration in the WIOA program. Adults and dislocated workers who were receiving UI payments or TRA at the point of registration in WIOA but exhaust such assistance may be certified eligible to receive a *Continuance Needs-Related Payment*.

The amounts to be paid are based on a set rate only for the actual number of hours the client is enrolled and/or participating in a training activity. All documentation and eligibility determination is the sole responsibility of the Intensive Services Provider.

B. Specific eligibility requirements for dislocated workers

1. Must be unemployed; and
2. Have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA or NAFTA-TAA, and
3. Must be enrolled in a program of training services under WIOA/TAA.

Continuance Needs-Related Payment – Eligible adults and dislocated workers who exhaust UI payments or TRA after registration in the WIOA program may receive a weekly payment up to the amount received under UI or TRA for active participation in training services, not to exceed \$100 per week. This may enable the participant to continue receiving the same level of income maintenance as when they first entered the program. The participant must provide proof of the status of their UI or TRA weekly payment amount during the needs-related payment certification appointment. Time and attendance sheets are to be used to ensure adequate participation in training services and are to be submitted along with the needs-related payment request. **NOTE: In order to qualify for this type of needs-related payment, the WIOA customer is required to attend 100% of approved training each week.**

Needs-related payments are not wages but training payments used to assist participants with related costs for participating in training services. Needs-related payments are not subject to tax withholdings.

The case manager and participant must complete the Needs Related Payment Approval to document the need. In the event a waiver is required, this completed form is to be submitted with the waiver request.

VIII. Supportive Services NOT Allowable for WIOA Participants

- a. Legal or punitive services costs, which includes child support or driver's license reinstatement fees.
- b. Payments for food or food items.

- c. Payments for automobile payments, insurance, taxes, and tags.
- d. Personal debt or obligation that occurred before WIOA registration.

ACTION: WorkLink Workforce Innovation and Opportunity Area Grantees must abide by the policy as stated. All staff must be familiar with the policy. All other forms of supportive service requests not listed must be made in writing to the Administrative Entity.

Please copy and distribute this information appropriately within your agency.

INQUIRIES: Direct all inquiries on this Instruction Letter to the WorkLink Workforce Development Board, 1376 Tiger Blvd., Suite 102, Clemson, SC 29631, telephone 864.646.1515, fax 864.646.2814, or e-mail jkelly@worklinkweb.com.

Trent Acker, Executive Director
WorkLink Workforce Development Board

DISTRIBUTION: All WIOA/TAA staff



PERSONS WITH DISABILITIES COMMITTEE
Meeting Summary
October 13, 2016, 3:00pm
Conference Room, Clemson Comprehensive Center, SC

Members Present

Pat Pruitt, Chair

Lisa Gillespie

Susan Stockton

Ms. Lisa Gillespie provided the committee education regarding Project Search. Project Search focuses on serving students with intellectual disabilities. For a student to be eligible, they must be 18, have an intellectual disability, be an active Vocational Rehabilitation client, and have secured a reliable method of transportation to their worksite. At this time, there are no income requirements. Typically, eligible students are in their senior year and will be placed in employment by the end of the program. Their training can take place at a variety of locations; for the Anderson area, the 10 week internships will take place at AnMed Health. This year 8 students applied and 5 were accepted. The Pickens/Oconee area began theirs this school year with 6 out of 8 students served; their internships will be based at Easley Baptist Hospital. Project Search will provide job placement services as this is an employment transition program, but they will also coordinate with other agencies to assist students as well.

Ms. Windy Graham provided aggregate August and September targeted population reports for the WorkLink region.

The committee voted to change the name of the committee from Persons with Disabilities to Priority of Populations Committee.

The committee voted on these meeting dates for 2017 are January 12, March 16, May 11, August 10, and October 12.

The committee voted Lisa Gillespie to be the Chair of the Priority of Populations Committee and Pat Pruitt to be the Vice Chair of the Priority of Populations Committee for the next calendar year.

Amanda Lucas, SC Department of Employment and Workforce, provided an update from around the State. Ms. Lucas noted that WIOA focuses on inclusion of priority of populations. The State intends to be an "employment first" State, meaning that if a person wants to work, then we will try to help them with this regardless of barriers.

Our next meeting is scheduled for January 12, 2017.