

**WORKFORCE DEVELOPMENT BOARD**  
**OneStop Operations Committee**  
**August 22, 2018 at 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**AGENDA**

- I. Call to Order/Introductions** Ed Parris, Chair
- II. Approval of Minutes (5/23/18)\*** Ed Parris
- III. Final PY17 & New PY18 Reports**
  - a. Business/Employer Services Reports Meredith Durham, Staff
  - b. SC Works System Eckerd Staff
    - i. WIOA Success Story Awards Trent Acker, Executive Director
    - ii. Technology Grant
    - iii. Janitorial Services RFQ
    - iv. Active Shooter Staff Training Day
  - c. WIOA Adult/DW Program Eckerd Staff
  - d. Financial
- IV. New Business**
  - a. WIOA Q3 Performance Reports Windy Graham, Staff
  - b. Self-Sufficiency Wage Windy Graham & Trent Acker
  - c. ETPL Policy\* Windy Graham
  - d. ETPL Applications\*
  - e. PY18 Request for Proposals\* Jennifer Kelly, Staff
    - i. Adult/DW Program Services
    - ii. OneStop Operator
- V. Old Business**
  - a. Transportation Grant Jennifer Kelly
  - b. Strategic Plan
- VI. Other Business**
  - a. WIN Update & Staff Policy
- VII. Adjourn** Ed Parris

**Next OneStop Operations Committee Meeting**

October 24, 2018 at 3pm  
Clemson SC Works Center

**WORKFORCE DEVELOPMENT BOARD**  
**OneStop Operations Committee Meeting Minutes**  
**May 23, 2018 @ 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Ed Parris, Chair                      Danny Brothers                      Brooke Garren                      Teri Gilstrap

**Members Absent:**

Amanda Blanton                      David Bowers

**Staff Present:**

Jennifer Kelly                      Windy Graham                      Trent Acker

**Guests Present:**

Renee Alexander                      Steve Riddle                      Karen Hamrick

**I. Welcome and Introductions**

Chair Ed Parris officially called the meeting to order at 3:01 pm welcoming everyone in attendance, and announced that the meeting was being recorded for processing of minutes. Introductions were made of everyone in attendance.

**II. Approval of 3-25-18 Meeting Minutes**

The minutes from the 3/25/18 meeting were emailed to committee members and included in the meeting packet. Chair Parris called for corrections/amendments to the minutes or a motion to approve.

**ACTION TAKEN: Brooke Garren made a motion to approve the minutes, seconded by Teri Gilstrap. The motion carried unanimously.**

**III. PY'17 Reports**

*a. Business Services Reports*

Mr. Acker referred to page 8, which shows the balance of \$163,379.67 for the second round of IWT funding in PY'16 (16IWT01-02). There is approximately \$100,000 in expenditures that are not reflected on the chart. The PY'16 and PY'17 Rapid Response IWT grants were also listed on page 8. Page 9 shows the PY'17 IWT grant that has just begun.

One On-the-Job training contract was successfully completed for Belton Metal Company. Another contract with J. Davis Construction began on March 19, 2018 for the position of Carpenter Helper. Ms. Meredith Durham is in the process of meeting with several more companies who are interested in OJT.

*b. SC Works System*

Ms. Karen Hamrick referred to page 10 to highlight year-to-date activities in the SC Works Centers. As of April 2018, 16,034 individuals have visited an SC Works Center. There have been 752 workshops, and 464 referrals to partners. Ms. Hamrick reported that page 11 shows there have been 219 hiring events and 1,812 jobseekers in attendance at those events. Rapid Response Activities are also shown, with BiLo being the most recent event. Page 12 shows a snapshot of demographics of WIOA participants.

*c. WIOA Adult/DW Program*

Ms. Hamrick referred to Mr. Steve Riddle to report on specifics of WIOA participants. Mr. Riddle referred to page 13, which shows career interest in participants. Most participants are interested in Healthcare, Manufacturing, CDL, and Welding. There have been 191 WIOA enrollments through April 2018. Page 14 shows program outcomes and follow up services: 111 individuals gained employment, 56 gained a credential, and 132 achieved a measurable skills gain. The biggest training provider is Tri County Technical College with 43 participants. \$144,685 of Tri County Technical College's funds has been utilized.

*d. Financial*

Ms. Renee Alexander summarized the April 2018 expenditures as follows:

- Regular Adult Training Budget is expended at 84.4%.
- Dislocated Worker Training budget is expended at 65%.
- Operator Adult budget is expended at 81.7%.
- Operator Dislocated Worker budget is expended at 91.3%.
- Weekly financial report shows the Adult budget is \$380,059 and of that, \$357,369.46 has been vouchered.
- The Dislocated Worker budget is \$64,008, and \$56,409.41 has been vouchered.

**IV. New Business**

*a. PY18 Proposed Budgets- Program and Operator*

Ms. Renee Alexander pointed to the PY18 budget of \$740,000, based on the anticipation of what WorkLink has available. Ms. Alexander reviewed the breakdown of the Budget Summary, which included \$651,715 in Adult funds and \$88,285 in Dislocated Worker funds. Ms. Alexander also reviewed the Price Cost Analysis, which shows how staff allocations and salaries are broken down. The third page showed the Cost Price Analysis of line items. The bulk of funds, totaling \$317,933, is in line item 2.6 Training for Participants. The Adult and DW breakdowns were also provided. Eckerd intends on serving 571 participants in PY18.

Mr. Acker stated that funding for PY18 decreased significantly over last year's award, therefore the proposed total amounts in the budgets are reduced. Mr. Acker stated that any final carryover and additional funding granted to Eckerd going forward would be targeted towards direct participant costs such as training and supportive services in an effort to boost service levels and funding to the Mod 2 comparison featured in the PY18 budgets.

Mr. Acker drew the committee's attention to the indirect cost rate. Eckerd has modified how they will apply the indirect cost rate, which was previously applied against the whole grant award, to only go against operating line items such as salary, fringe, and operational items. The percentage is larger at 12%, but the overall impact to the budget will be smaller than previous years.

Mr. Acker stated that Eckerd has been able to leverage \$150,000 in scholarships and other training funds on behalf of participants in PY17, and will continue to do so in PY18 as those funds are identified and available to our participants.

Ms. Alexander also reviewed the Operator budget, which looks very similar to the PY17 budget at \$85,000. This budget is already lean so there are not many changes recommended. Ms. Alexander noted that there is no training associated with this budget, and no customer flow specific to this grant either.

**ACTION TAKEN: Brooke Garren made a motion to approve PY18 Proposed Adult/DW Program and Operator budgets as presented, seconded by Danny Brothers. The motion carried unanimously.**

*b. ETPL Applications*

Ms. Windy Graham reported that three training providers have applied for the Eligible Training Provider List, listed on pages 21-22. The current Reasons for Denial sheet was included on page 20.

**Career Step, LLC**—Ms. Windy Graham stated that Career Step, LLC applied for Computer Technician, Medical Administrative Assistant with EHR, Medical Assistant, Medical Transcription Editor, Pharmacy Technician, and Professional Medical Coding and Billing. Career Step is located in Utah.

**ACTION TAKEN: Brooke Garren made a motion to deny Career Step, LLC as an eligible training provider, seconded by Danny Brothers. The motion carried unanimously.**

**Horry-Georgetown Technical College**—Ms. Windy Graham stated that Horry-Georgetown Technical College applied for Emergency Medical Technician-Basic, Intro to Early Childhood Education, Physical Therapist Assistant, Plumbing Certificate, and Truck Driver-CDL. Horry-Georgetown Technical College is located in Conway, SC.

**ACTION TAKEN: Ed Parris made a motion to deny Horry-Georgetown Technical College as an eligible training provider, seconded by Teri Gilstrap. The motion carried unanimously.**



**Pee Dee Regional EMS**—Ms. Windy Graham stated that Pee Dee Regional EMS applied for Emergency Medical Technician. Pee Dee Regional EMS is located in Florence, SC.

**ACTION TAKEN: Danny Brothers made a motion to deny Pee Dee Regional EMS as an eligible training provider, seconded by Brooke Garren. The motion carried unanimously.**

## **V. Old Business**

### *a. Strategic Plan*

Ms. Jennifer Kelly referred to page 23 for the Strategic Plan Updated Report.

- There are 11,514 National Career Readiness Certificates in Anderson, 4,292 in Oconee, and 7,195 in Pickens.
- The Business Services Integration Team met in April and will meet again on May 25, 2018.
- The Quarterly Partner meeting was held on February 16, 2018 and will meet again on May 25, 2018.
- An OJT brochure has been developed in the format of the AOP Pathways Community Resources sheets and was made available for the committee to review.
- Items planned for outreach are: marketing of success stories, outreach brochures, quarterly partner meetings, and a resource and referral manual that will be regularly shared and updated with partners and staff.

### *b. Transportation Grant*

Mr. Acker referred to page 33 for the summary of ridership and expenditures for the Transportation Grant. The total ridership total is at 44%, with a goal of 60%. The chart on page 33 shows the reason for individual ridership broken down by Training Access, Employment Access, and Maintained or Completed Training.

## **VI. Other Business**

Mr. Trent Acker referred to pages 29-32 for an FAQ on WIN South Carolina Ready to Work Assessments.

Satellite Center monitoring has been successfully completed and the report will be included in the Board meeting packet.

## **VII. Adjourn**

With no further business, the meeting was adjourned by Chair Parris at 3:59 p.m.

*Respectfully submitted by: Meredith Durham*

**16IWT01-02**

Grant #	Company	Requested	Awarded	Updated	Spent
16IWT01-02-02	Bosch	\$ 73,568.00	\$ 54,969.50	\$ 54,294.50	\$ 33,750.00
16IWT01-02-03	McLaughlin	\$ 23,033.50	\$ 21,097.50		\$ 11,652.50
16IWT01-02-04	Mergon	\$ 19,870.00	\$ 19,870.00		\$ 5,970.00
16IWT01-02-05	Metco	\$ 14,130.00	\$ 14,130.00		\$ 12,295.00
16IWT01-02-06	Plastic Omnium	\$ 16,445.00	\$ 16,445.00		\$ 14,215.00
16IWT01-02-01	United Tool and Mold	\$ 3,456.00	\$ 765.00	\$ 1,440.00	\$ 1,440.00
16IWT01-02-07	Yokohama	\$ 9,776.50	\$ 9,776.50		\$ -
16IWT01-02-08	Reliable Sprinkler	\$ 69,197.50	\$ 69,197.50		\$ 39,557.25
16IWT01-02-09	BASF	\$ 62,580.00	\$ 26,583.00		\$ 12,091.22
16IWT01-02-10	BorgWarner	\$ 52,697.60	\$ 26,583.00	\$ 85,904.00	\$ 79,351.39
16IWT01-02-11	Greenfield Industries	\$ 6,413.00	\$ 6,413.00	378.00	283.50
			\$ 265,830.00		\$ 210,605.86

BALANCE: \$55,224.14

**Rapid Response IWT Grants**

Grant #	Company	Awarded	Spent	Balance	Status
16RRIWT18	Imperial Die Casting	\$ 50,075.00	\$41,180	\$ 8,895.00	FINAL
17RRIWT04	Siemag	\$ 40,540.00	\$18,000	\$ 22,540.00	
17RRIWT10	Ideal Steel	\$ 64,240.00	\$ 50,926.00	\$ 13,314.00	
17RRIWT14	Patriot Automation	\$ 53,840.00	\$ -	\$ 53,840.00	

Balance	Status
\$ 20,544.50	FINAL
\$ 9,445.00	FINAL
\$ 13,900.00	FINAL
\$ 1,835.00	FINAL
\$ 2,230.00	FINAL
\$ -	FINAL
\$ 9,776.50	FINAL
\$ 29,640.25	FINAL
\$ 14,491.78	FINAL
\$ 6,552.61	FINAL
\$ 378.00	FINAL

## 17IWT01

Grant #	Company	Requested		Awarded		Spent
17IWT01-01	Allegro Industries	\$	2,591.10	\$	2,591.10	\$ 2,591.10
17IWT01-02	Nutra	\$	19,180.00	\$	19,180.00	\$ 6,275.00
17IWT01-03	Proper Polymers	\$	42,400.00	\$	42,400.00	\$ -
17IWT01-04	Mergon	\$	93,475.00	\$	85,828.90	\$ -
				\$	150,000.00	\$ 8,866.10

Balance	
\$	1,794.60
\$	19,180.00
\$	42,400.00
\$	85,828.90
\$	149,203.50

## PY18 OJT Summary

### Adult 2810

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Completion	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID
07162018-8273			Adult		Advanced Machining & Fab.	Anderson	7/16/2018	10/29/2018	N/A	480	\$15.00	75%	\$5,400.00		\$5,400.00	
08062018-2788			Adult		J. Davis Construction	Oconee	8/6/2018	10/29/2018	N/A	480	\$12.00	75%	\$4,320.00		\$4,320.00	
08202018-7042			Adult		Michelin North America	Anderson	8/20/2018	12/3/2018	N/A	464	\$11.00	50%	\$2,552.00		\$2,552.00	
08202018-7644			Adult		Michelin North America	Anderson	8/20/2018	12/3/2018	N/A	464	\$11.00	50%	\$2,552.00		\$2,552.00	
08202018-3897			Adult		Michelin North America	Anderson	8/20/2018	12/3/2018	N/A	464	\$11.00	50%	\$2,552.00		\$2,552.00	

Budget	Remaining
\$32,000.00	\$14,624.00

County	Total Training Hours	Hourly Wage Rate
Anderson	\$13,056.00	75%
Pickens	\$0.00	0%
Oconee	\$4,320.00	25%

Hours Trained	Average Wage
2352	\$12.00

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$17,376.00	\$0.00	\$17,376.00	\$0.00	\$0.00
Net Obligate	\$17,376.00			

### DW 2820

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

Budget	Remaining
\$0.00	\$0.00

County	Total Training Hours	Hourly Wage Rate
Anderson	\$0.00	#DIV/0!
Pickens	\$0.00	#DIV/0!
Oconee	\$0.00	#DIV/0!

Hours Trained	Average Wage
0	#DIV/0!

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

Data through: June 2018  
Last Revision Date: 8/6/18

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PY17 - July 1, 2017 to June 30, 2018

	Q1 2017	Q1 2017	Q1 2017	Q2 2017	Q2 2017	Q2 2017	Q3 2017	Q3 2017	Q3 2017	Q4 2017	Q4 2017	Q4 2017	
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
<b>Jobseekers Services</b>													
<b>SYSTEM WIDE SERVICES</b>													
<b>Unduplicated Customer Count</b>	<b>3331</b>	<b>3326</b>	<b>2546</b>	<b>2569</b>	<b>2519</b>	<b>2414</b>	<b>2735</b>	<b>2443</b>	<b>2507</b>	<b>2454</b>	<b>2731</b>	<b>2708</b>	<b>7518</b>
<b>Individuals that Registered</b>	<b>327</b>	<b>351</b>	<b>225</b>	<b>259</b>	<b>261</b>	<b>225</b>	<b>381</b>	<b>324</b>	<b>329</b>	<b>319</b>	<b>335</b>	<b>346</b>	<b>3682</b>
Anderson	162	170	104	130	147	126	181	171	157	157	140	166	1811
Clemson	51	43	18	33	29	19	44	38	33	39	53	58	458
Easley	51	62	50	38	43	30	89	72	60	62	55	54	666
Seneca	63	76	53	58	42	50	67	43	79	61	87	68	747
<b>Job Search Services</b>	<b>80350</b>	<b>75579</b>	<b>57398</b>	<b>60645</b>	<b>52865</b>	<b>59037</b>	<b>64887</b>	<b>57827</b>	<b>59398</b>	<b>58760</b>	<b>62543</b>	<b>64064</b>	<b>753353</b>
Anderson	38484	36072	27409	28664	24394	28908	31391	27735	29246	28352	28719	29718	359092
Clemson	13700	11740	7577	8999	8113	9510	10414	10017	10851	10855	11923	12689	126388
Easley	13644	13717	10504	10751	9016	9072	10860	9510	9130	10109	11144	10336	127793
Inactive Honea Path	0	0	0	0	0	0	0	0	0	0	12	0	12
Inactive Liberty Center	0	0	0	0	81	136	79	97	85	43	85	43	649
Seneca	14522	14050	11908	12231	11261	11411	12143	10468	10086	9401	10660	11278	139419
<b>CENTER-WIDE SERVICES</b>													
<b>Center Traffic (Total Customer Count):</b>	<b>1781</b>	<b>1846</b>	<b>1566</b>	<b>1645</b>	<b>1306</b>	<b>1352</b>	<b>2162</b>	<b>1366</b>	<b>1518</b>	<b>1492</b>	<b>1837</b>	<b>1653</b>	<b>19524</b>
Anderson	698	699	556	618	491	540	1072	461	547	494	603	591	7370
Clemson	631	685	529	512	416	446	658	489	465	550	724	620	6725
Easley	100	114	56	107	75	56	84	79	81	104	95	72	1023
Seneca	352	348	425	408	324	310	348	337	425	344	415	370	4406
<b>Orientation Attendance</b>	<b>32</b>	<b>119</b>	<b>65</b>	<b>124</b>	<b>67</b>	<b>41</b>	<b>60</b>	<b>99</b>	<b>55</b>	<b>43</b>	<b>34</b>	<b>49</b>	<b>788</b>
<b>Workshops Offered</b>	<b>57</b>	<b>90</b>	<b>73</b>	<b>92</b>	<b>73</b>	<b>65</b>	<b>76</b>	<b>97</b>	<b>70</b>	<b>59</b>	<b>58</b>	<b>39</b>	<b>849</b>
# Attended Employability	23	28	8	81	25	23	18	25	36	19	22	55	363
# Attended Financial Literacy	0	0	1	0	0	1	0	0	0	3	2	0	7
# Attended Computer Skills	34	62	11	11	11	4	6	10	3	0	2	12	166
<b>Referrals to Partners:</b>	<b>49</b>	<b>52</b>	<b>28</b>	<b>55</b>	<b>45</b>	<b>41</b>	<b>58</b>	<b>51</b>	<b>44</b>	<b>41</b>	<b>59</b>	<b>71</b>	<b>594</b>
# of Individuals Received Referral	44	46	28	51	44	40	51	47	42	41	56	57	547

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[illegible]



DEMOGRAPHICS (Year to Date)		Data through: June 2018		Last Revision Date: 07/10/2018			
WIOA Enrollments							
		YTD (Last Date of Access)					
Age		Anderson	Oconee	Pickens	Other	Total	%
	Under 19	2	2	0	0	4	1%
	19-21	12	8	0	0	20	5%
	22-32	75	18	15	3	111	30%
	33-44	58	27	26	3	114	31%
	45-54	44	27	10	1	82	23%
	55-64	14	6	11	1	32	9%
	65+	0	0	1	0	1	0%
	Total	205	88	63	8	364	100%
Race		Anderson	Oconee	Pickens	Other	Total	
	African American/Black	58	13	11	4	86	24%
	American Indian/Alaskan Native	0	0	0	0	0	0%
	Asian	1	1	0	0	2	1%
	Hawaiian/Other Pacific Islander	0	0	0	0	0	0%
	White	126	64	46	4	240	66%
	Not Provided	20	10	6	0	36	10%
	Total	205	88	63	8	364	100%
Ethnicity		Anderson	Oconee	Pickens	Other	Total	
	Hispanic or Latino heritage	5	9	2	0	16	4%
	Not Hispanic or Latino heritage	188	72	56	8	324	89%
	Not Provided	12	7	5	0	24	7%
	Total	205	88	63	8	364	100%
Gender		Anderson	Oconee	Pickens	Other	Total	
	Female	101	51	36	3	191	52%
	Male	104	37	27	5	173	48%
	Total	205	88	63	8	364	100%
Education Level		Anderson	Oconee	Pickens	Other	Total	
	Less than 9th Grade	10	2	4	0	16	4%
	9th-12th Grade (No Diploma)	149	63	41	5	258	71%
	GED	12	8	4	0	24	7%
	HSD	26	14	10	2	52	14%
	Vocational School Certificate	1	0	1	0	2	1%
	Associate's Degree	5	1	2	1	9	2%
	Bachelor's Degree	2	0	1	0	3	1%
	Education beyond a Bachelor's degree	0	0	0	0	0	0%
	Total	205	88	63	8	364	100%
Disability from the Demographic Tab on the WIOA Application		Anderson	Oconee	Pickens	Other	Total	
	No	196	73	60	8	337	93%
	Yes	5	10	2	0	17	5%
	Participant did not self-identify	4	5	1	0	10	3%
	Total	205	88	63	8	364	100%
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total	
	Employed	85	35	25	4	149	41%
	Employed but received notice of layoff	0	0	1	0	1	0%
	Not Employed	120	53	37	4	214	59%
	Total	205	88	63	8	364	100%
Veteran		Anderson	Oconee	Pickens	Other	Total	
	No	192	84	59	8	343	94%
	Yes	13	4	4	0	21	6%
	Total	205	88	63	8	364	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.							

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PY17 - July 1, 2017 to June 30, 2018

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

Job Seeker at WIOA Enrollment							Caseload Breakdown			Applications			
	A	O	P	Other	Total		Active	Follow-up	Total		June	YTD Total	
Veterans													
CO	13	4	4	0	21	Hunter	56	54	110	YTD Total Determinations	26	245	
New	0	0	0	0	0	Mason	62	67	129				
Offenders						Parnell	61	66	127	Enrollment			
CO	76	18	9	4	107	Simmons	55	53	108	June	TD Planned	(+/-)	
New	8	2	0	0	10	Total	234	240	474	New MTD Enrolled	20	20	0
TAA Co-enrolled										New YTD Enrolled	234	230	4
CO	0	4	1	1	6	Active Enrollment				Priorities*	YTD Enrolled	%	Goal
New	0	0	0	0	0					1. Veterans - PAR, LI, or BSD**	7	4%	70% or More
Adult/DW Low Income						CO	June	Total		2. PAR, LI, or BSD	161	76%	
CO	124	38	25	7	194	Hunter	53	3	56	3. Veteran	6	3%	30% or Less
New	9	2	0	0	11	Mason	56	6	62	4. Non-Veterans	38	17%	
SNAP Recipient						Parnell	59	2	61	Sum	212	100%	
CO	59	19	13	3	94	Simmons	46	9	55	*Applies to Adult Population Only			
New	0	0	0	0	0	Total	214	20	234	**PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient			
Basic Skills Deficient													
CO	80	30	18	4	132								
New	4	1	1	0	6								
Career Interest							One-on-One Services			WorkKeys			
In-Demand Career Cluster							Activity	June	YTD	CO	New YTD	Total	
Admin, Support, Waste Mgmt., Remediation Svcs..							106 - Provided Internet Job Search Support/	1	17	Platinum	3	1	4
Health Care and Social Assistance							115 - Resume Preparation Assistance	0	52	Gold	32	2	34
Manufacturing							123 - Job Development Contacts	0	1	Silver	36	1	37
Professional Scientific Technical Services										Bronze	17	1	18
Other										Total	88	5	93

Data through: June 2018  
Last Revision Date: 8/6/18

# SC WORKS

## WORKLINK

### ANDERSON•OCONEE•PICKENS

BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER

PY17 - July 1, 2017 to June 30, 2018

#### WIOA Training Services and Follow-Up Services

##### Recommended for Training Services

	June	YTD Total
GED	0	25
Occupational	7	146
On-the-Job Training	0	2

##### OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
Belton Metal Company, Inc.	Anderson	1		
J Davis Construction	Oconee	1		0

Total Current Contracts	2	0
Total Carryover		0
<b>Total All OJT Contracts</b>	<b>2</b>	

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

##### Funding Source

	June	YTD Total
Adult	0	1
Dislocated Workers	0	1

##### Program Outcomes and Follow-Up Services

	MTD Total	YTD Total
Entered Employment	44	146
Credential Attained (current year)		74
Measurable Skills Gained		114
Follow-Up Services Provided	89	907
Follow-Up Services Individuals	83	367

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

##### Occupational Training by Provider

Name	Currently In Training	PY' 17 Rec'd Training
Arc Labs	2	5
Carolina Computer Training	2	3
Forrest College	2	2
Greenville Technical College	4	10
New Horizons Computer Learning Center Of South Carolin	0	1
Norris Mechanical LLC	13	23
Palmetto School of Career Development	4	8
Southern Wesleyan University	0	2
Tri-County Technical College	30	126
York Technical College	1	1
<b>Total</b>	<b>58</b>	<b>181</b>

##### Total Occupational Training by Cluster

Occupation	Total Training	PY'17 Rec'd Credential
GED/Occupational Training (324)	17	14
Admin, Support, Waste Mgmt., Remediation Svcs.	9	5
Manufacturing	52	39
Professional, Scientific, Technical Services	5	4
Health Care and Social Assistance	62	47
CDL	32	28
Heavy Equipment Operator	10	9

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

WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD	Referrals
Adult	164	AIM	\$ 7,374	14
Dislocated Workers	17	TCTC Scholarships	\$ 148,685	71
NEG	0	Michelin Scholarship	\$ 3,000	
Trade (co-enrolled)	6	Goodwill Industries	\$ 2,144	
		Other	\$ -	
<b>Total</b>	<b>187</b>		\$ 161,203	

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

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[illegible]

Data through: July 2018  
Last Revision Date: 8/8/18



PY18 - July 1, 2018 to June 30, 2019

[illegible]

DEMOGRAPHICS (Year to Date)		Data through: July 2018		Last Revision Date: 08/8/2018			
WIOA Enrollments							
		YTD (Last Date of Access)					
Age		Anderson	Oconee	Pickens	Other	Total	%
	Under 19	1	1	0	0	2	1%
	19-21	4	3	0	0	7	4%
	22-32	39	9	10	2	60	31%
	33-44	38	15	10	2	65	34%
	45-54	19	17	6	1	43	22%
	55-64	7	2	8	0	17	9%
	65+	0	0	0	0	0	0%
	Total	108	47	34	5	194	100%
Race		Anderson	Oconee	Pickens	Other	Total	
	African American/Black	29	6	5	2	42	22%
	American Indian/Alaskan Native	1	0	0	0	1	1%
	Asian	1	0	0	0	1	1%
	Hawaiian/Other Pacific Islander	0	0	0	0	0	0%
	White	64	36	25	3	128	66%
	Not Provided	13	5	4	0	22	11%
	Total	108	47	34	5	194	100%
Ethnicity		Anderson	Oconee	Pickens	Other	Total	
	Hispanic or Latino heritage	3	5	0	0	8	4%
	Not Hispanic or Latino heritage	96	38	30	5	169	87%
	Not Provided	9	4	4	0	17	9%
	Total	108	47	34	5	194	100%
Gender		Anderson	Oconee	Pickens	Other	Total	
	Female	59	26	20	2	107	55%
	Male	49	21	14	3	87	45%
	Total	108	47	34	5	194	100%
Education Level		Anderson	Oconee	Pickens	Other	Total	
	Less than 9th Grade	4	3	2	0	9	5%
	9th-12th Grade (No Diploma)	65	29	17	4	115	59%
	GED	11	7	4	0	22	11%
	HSD	22	7	7	1	37	19%
	Vocational School Certificate	1	0	1	0	2	1%
	Associate's Degree	4	1	1	0	6	3%
	Bachelor's Degree	1	0	2	0	3	2%
	Education beyond a Bachelor's degree	0	0	0	0	0	0%
	Total	108	47	34	5	194	100%
Disability from the Demographic Tab on the WIOA Application		Anderson	Oconee	Pickens	Other	Total	
	No	102	33	32	4	171	88%
	Yes	3	9	1	1	14	7%
	Participant did not self-identify	3	5	1	0	9	5%
	Total	108	47	34	5	194	100%
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total	
	Employed	46	17	12	2	77	40%
	Employed but received notice of layoff	0	0	0	0	0	0%
	Not Employed	62	30	22	3	117	60%
	Total	108	47	34	5	194	100%
Veteran		Anderson	Oconee	Pickens	Other	Total	
	No	100	44	33	5	182	94%
	Yes	8	3	1	0	12	6%
	Total	108	47	34	5	194	100%
All demographic data is provided by Geographic Solutions to the SC Department of Employment and Workforce. The Applications Analyst for SC Department of Employment and Workforce then forwards the data in Excel to the local areas for further analysis.							

Data through:  
Last Revision Date:

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PY18 - July 1, 2018 to June 30, 2019

WIOA Individualized Career Services = July 1, 2018 - June 30, 2019

Job Seeker at WIOA Enrollment							Caseload Breakdown			Applications				
A O P Other Total						Active	Follow-up	Total						
Veterans							50	42	92					
	CO	5	3	1	0	9	Mason	50	50	100	YTD Total Determinations			
	New	3	0	0	0	3	Parnell	44	51	95	July YTD Total			
Offenders							50	42	92					
	CO	34	12	5	4	55	Simmons	50	42	92				
	New	4	2	0	0	6	Total	194	185	379	Enrollment			
TAA Co-enrolled											July	TD Planned	(+/-)	
	CO	0	1	1	0	2					New MTD Enrolled	16	10	6
	New	0	0	1	0	1					New YTD Enrolled	16	10	6
Adult/DW Low Income											Priorities*	YTD Enrolled	%	Goal
	CO	60	20	12	4	96					1. Veterans - PAR, LI, or BSD**	2	14%	70% or More
	New	6	1	0	0	7					2. PAR, LI, or BSD	8	57%	
SNAP Recipient											3. Veteran	1	7%	30% or Less
	CO	28	6	5	1	40					4. Non-Veterans	3	21%	
	New	2	0	0	0	2					Sum			
Basic Skills Deficient											*Applies to Adult Population Only			
	CO	37	18	11	4	70					**PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient			
	New	2	2	1	0	5								
Career Interest							One-on-One Services			WorkKeys or WIN				
In-Demand Career Cluster						July	YTD	Activity	July	YTD	CO	New YTD	Total	
Admin, Support, Waste Mgmt., Remediation Svcs..						0	0	106 - Provided Internet Job Search Support/	1	1	Platinum	2	0	2
Health Care and Social Assistance						4	4	115 - Resume Preparation Assistance	4	4	Gold	10	0	10
Manufacturing						5	5	123 - Job Development Contacts	0	0	Silver	35	0	35
Professional Scientific Technical Services						0	0				Bronze	12	0	12
Other						7	7				Total	59	0	59

Data through:  
Last Revision Date:

# SC WORKS

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PY18 - July 1, 2018 to June 30, 2019

#### WIOA Training and Follow-Up Services = July 1, 2018 - June 30, 2019

##### Recommended for Training Services

	July	YTD Total
GED	3	3
Occupational	16	16
On-the-Job Training	0	0

##### OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
Advanced Machine and Fabrication	Anderson			1

Total Current Contracts	1
Total Carryover	
<b>Total All OJT Contracts</b>	<b>1</b>

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

##### Funding Source

	July	YTD Total
Adult	1	1
Dislocated Workers		

##### Program Outcomes and Follow-Up Services

	MTD Total	YTD Total
Entered Employment	1	1
Credential Attained (current year)	0	0
Measurable Skills Gained	9	9
Follow-Up Services Provided	85	85
Follow-Up Services Individuals	82	82

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

##### Occupational Training by Provider

Name	Currently In Training	PY' 18 Rec'd Training
Arc Labs	0	2
Carolina Computer Training	2	2
Forrest College	1	1
Greenville Technical College	4	4
Norris Mechanical LLC	15	16
Palmetto School of Career Development	1	5
Tri-County Technical College	30	37
York Technical College	1	1

**Total** **54** **68**

##### Total Occupational Training by Cluster

Occupation	Total Training	PY'18 Rec'd Credential
GED/Occupational Training (324)	6	0
Admin, Support, Waste Mgmt., Remediation Svcs.	5	3
Manufacturing	18	6
Professional, Scientific, Technical Services	2	2
Health Care and Social Assistance	32	14
CDL	9	5
Heavy Equipment Operator	0	0

##### Funding Source PY'18 Rec'd (occupational and GED training)

WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD	Referrals
Adult	60	AIM \$	-	0
Dislocated Workers	8	TCTC Scholarships \$	5,763	3
NEG	0	Michelin Scholarship \$	-	
Trade (co-enrolled)	3	Goodwill Industries \$	-	
		Other \$	-	
<b>Total</b>	<b>71</b>			

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



**GRANT NUMBER:** 17A995H3 - OP Adult  
**INVOICE NUMBER:** 1092-780-13 Final  
**PERIOD COVERED:** 06/1/18 - 06/30/18

EWDS Adult Operator FINAL PY17 Expenditures

Eckerd Goal:		JUNE		JUNE FINAL			
		100.0%		100.0%		100.0%	
Line Item	Budget Mod 1	1092-780-12	1092-780-13	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 49,400	\$ 1,954.41	\$ 2,012.10	\$ 46,363.24	\$ 3,036.44	93.9%
Fringe Benefit Total	51xx	\$ 12,619	\$ (784.47)	\$ 599.84	\$ 11,781.56	\$ 837.24	93.4%
Staff Cost Total		\$ 62,018	\$ 1,169.94	\$ 2,611.94	\$ 58,144.80	\$ 3,873.68	93.8%
<b>Operating</b>							
1.2 Staff Consumable Supplie:	6000	\$ 1,795	\$ 19.80	\$ -	\$ 1,481.50	\$ 313.50	82.5%
1.3 Advertising, Outreach	6735	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1.4 Copy, Print	6730	\$ 792	\$ -	\$ -	\$ 485.06	\$ 306.94	61.2%
1.5 Communications	6270	\$ 694	\$ 84.20	\$ -	\$ 806.89	\$ (112.89)	116.3%
1.6 Staff Travel	61xx	\$ 1,821	\$ -	\$ -	\$ 1,798.05	\$ 22.95	98.7%
1.7 Staff Conf., Training	5105	\$ 686	\$ -	\$ -	\$ 609.75	\$ 76.25	88.9%
1.8 Staff Equip/Comp Lease/s	6045	\$ 264	\$ -	\$ -	\$ 43.01	\$ 220.99	16.3%
1.9 Postage	6005	\$ 130	\$ -	\$ -	\$ 44.00	\$ 86.00	33.8%
Operating Total (01)		\$ 6,182	\$ 104.00	\$ -	\$ 5,268.26	\$ 913.74	85%
General Liability Ins	6305	\$ 557	\$ (197.45)	\$ 229.30	\$ 560.70	\$ (3.70)	100.7%
Operating Cost Total		\$ 68,757	\$ 1,076.49	\$ 2,841.24	\$ 63,973.76	\$ 4,783.72	93.0%
General Overhead (Indirect)	8.86%	\$ 6,043	\$ 95.38	\$ 251.73	\$ 5,668.07	\$ 374.50	93.8%
Contract Total		\$ 74,800	\$ 1,171.87	\$ 3,092.97	\$ 69,641.83	\$ 5,158.23	93.1%

<b>GRANT NUMBER:</b> 17D995H3 - OP DW			EWDS DW Operator FINAL PY17 Expenditures						
<b>INVOICE NUMBER:</b> 1092-790-13 Final									
<b>PERIOD COVERED:</b> 05/1/18 - 06/30/18									
<b>Eckerd Goal:</b>		<b>MAY</b>	<b>JUNE</b>	<b>JUNE FINAL</b>					
		91.7%	100.0%	100.0%			100.0%		
<b>Line Item</b>	<b>Budget Mod 1</b>	<b>1092-790-11</b>	<b>1092-790-12</b>	<b>1092-790-13</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	<b>Obligation Numbers</b>	
<b>Staff Salary Total</b>	\$ 6,736	\$ 465.29	\$ -	\$ -	\$ 6,700.21	\$ 36.11	99.5%	0	
<b>Fringe Benefit Total 51xx</b>	\$ 1,721	\$ 951.52	\$ (794.83)	\$ -	\$ 1,720.75	\$ (0.00)	100.0%	0	
<b>Staff Cost Total</b>	\$ 8,457	\$ 1,416.81	\$ (794.83)	\$ -	\$ 8,420.96	\$ 36.11	99.6%	0	
<b>Operating</b>									
1.2 Staff Consumable Supplies: 6000	\$ 245	\$ -	\$ -	\$ -	\$ 196.18	\$ 48.82	80.1%	0	
1.3 Advertising, Outreach 6735	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0	
1.4 Copy, Print 6730	\$ 107	\$ -	\$ -	\$ -	\$ 66.14	\$ 40.86	61.8%	0	
1.5 Communications 6270	\$ 95	\$ 2.65	\$ 10.65	\$ -	\$ 136.22	\$ (41.22)	143.4%	0	
1.6 Staff Travel 61xx	\$ 248	\$ 8.29	\$ -	\$ -	\$ 245.18	\$ 2.82	98.9%	0	
1.7 Staff Conf., Training 5105	\$ 94	\$ 2.70	\$ -	\$ -	\$ 85.84	\$ 8.16	91.3%	0	
1.8 Staff Equip/Comp Lease/s 6045	\$ 36	\$ -	\$ -	\$ -	\$ 5.87	\$ 30.13	16.3%	0	
1.9 Postage 6005	\$ 18	\$ -	\$ -	\$ -	\$ 6.00	\$ 12.00	33.3%	0	
<b>Operating Total (01)</b>	\$ 843	\$ 13.64	\$ 10.65	\$ -	\$ 741.43	\$ 101.57	88%	0	
<b>General Liability Ins 6305</b>	\$ 76	\$ 4.96	\$ (35.63)	\$ 35.63	\$ 46.38	\$ 29.55	61.1%		
<b>Operating Cost Total</b>	\$ 9,376	\$ 1,435.41	\$ (819.81)	\$ 35.63	\$ 9,208.77	\$ 167.23	98.2%		
<b>General Overhead (Indirect) 8.86%</b>	\$ 824	\$ 127.18	\$ (72.64)	\$ 3.16	\$ 815.90	\$ 8.09	99.0%	-	
<b>Contract Total</b>	\$ 10,200	\$ 1,562.59	\$ (892.45)	\$ 38.79	\$ 10,024.67	\$ 175.32	98.3%	-	

<b>Invoice Number:</b> 1055-13 FINAL		EWDS Adult	Program FINAL	PY17 Expenditures			
<b>Period Covered:</b> 06/1/2018-06/30/2018							
<b>Eckerd Goal:</b>			<b>JUNE</b>	<b>JUNE FINAL</b>			
			<b>100.0%</b>	<b>100.0%</b>			<b>100.0%</b>
<b>Line Item</b>		<b>Budget Mod 3</b>	<b>1055-12</b>	<b>1055-13</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>
<b>Staff Salary Total</b>		\$ 207,420	6,521.92	2,675.31	207,401.78	\$ 18.07	100.0%
<b>Fringe Benefit Total</b>	51xx	\$ 58,718	(1,440.37)	854.52	55,869.82	\$ 2,848.67	95.1%
<b>Staff Cost Total</b>		\$ 266,138	5,081.55	3,529.83	263,271.60	\$ 2,866.74	98.9%
<b>Operating</b>							
1.1 Facility, Utilities		\$ -			-	\$ -	0.0%
1.2 Staff Consumable Supplies	6000	\$ 3,060	-	582.89	3,258.35	\$ (198.35)	106.5%
1.3 Advertising, Outreach	6735	\$ 816	-	-	10.98	\$ 805.02	1.3%
1.4 Copy, Print	6730	\$ 2,550	-	328.26	2,715.96	\$ (165.96)	106.5%
1.5 Communications	6270	\$ 7,773	698.35	77.69	6,976.39	\$ 796.47	89.8%
1.6 Staff Travel	61xx	\$ 7,150	90.75	85.91	2,554.55	\$ 4,595.21	35.7%
1.7 Staff Conferences, Training	5105	\$ 2,295	-	-	1,720.86	\$ 574.14	75.0%
1.8 Staff Computer Leases	6095	\$ 2,805	-	-	1,426.22	\$ 1,378.78	50.8%
1.9 Postage	6005	\$ 1,530	15.99	20.58	508.24	\$ 1,021.76	33.2%
<b>Operating Total (01)</b>		\$ 27,979	805.09	1,095.33	19,171.55	\$ 8,807.07	68.5%
<b>Direct Training</b>							
2.3 Credential Exam Fees (CAN/Gt)	6520	\$ 10,838	792.36	231.84	7,888.85	\$ 2,948.65	72.8%
2.6 Tuition (College/Occupational)	6530	\$ 378,678	25,457.97	10,132.00	377,735.15	\$ 942.59	99.8%
<b>Direct Training Total (02)</b>		\$ 389,515	26,250.33	10,363.84	385,624.00	\$ 3,891.24	99.0%
<b>Support Services</b>							
3.11 Transportation	6485	\$ 3,825	990.00	100.00	4,510.00	\$ (685.00)	117.9%
3.12 Childcare	6660	\$ 850	225.00	-	900.00	\$ (50.00)	105.9%
3.14 Training Support Materials	6545	\$ 4,250	783.43	874.15	4,968.98	\$ (718.98)	116.9%
3.13 Emergency Assistance	6590	\$ 850	-	-	-	\$ 850.00	0.0%
<b>Support Service Total (03)</b>		\$ 9,775	1,998.43	974.15	10,378.98	\$ (603.98)	106.2%
<b>General Liability Ins 6305</b>	6305	\$ 5,661	(2,052.74)	2,482.80	5,495.91	\$ 165.41	97.1%
<b>Operating Cost Total</b>		\$ 699,069	32,082.66	18,445.95	683,942.04	\$ 15,126.48	97.8%
<b>General Overhead (Indirect)</b>	8.86%	\$ 61,436	2,842.52	1,634.31	60,597.26	\$ 838.62	98.6%
<b>Contract Total</b>		\$ 760,504	34,925.18	20,080.26	744,539.30	\$ 15,965.10	97.9%

Grant Number: 17D295H3  
 Invoice Number: 1056-13 FINAL  
 Period Covered: 06/1/18-06/30/18

EWDS DW Program FINAL PY17 Expenditures

Eckerd Goal:		JUNE	JUNE FINAL			
		100.0%	100.0%			100.0%
Line Item	Budget Mod 3	1056-12	1056-13	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	\$ 36,311	\$ 3,310.37	\$ 6,734.53	\$ 34,812.46	\$1,498.32	95.9%
Fringe Benefit Total 51xx	\$ 10,362	\$ 58.38	\$ 2,235.69	\$ 10,362.09	\$ -	100.0%
Staff Cost Total	\$ 46,673	\$ 3,368.75	\$ 8,970.22	\$ 45,174.55	\$1,498.32	96.8%

OPERATING COSTS

1.1 Facility, Utilities		\$ -						
1.2 Staff Consumable Supplies 6000		\$ 540	\$ -	\$ 102.87	\$ 454.23	\$ 85.77	84.1%	
1.3 Advertising, Outreach 6735		\$ 144	\$ -	\$ -	\$ 1.92	\$ 142.08	1.3%	
1.4 Copy, Print 6730		\$ 450	\$ -	\$ 57.93	\$ 378.98	\$ 71.02	84.2%	
1.5 Communications 6270		\$ 1,372	\$ 123.12	\$ 13.71	\$ 900.49	\$ 471.19	65.6%	
1.6 Staff Travel 61xx		\$ 1,262	\$ 22.68	\$ 15.16	\$ 322.41	\$ 939.31	25.6%	
1.7 Staff Conf., Training 5105		\$ 405	\$ -	\$ -	\$ 206.14	\$ 198.86	50.9%	
1.8 Staff Computers 6045		\$ 495	\$ -	\$ -	\$ 356.55	\$ 138.45	72.0%	
1.9 Postage 6005		\$ 270	\$ 2.82	\$ 3.63	\$ 76.04	\$ 193.96	28.2%	
Operating Total (01)		\$ 4,937	\$ 148.62	\$ 193.30	\$ 2,696.76	\$ 2,240.64	55%	

TRAINING COSTS

2.3 Credential Exam Fees (CAI 6520		\$ 1,913	\$ -	\$ -	\$ 1,308.00	\$ 604.50	68.4%	
2.6 Tuition (College/Occupatic 6530		\$ 66,825	\$ 1,229.36	\$ 112.00	\$ 51,706.52	\$ 15,118.96	77.4%	
Direct Training Total (02)		\$ 68,738	\$ 1,229.36	\$ 112.00	\$ 53,014.52	\$ 15,723.46	77%	

SUPPORTIVE SERVICES COSTS

3.11 Transportation 6485		\$ 675	\$ -	\$ -	\$ 130.00	\$ 545.00	19.3%	
3.12 Childcare 6660		\$ 150	\$ -	\$ -	\$ -	\$ 150.00	0.0%	
3.14 Training Support Materia 6545		\$ 750	\$ 45.20	\$ 107.35	\$ 298.65	\$ 451.35	39.8%	
3.13 Emergency Assistance 6590		\$ 150	\$ -	\$ -	\$ -	\$ 150.00	0.0%	
Support Service Total (03)		\$ 1,725	\$ 45.20	\$ 107.35	\$ 428.65	\$ 1,296.35	24.8%	
4.2 General Liability Ins 6305 6305		\$ 997	\$ (277.26)	\$ 354.27	\$ 761.24	\$ 235.43	76.4%	
Operating Cost Total		\$ 123,070	\$ 4,514.67	\$ 9,737.14	\$ 102,075.72	\$ 20,994	82.9%	
4.1 General Overhead (Indire 8.86%		\$ 10,816	\$ 400.00	\$ 862.71	\$ 9,043.91	\$ 1,771.78	83.6%	
Contract Total		\$ 133,886	\$ 4,914.67	\$ 10,599.85	\$ 111,119.63	\$ 22,765.98	83.0%	

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June 26, 2018

Mr. Alex Reed  
Chief of Program Services – Eastern Region  
Eckerd Workforce Services  
100 N. Starcrest Drive  
Clearwater, FL 33765

Re: PY 18 Grant Awards for WIOA Operator and Ad/DW Program Services

Dear Mr. Reed:

The WorkLink Workforce Development Board voted to extend our contracts for WIOA Operator and Adult/Dislocated Worker program services (authorized under Title 1-B of the Workforce Innovation and Opportunity Act of 2014) with Eckerd Workforce Services on November 15, 2017. The OneStop Operations Committee recently finalized negotiations with Eckerd Workforce Services and recommended the budgets to the WorkLink Board for funding, which was approved on June 6, 2018.

Please allow this letter to serve for the following reasons:

1. To confirm that WorkLink Workforce Development Board intends to renew grant numbers 17A295H3 & 17D295H3 for the next year PY18 in the total amount of \$740,000.
2. To confirm that WorkLink Workforce Development Board intends to renew grant numbers 17A995H3 & 17D995H3 for the next year PY18 in the total amount of \$85,000.
3. To confirm authorization for Eckerd Workforce Services to incur generally accepted program costs against the above cited grant extensions not to exceed:
  - \$300,000 in Adult funds (for Operator and Program);
  - \$88,285 in Dislocated Worker funds (for Program); and
  - \$10,465 in Dislocated Worker funds (for Operator)until the fully executed contracts and budgets are completed. Eckerd Workforce Services should adhere to the budgeted line items approved by the WorkLink Board on June 6, 2018.

Funding amounts outlined in item number 3 should be considered obligated to Eckerd Workforce Development Services as of the issuance date of this letter, June 26, 2018.

WorkLink Workforce Development Board receives only a small portion of their WIOA funding for the first quarter of the new year. The service provider should not make any large purchases at this time.

It is very important that the Service Provider understands that expenditures occurring between July 1, 2018 and September 30, 2018 may not be paid with funds received after October 1, 2018. WorkLink WDB has made available to the contractor what is available to the WDB during this timeframe. Therefore, the total amounts listed in number three of this letter MUST be adhered to; WorkLink WDB will not reimburse the Service Provider for any costs over the funding limits set forth in this letter. Please notify us immediately if costs reach 90% or greater of the totals listed above in number three.

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An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

1376 Tiger Blvd Suite 102 Clemson SC 29631 P. 864.646.1515 F. 864.646.2814 Relay Service Dial 711 (TTY)

# SC WORKS WORKLINK

BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER

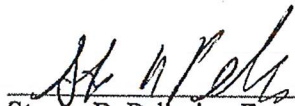
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4. To confirm that WorkLink Workforce Development Board intends to award the remaining grant amount upon receipt of the final PY18 Notice of Funds Authorized (NFA) for Adult and Dislocated Worker.
  - a. If an unforeseen reduction occurs in the NFA due to DOL or DEW recalculation of awards, Eckerd Workforce Services may see a reduction as well.
  - b. WorkLink WDB anticipates receiving the final PY18 NFA October 1; however, historically WorkLink WDB has seen delays in the receipt of NFAs.
  - c. Eckerd Workforce Services should monitor expenditures closely until Grant Awards can be finalized.

The WorkLink Workforce Development Board appreciates your interest in providing services in the WorkLink Workforce Development Area, and we look forward to working with your organization in the immediate future.

If you have questions or need assistance, please call Trent Acker at 864-646-1458.

Sincerely,



Steven R. Pelissier, Executive Director  
SC Appalachian Council of Governments

CC: Trent Acker, WorkLink Executive Director  
Mike Wallace, WorkLink WDB Chair

Attachments:

- Board Approved PY18 Adult/DW Program Services Budget
- Board Approved PY18 WIOA Operator Budget
- Statement of Work PY18 WIOA AD/DW Program Services
- Statement of Work PY18 WIOA Operator
- WIOA Terms and Conditions
- WIOA Terms and Conditions Local Addendum

Acknowledgement of Receipt:



Randall Luecke  
Chief Financial Officer  
Eckerd Workforce Services

June 28, 2018  
Date

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[worklink.scworks.org](http://worklink.scworks.org)

# WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

## GRANT BUDGET SUMMARY

Service Provider Eckerd Workforce Development

Contract # 18A295H4 & 18D295H4

Project/Activity SC Works Adult-DW Services

Funding Source VIOA Adult & DLW Formula Fund

Modification # Original

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 286,433	\$ 39,508		\$ 325,941	\$ 325,941
OPERATING COSTS	\$ 24,150	\$ 3,230		\$ 27,380	\$ 27,380
TRAINING COSTS	\$ 291,562	\$ 37,571		\$ 329,133	\$ 329,133
SUPPORTIVE SERVICE COSTS	\$ 7,500	\$ 1,991		\$ 9,491	\$ 9,491
Training Fees/Professional Fees/ Profit	\$ 3,900	\$ 540		\$ 4,440	\$ 4,440
Indirect Costs	\$ 38,169	\$ 5,445		\$ 43,614	\$ 43,614
Total Budget Costs	\$ 651,715	\$ 88,285	\$ -	\$ 740,000	\$ 740,000
Percentage of Budget	88%	12%		100%	
Cost Limitations			2% Maximum	At least 98%	100%

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

Service Provider Eckerd Workforce Development

Contract # 18A295H4 & 18D295H4

Project/ Activity SC Works Adult-DW Services

Funding Source WIOA Adult & DLW Formula Funds

Mod # Original

**STAFF & INDIRECT COST - BUDGET SUMMARY**

SALARIES, FRINGE BENEFITS, & INDIRECT COST					ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries:	Salary	No. of	% of	TOTAL								
<b>TOTAL SALARIES</b>				<b>\$ 250,371.39</b>		<b>\$ 220,326.83</b>		<b>\$ 30,044.57</b>				<b>\$ 250,371.39</b>
FRINGE BENEFITS:												
FICA		X	7.65%	\$ 19,153.41	88.00%	\$ 16,734.01	12.00%	\$ 2,419.40			100%	\$ 19,153.41
Unemployment		X	0.63%	\$ 1,572.33	88.00%	\$ 1,373.72	12.00%	\$ 198.61			100%	\$ 1,572.33
Workers Comp		X	1.00%	\$ 2,503.71	88.00%	\$ 2,187.45	12.00%	\$ 316.26			100%	\$ 2,503.71
Retirement (403b Match)		X	3.00%	\$ 7,511.14	88.00%	\$ 6,562.36	12.00%	\$ 948.79			100%	\$ 7,511.14
Healthcare		X	17.91%	\$ 44,829.46	88.00%	\$ 39,249.00	12.00%	\$ 5,580.46			100%	\$ 44,829.46
		X	0.00%									
<b>TOTAL FRINGE BENEFITS</b>				<b>\$ 75,570.06</b>		<b>\$ 66,106.54</b>		<b>\$ 9,463.52</b>				<b>\$ 75,570.06</b>
INDIRECT COST:	RATE	\$ 363,453.85	X 12.00%	<b>\$ 43,614.46</b>	88.00%	<b>\$ 38,169.33</b>	12.00%	<b>\$ 5,445.13</b>			100%	<b>\$ 43,614.46</b>
<b>TOTAL COST</b>				<b>\$ 369,555.91</b>	87.84%	<b>\$ 324,602.69</b>	12.16%	<b>\$ 44,953.22</b>			100%	<b>\$ 369,555.91</b>

Each position must be supported by a job description.

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

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



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

Service Provider Eckerd Workforce Development Contract # 18A295H4 & 18D295H4 Mod: Original  
Project/Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds

Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
<b>OPERATING COSTS</b>				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 3,560	\$ 3,200	\$ 360	\$ 3,560
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 250	\$ 250	\$ -	\$ 250
1.4 Copy & Print Expenses	\$ 2,850	\$ 2,500	\$ 350	\$ 2,850
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,340	\$ 6,500	\$ 840	\$ 7,340
1.6 Staff Travel				
Local Mileage cost	\$ 5,500	\$ 5,000	\$ 500	\$ 5,500
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ -	\$ -	\$ -	\$ -
1.7 Staff Taining / Technical Services Costs (Conf, Training, Back Ground Chk etc.)	\$ 4,750	\$ 4,300	\$ 450	\$ 4,750
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases ( <b>Computer Leases</b> )	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and <b>Computer Software</b>	\$ 2,200	\$ 1,650	\$ 550	\$ 2,200
1.9 Postage (Stamps, FedEx, etc.)	\$ 930	\$ 750	\$ 180	\$ 930
<b>TOTAL OPERATING COSTS</b>	<b>\$ 27,380</b>	<b>\$ 24,150</b>	<b>\$ 3,230</b>	<b>\$ 27,380</b>
<b>TRAINING COSTS</b>				
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.)	\$ 11,200	\$ 10,000	\$ 1,200	\$ 11,200
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workbooks)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 317,933	\$ 281,562	\$ 36,371	\$ 317,933
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRAINING COSTS</b>	<b>\$ 329,133</b>	<b>\$ 291,562</b>	<b>\$ 37,571</b>	<b>\$ 329,133</b>
<b>SUPPORTIVE SERVICES COSTS</b>				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ 5,341	\$ 4,000	\$ 1,341	\$ 5,341
3.12 WI Customer Childcare Costs	\$ 550	\$ 500	\$ 50	\$ 550
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 3,000	\$ 2,500	\$ 500	\$ 3,000
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 600	\$ 500	\$ 100	\$ 600
3.6 Laptop Incentive (Youth Only)	\$ -			\$ -
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 9,491</b>	<b>\$ 7,500</b>	<b>\$ 1,991</b>	<b>\$ 9,491</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ 4,440	\$ 3,900	\$ 540	\$ 4,440
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 4,440</b>	<b>\$ 3,900</b>	<b>\$ 540</b>	<b>\$ 4,440</b>

\* 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

### CLIENT FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 18A295H4 & 187D295H4

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

Mod# Original

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-18	153	10	163	10	4	14	149
August-18	149	16	165	10	4	14	151
September-18	151	20	171	10	4	14	157
October-18	157	16	173	9	3	12	161
November-18	161	22	183	12	6	18	165
December-18	165	20	185	10	4	14	171
January-19	171	22	193	10	6	16	177
February-19	177	22	199	12	4	16	183
March-19	183	22	205	10	4	14	191
April-19	191	20	211	12	4	16	195
May-19	195	20	215	12	4	16	199
June-19	199	20	219	12	6	18	201
Actual PY17 Carryovers	153	230					
New PY18 WIOA Enrollments	230						
Active Follow-up	188						
Total Served	571						
Estimated PY18 Carryovers	201						

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Board  
**BUDGET FLOW PROJECTIONS**

Service Provider Eckerd Workforce Development Contract # 18A295H4 & 18D295H4

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

Mod# Original

	<b>Cumulative Expenditures</b>					
<b>Period</b>	<b>Administration</b>	<b>%</b>	<b>Non-Administration</b>	<b>%</b>	<b>Totals</b>	<b>%</b>
July-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
August-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
September-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
October-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
November-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
December-18	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
January-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
February-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
March-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
April-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
May-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%
June-19	\$0.00	0%	\$61,666.66	100%	\$61,666.66	100%

**WorkLink SC Works  
PY18 Budget Draft  
Adult-DW**

Staff Postions	Staff		PY17 Budget Mod #2		PY 18 Original	Amt of Increase or Decrease
<b>Sub-Total of Staff Costs</b>			<b>\$ 252,579.60</b>		<b>\$ 250,371.39</b>	<b>\$ (2,208.21)</b>
<b>Fringe Benefits</b>		<b>Rate</b>				
FICA		7.65%	\$ 19,322.34	7.65%	\$ 19,153.41	\$ (168.93)
Unemployment		0.98%	\$ 2,475.28	0.63%	\$ 1,572.33	\$ (902.95)
Workers Comp		1.00%	\$ 2,525.80	1.00%	\$ 2,503.71	\$ (22.09)
Retirement (403b Match)		2.50%	\$ 4,925.30	3.00%	\$ 7,511.14	\$ 2,585.84
Healthcare		17.20%	\$ 42,548.35	17.91%	\$ 44,829.46	\$ 2,281.11
<b>Sub-Total Fringe:</b>		<b>29.33%</b>	<b>\$ 71,797.07</b>	<b>30.18%</b>	<b>\$ 75,570.06</b>	<b>\$ 3,772.99</b>
<b>TOTAL</b>			<b>\$ 324,376.67</b>		<b>\$ 325,941.45</b>	<b>\$ 1,564.78</b>

**WorkLink SC Works**  
**PY18 Budget Draft**  
**Adult-DW**

		PY17 Budget Mod #2		PY 18 Original		Amt of Increase or Decrease
<b>Operating Costs</b>						
1.1 Facility, Utilities, Maintennace		\$ -		\$ -		\$ -
1.2 Staff Consummable Supplies		\$ 3,600		\$ 3,560		\$ (40)
1.3 Advertising, Outreach		\$ 960		\$ 250		\$ (710)
1.4 Copy, Print		\$ 3,000		\$ 2,850		\$ (150)
1.5 Communications		\$ 7,481		\$ 7,340		\$ (141)
1.6 Staff Travel		\$ 8,961		\$ 5,500		\$ (3,461)
1.7 Staff Conferences, Training		\$ 4,200		\$ 4,750		\$ 550
1.8 Staff Equipment / Computer Leases / Software		\$ 3,300		\$ 2,200		\$ (1,100)
1.9 Postage		\$ 1,800		\$ 930		\$ (870)
<b>Sub-Total Operating</b>		<b>\$ 33,302</b>		<b>\$ 27,380</b>		<b>\$ (5,922)</b>
<b>Training</b>						
2.3 Credential Exams & Assessments		\$ 12,250		\$ 11,200		\$ (1,050)
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ 420,931		\$ 317,933		\$ (102,998)
2.8 On-the-Job Training		\$ -		\$ -		\$ -
<b>Sub-Total Training</b>		<b>\$ 433,181</b>		<b>\$ 329,133</b>		<b>\$ (104,048)</b>
<b>Supportive Services</b>						
3.11 Transportation		\$ 4,500		\$ 5,341		\$ 841
3.12 Childcare		\$ 1,000		\$ 550		\$ (450)
3.13 Emergency Assistance		\$ 1,000		\$ 600		\$ (400)
3.14 Training Support Materials		\$ 5,000		\$ 3,000		\$ (2,000)
<b>Sub-Total of Supportive Services</b>		<b>\$ 11,500</b>		<b>\$ 9,491</b>		<b>\$ (2,009)</b>
<b>Sub-Total of Contract Costs</b>						
		<b>\$ 802,360</b>		<b>\$ 691,945</b>		<b>\$ (110,415)</b>
<b>Indirect Cost &amp; Fees</b>						
Indirect Cost	8.86%	\$ 71,089	12.00%	\$ 43,614		\$ (27,475)
General Liability Ins.	0.75%	\$ 6,551	0.60%	\$ 4,440		\$ (2,111)
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 77,640</b>		<b>\$ 48,054</b>		<b>\$ (29,586)</b>
		<b>\$ 880,000</b>		<b>\$ 740,000</b>		<b>\$ (140,000)</b>

# WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

## GRANT BUDGET SUMMARY

Service Provider Eckerd Workforce Development Contract # 18A995H4 & 18D995H4

Project/Activity SC Works Operator Funding Source VIOA Adult & DLW Formula Fund Modification # Original

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 59,351	\$ 8,055		\$ 67,406	\$ 67,406
OPERATING COSTS	\$ 6,721	\$ 1,256		\$ 7,977	\$ 7,977
TRAINING COSTS	\$ -	\$ -		\$ -	\$ -
SUPPORTIVE SERVICE COSTS	\$ -	\$ -		\$ -	\$ -
Training Fees/Professional Fees/ Profit	\$ 449	\$ 61		\$ 510	\$ 510
Indirect Costs	\$ 8,014	\$ 1,093		\$ 9,107	\$ 9,107
Total Budget Costs	\$ 74,535	\$ 10,465	\$ -	\$ 85,000	\$ 85,000
Percentage of Budget	88%	12%		100%	
Cost Limitations			2% Maximum	At least 98%	100%



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

Service Provider Eckerd Workforce Development Contract # 18A995H4 & 18D995H4 Mod: Original  
Project/Activity SC Works Operator Fund Source WIOA Adult & DLW Formula Funds

Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
<b>OPERATING COSTS</b>				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 2,472	\$ 1,865	\$ 607	\$ 2,472
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -
1.4 Copy & Print Expenses	\$ 900	\$ 792	\$ 108	\$ 900
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 1,659	\$ 1,462	\$ 197	\$ 1,659
1.6 Staff Travel				
Local Mileage cost	\$ 2,046	\$ 1,804	\$ 242	\$ 2,046
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ -	\$ -	\$ -	\$ -
1.7 Staff Taining / Technical Services Costs (Conf, Training, Back Ground Chk etc.)	\$ 800	\$ 716	\$ 84	\$ 800
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases ( <b>Computer Leases</b> )	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and <b>Computer Software</b>	\$ -	\$ -	\$ -	\$ -
1.9 Postage (Stamps, FedEx, etc.)	\$ 100	\$ 82	\$ 18	\$ 100
<b>TOTAL OPERATING COSTS</b>	<b>\$ 7,977</b>	<b>\$ 6,721</b>	<b>\$ 1,256</b>	<b>\$ 7,977</b>
<b>TRAINING COSTS</b>				
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.)	\$ -	\$ -	\$ -	\$ -
2.4 WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workshop)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ -	\$ -	\$ -	\$ -
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRAINING COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SUPPORTIVE SERVICES COSTS</b>				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ -	\$ -	\$ -	\$ -
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -			\$ -
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ 510	\$ 449	\$ 61	\$ 510
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 510</b>	<b>\$ 449</b>	<b>\$ 61</b>	<b>\$ 510</b>

\* 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 Board  
**BUDGET FLOW PROJECTIONS**

Service Provider Eckerd Workforce Development Contract # 18A995H4 & 18D995H4

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

Mod# Original

	<b>Cumulative Expenditures</b>					
<b>Period</b>	<b>Administration</b>	<b>%</b>	<b>Non-Administration</b>	<b>%</b>	<b>Totals</b>	<b>%</b>
July-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
August-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
September-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
October-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
November-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
December-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
January-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
February-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
March-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
April-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
May-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
June-19	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%

**WorkLink SC Works  
PY18 Budget Draft  
Adult-DW**

Staff Postions	Staff		PY17 Budget Mod #1		PY 18 Original	Amt of Increase or Decrease
<b>Sub-Total of Staff Costs</b>			<b>\$ 56,136.00</b>		<b>\$ 53,813.30</b>	<b>\$ (2,322.70)</b>
<b>Fringe Benefits</b>		<b>Rate</b>				
FICA		7.65%	\$ 4,294.40	7.65%	\$ 4,116.72	\$ (177.68)
Unemployment		0.98%	\$ 550.13	0.63%	\$ 337.95	\$ (212.18)
Workers Comp		1.00%	\$ 561.36	1.00%	\$ 538.13	\$ (23.23)
Retirement (403b Match)		1.95%	\$ 1,094.65	3.00%	\$ 1,614.40	\$ 519.75
Healthcare		13.96%	\$ 7,839.00	12.98%	\$ 6,985.52	\$ (853.48)
<b>Sub-Total Fringe:</b>		<b>25.54%</b>	<b>\$ 14,339.54</b>	<b>25.26%</b>	<b>\$ 13,592.72</b>	<b>\$ (746.82)</b>
<b>TOTAL</b>			<b>\$ 70,475.54</b>		<b>\$ 67,406.02</b>	<b>\$ (3,069.52)</b>

**WorkLink SC Works**  
**PY18 Budget Draft**  
**Adult-DW**

		PY17 Budget Mod #2		PY 18 Original		Amt of Increase or Decrease
<b>Operating Costs</b>						
1.1 Facility, Utilities, Maintennace		\$ -		\$ -		\$ -
1.2 Staff Consummable Supplies		\$ 2,040		\$ 2,472		\$ 432
1.3 Advertising, Outreach		\$ -		\$ -		\$ -
1.4 Copy, Print		\$ 900		\$ 900		\$ -
1.5 Communications		\$ 789		\$ 1,659		\$ 870
1.6 Staff Travel		\$ 2,069		\$ 2,046		\$ (23)
1.7 Staff Conferences, Training		\$ 780		\$ 800		\$ 20
1.8 Staff Equipment / Computer Leases / Software		\$ 300		\$ -		\$ (300)
1.9 Postage		\$ 147		\$ 100		\$ (47)
<b>Sub-Total Operating</b>		<b>\$ 7,025</b>		<b>\$ 7,977</b>		<b>\$ 952</b>
<b>Training</b>						
2.3 Credential Exams & Assessments		\$ -		\$ -		\$ -
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ -		\$ -		\$ -
2.8 On-the-Job Training		\$ -		\$ -		\$ -
<b>Sub-Total Training</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>Supportive Services</b>						
3.11 Transportation		\$ -		\$ -		\$ -
3.12 Childcare		\$ -		\$ -		\$ -
3.13 Emergency Assistance		\$ -		\$ -		\$ -
3.14 Training Support Materials		\$ -		\$ -		\$ -
<b>Sub-Total of Supportive Services</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>Sub-Total of Contract Costs</b>						
		<b>\$ 77,501</b>		<b>\$ 75,383</b>		<b>\$ (2,118)</b>
<b>Indirect Cost &amp; Fees</b>						
Indirect Cost	8.86%	\$ 6,867	12.00%	\$ 9,107		\$ 2,241
General Liability Ins.	0.75%	\$ 633	0.60%	\$ 510		\$ (123)
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 7,499</b>		<b>\$ 9,617</b>		<b>\$ 2,118</b>
		<b>\$ 85,000</b>		<b>\$ 85,000</b>		<b>\$ (0)</b>



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

Worklink Investment Board	Contract Number:	18A995H4	Adult Operator			
1376 Tiger Blvd.	Invoice Number:	1092-01				
Clemson, SC 29631	Invoice Month:	7/31/2018				
Attn: Jennifer Kelly	Period Covered:	July 1, 2018 - June 30, 2019				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 5,620				
Eckerd Goal:			JULY			
			8.3%			100.0%
Line Item	Budget	1092-1	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
			-	\$ -		0.0%
Staff Salary Total	\$ 47,356	3,744.85	3,744.85	\$ 43,610.86		7.9%
Fringe Benefit Total	51xx \$ 11,996	969.27	969.27	\$ 11,026.35		8.1%
<b>TOTAL STAFF COSTS</b>	<b>\$ 59,351</b>	<b>4,714.12</b>	<b>4,714.12</b>	<b>\$ 54,637.21</b>		<b>7.9%</b>
<b>Operating Costs:</b>						
1.1 Facility, Utilities	6185		-	\$ -		0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 1,865	-	\$ 1,865.00		0.0%
1.3 Program Outreach Expenses (Brochures,	6735	\$ -	-	\$ -		0.0%
1.4 Copy & Print Expenses	6730	\$ 792	-	\$ 792.00		0.0%
1.5 Communications (Phone, Fax, Internet, e	6270	\$ 1,462	39.52	\$ 1,422.48		2.7%
1.6 Staff Travel	61xx	\$ 1,804	203.59	\$ 1,600.41		11.3%
1.7 Staff Training/Technical Services Costs	5105	\$ 716	29.70	\$ 686.30		4.1%
1.8 Non-Expendable Equipment Purchases	6095	\$ -	-	\$ -		0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 82	-	\$ 82.00		0.0%
<b>TOTAL OPERATING COSTS</b>	<b>\$ 6,721</b>	<b>272.81</b>	<b>272.81</b>	<b>\$ 6,448.19</b>		<b>4.1%</b>
<b>Training Costs:</b>						
2.3 WI Customer Credential Exam Fees (CAH	6525	\$ -	-	\$ -		0.0%
2.6 Individual Training Account/Voucher Cost	6530	\$ -	-	\$ -		0.0%
<b>TOTAL TRAINING COSTS</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>		<b>0.0%</b>
<b>Supportive Services Costs :</b>						
3.11 WI Customer Transportation Costs	6485	\$ -	-	\$ -		0.0%
3.12 WI Customer Childcare Costs	6660	\$ -	-	\$ -		0.0%
3.13 WI Customer Emergency Assistance	6596	\$ -	-	\$ -		0.0%
3.14 Training Support Materials	6545	\$ -	-	\$ -		0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>		<b>0.0%</b>
<b>Training/Professional Fees/Profit:</b>						
4.2 General Liability Insurance	6305	\$ 449	31.32	\$ 417.48		7.0%
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 449</b>	<b>31.32</b>	<b>31.32</b>	<b>\$ 417.48</b>		<b>7.0%</b>
<b>4.1 INDIRECT COST:</b>	<b>0.12</b>	<b>\$ 8,014</b>	<b>602.19</b>	<b>\$ 7,412.10</b>		<b>7.5%</b>
<b>Contract Total</b>	<b>\$ 74,535</b>	<b>5,620.44</b>	<b>5,620.44</b>	<b>\$ 68,914.98</b>		<b>7.5%</b>



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

Worklink Investment Board  
1376 Tiger Blvd.  
Clemson, SC 29631  
**Attn: Jennifer Kelly**  
email: jkelly@worklinkweb.com

Contract Number: 18D995H4 DW Operator  
Invoice Number: 1223-01  
Invoice Month: 7/31/2018  
Period Covered: July 1, 2018 - June 30, 2019  
Total Amount Due: **\$780**


Eckerd Goal:

JULY  
8.3%

100.0%

Line Item	Budget	1092-1	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
			-	\$ -	0.0%
<b>Staff Salary Total</b>	<b>\$ 6,458</b>	<b>516.66</b>	<b>516.66</b>	<b>\$ 5,940.93</b>	<b>8.0%</b>
<b>Fringe Benefit Total</b> 51xx	<b>\$ 1,597</b>	<b>134.54</b>	<b>134.54</b>	<b>\$ 1,462.56</b>	<b>8.4%</b>
<b>TOTAL STAFF COSTS</b>	<b>\$ 8,055</b>	<b>651.20</b>	<b>651.20</b>	<b>\$ 7,403.49</b>	<b>8.1%</b>
<b>Operating Costs:</b>					
1.1 Facility, Utilities 6185			-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials 6000	\$ 607	-	-	\$ 607.00	0.0%
1.3 Program Outreach Expenses (Brochures, 6735	\$ -	-	-	\$ -	0.0%
1.4 Copy & Print Expenses 6730	\$ 108	-	-	\$ 108.00	0.0%
1.5 Communications (Phone, Fax, Internet, e 6270	\$ 197	5.38	5.38	\$ 191.42	2.7%
1.6 Staff Travel 61xx	\$ 242	27.76	27.76	\$ 214.24	11.5%
1.7 Staff Training/Technical Services Costs 5105	\$ 84	4.05	4.05	\$ 79.95	4.8%
1.8 Non-Expendable Equipment Purchases 6095	\$ -	-	-	\$ -	0.0%
1.9 Postage (Stamps, FedEx, etc) 6005	\$ 18	-	-	\$ 18.00	0.0%
<b>TOTAL OPERATING COSTS</b>	<b>\$ 1,256</b>	<b>37.19</b>	<b>37.19</b>	<b>\$ 1,218.61</b>	<b>3.0%</b>
<b>Training Costs:</b>					
2.3 WI Customer Credential Exam Fees (CAI 6525	\$ -	-	-	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost 6530	\$ -	-	-	\$ -	0.0%
<b>TOTAL TRAINING COSTS</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Supportive Services Costs :</b>					
3.11 WI Customer Transportation Costs 6485	\$ -	-	-	\$ -	0.0%
3.12 WI Customer Childcare Costs 6660	\$ -	-	-	\$ -	0.0%
3.13 WI Customer Emergency Assistance 6596	\$ -	-	-	\$ -	0.0%
3.14 Training Support Materials 6545	\$ -	-	-	\$ -	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Training/Professional Fees/Profit:</b>					
4.2 General Liability Insurance 6305	\$ 61	7.85	7.85	\$ 53.35	12.8%
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 61</b>	<b>7.85</b>	<b>7.85</b>	<b>\$ 53.35</b>	<b>12.8%</b>
<b>4.1 INDIRECT COST: 0.12</b>	<b>\$ 1,093</b>	<b>83.55</b>	<b>83.55</b>	<b>\$ 1,009.30</b>	<b>7.6%</b>
<b>CONTRACT TOTAL:</b>	<b>\$ 10,465</b>	<b>779.79</b>	<b>779.79</b>	<b>\$ 9,684.75</b>	<b>7.5%</b>

9,684.75

	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE					
Worklink Investment Board	Contract Number:	18A295H4	Adult Program			
1376 Tiger Blvd.	Invoice Number:	1055-01				
Clemson, SC 29631	Invoice Month:	7/31/2018				
Attn: Jennifer Kelly	Period Covered:	July 1, 2018 - June 30, 2019				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 56,204				
Eckerd Goal:			JULY			
			8.3%			100.0%
Line Item		Budget	1055-1	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
				-	\$ -	0.0%
Staff Salary Total		\$ 220,326	18,002.12	18,002.12	\$ 202,324.35	8.2%
Fringe Benefit Total	51xx	\$ 66,107	5,075.51	5,075.51	\$ 61,031.05	7.7%
TOTAL STAFF COSTS		\$ 286,433	23,077.63	23,077.63	\$ 263,355.39	8.1%
Operating Costs:						
1.1 Facility, Utilities	6185	\$ -		-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 3,200	59.40	59.40	\$ 3,140.60	1.9%
1.3 Program Outreach Expenses (Brochures	6735	\$ 251	-	-	\$ 250.61	0.0%
1.4 Copy & Print Expenses	6730	\$ 2,500	-	-	\$ 2,500.00	0.0%
1.5 Communications (Phone, Fax, Internet, e	6270	\$ 6,500	497.64	497.64	\$ 6,002.36	7.7%
1.6 Staff Travel	61xx	\$ 5,000	280.50	280.50	\$ 4,719.54	5.6%
1.7 Staff Training/Technical Services Costs	5105	\$ 4,300	-	-	\$ 4,300.00	0.0%
1.8 Non-Expendable Equipment Purchases	6095	\$ 1,650	-	-	\$ 1,650.00	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 750	30.71	30.71	\$ 719.29	4.1%
TOTAL OPERATING COSTS		\$ 24,151	868.25	868.25	\$ 23,282.40	3.6%
Training Costs:						
2.3 WI Customer Credential Exam Fees (CA	6525	\$ 10,000	111.00	111.00	\$ 9,889.00	1.1%
2.6 Individual Training Account/Voucher Cos	6530	\$ 281,562	28,695.13	28,695.13	\$ 252,866.87	10.2%
TOTAL TRAINING COSTS		\$ 291,562	28,806.13	28,806.13	\$ 262,755.87	9.9%
Supportive Services Costs :						
3.11 WI Customer Transportation Costs	6485	\$ 4,000	196.00	196.00	\$ 3,804.00	4.9%
3.12 WI Customer Childcare Costs	6660	\$ 500	-	-	\$ 500.00	0.0%
3.14 Training Support Materials	6545	\$ 2,500	-	-	\$ 2,500.00	0.0%
3.13 WI Customer Emergency Assistance	6596	\$ 500	-	-	\$ 500.00	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ 7,500	196.00	196.00	\$ 7,304.00	2.6%
Training/Professional Fees/Profit:						
4.2 General Liability Insurance	6305	\$ 3,900	341.24	341.24	\$ 3,558.76	8.7%
TOTAL FEES / PROFIT COSTS		\$ 3,900	341.24	341.24	\$ 3,558.76	8.7%
4.1 INDIRECT COST:		0.12	\$ 38,169	2,914.45	\$ 35,254.87	7.6%
CONTRACT TOTAL :		\$ 651,715	56,203.70	56,203.70	\$ 595,511.30	8.6%
				0.00	\$ 595,511.30	



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

Worklink Investment Board  
1376 Tiger Blvd.  
Clemson, SC 29631  
**Attn: Jennifer Kelly**  
email: jkelly@worklinkweb.com

Contract Number: 18D295H4 DW Program  
Invoice Number: 1056-01  
Invoice Month: 7/31/2018  
Period Covered: July 1, 2018 - June 30, 2019  
Total Amount Due: \$ **5,069**

Eckerd Goal:

JULY  
8.3%

100.0%

Line Item	Budget	1056-1	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
			-	\$ -	0.0%
<b>Staff Salary Total</b>	\$ 30,045	2,500.64	2,500.64	\$ 27,544.57	8.3%
<b>Fringe Benefit Total</b> 51xx	\$ 9,464	704.85	704.85	\$ 8,758.67	7.4%
<b>TOTAL STAFF COSTS</b>	\$ 39,509	3,205.49	3,205.49	\$ 36,303.24	8.1%
<b>Operating Costs:</b>					
1.1 Facility, Utilities 6185	\$ -	-	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials 6000	\$ 360	-	-	\$ 360.00	0.0%
1.3 Program Outreach Expenses (Brochures) 6735	\$ -	-	-	\$ -	0.0%
1.4 Copy & Print Expenses 6730	\$ 350	-	-	\$ 350.00	0.0%
1.5 Communications (Phone, Fax, Internet, e) 6270	\$ 840	73.04	73.04	\$ 766.96	8.7%
1.6 Staff Travel 61xx	\$ 500	39.19	39.19	\$ 460.73	7.8%
1.7 Staff Training/Technical Services Costs 5105	\$ 450	8.10	8.10	\$ 441.90	1.8%
1.8 Non-Expendable Equipment Purchases 6095	\$ 550	-	-	\$ 550.00	0.0%
1.9 Postage (Stamps, FedEx, etc) 6005	\$ 179	4.20	4.20	\$ 175.02	2.3%
<b>TOTAL OPERATING COSTS</b>	\$ 3,229	124.53	124.53	\$ 3,104.61	3.9%
<b>Training Costs:</b>					
2.3 WI Customer Credential Exam Fees (CA) 6525	\$ 1,200	-	-	\$ 1,200.00	0.0%
2.6 Individual Training Account/Voucher Cos 6530	\$ 36,371	1,224.24	1,224.24	\$ 35,146.76	3.4%
<b>TOTAL TRAINING COSTS</b>	\$ 37,571	1,224.24	1,224.24	\$ 36,346.76	3.3%
<b>Supportive Services Costs :</b>					
3.11 WI Customer Transportation Costs 6485	\$ 1,341	-	-	\$ 1,341.00	0.0%
3.12 WI Customer Childcare Costs 6660	\$ 50	-	-	\$ 50.00	0.0%
3.14 Training Support Materials 6545	\$ 500	-	-	\$ 500.00	0.0%
3.13 WI Customer Emergency Assistance 6596	\$ 100	-	-	\$ 100.00	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ 1,991	-	-	\$ 1,991.00	0.0%
<b>Training/Professional Fees/Profit:</b>					
4.2 General Liability Insurance 6305	\$ 540	102.46	102.46	\$ 437.54	19.0%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 540	102.46	102.46	\$ 437.54	19.0%
<b>4.1 INDIRECT COST:</b> 0.12	\$ 5,445	411.90	411.90	\$ 5,033.24	7.6%
<b>Contract Total</b>	\$ 88,285	5,068.62	5,068.62	\$ 83,216.39	5.7%



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

Worklink Investment Board  
1376 Tiger Blvd.  
Clemson, SC 29631  
**Attn: Jennifer Kelly**  
email: jkelly@worklinkweb.com

Contract Number: 17R295E1      Rapid Response  
Invoice Number: 1230-01  
Invoice Month: 7/31/2018  
Period Covered: May 4, 2018 - July 4, 2019  
Total Amount Due: \$ **361**

Eckerd Goal:

JULY  
8.3%

100.0%

Line Item	Budget	1056-1	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
	\$ -	-	-	\$ -	0.0%
	\$ -	-	-	\$ -	0.0%
<b>Staff Salary Total</b> 5000	\$ 43,776	288.00	288.00	\$ 43,488.00	0.7%
<b>Fringe Benefit Total</b> 51xx	\$ 12,725	33.92	33.92	\$ 12,690.89	0.3%
<b>TOTAL STAFF COSTS</b>	\$ 56,501	321.92	321.92	\$ 56,178.89	0.6%
<b>Operating Costs:</b>					
1.1 Facility, Utilities 6185	\$ -	-	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials 6000	\$ 2,000	-	-	\$ 2,000.00	0.0%
1.3 Program Outreach Expenses (Brochures) 6735	\$ -	-	-	\$ -	0.0%
1.4 Copy & Print Expenses 6730	\$ 2,000	-	-	\$ 2,000.00	0.0%
1.5 Communications (Phone, Fax, Internet, e) 6270	\$ 980	-	-	\$ 980.00	0.0%
1.6 Staff Travel 61xx	\$ 6,270	-	-	\$ 6,270.00	0.0%
1.7 Staff Training/Technical Services Costs 5105	\$ 1,300	-	-	\$ 1,300.00	0.0%
1.8 Non-Expendable Equipment Purchases 6095	\$ 1,925	-	-	\$ 1,925.00	0.0%
1.9 Postage (Stamps, FedEx, etc) 6005	\$ 140	-	-	\$ 140.00	0.0%
<b>TOTAL OPERATING COSTS</b>	\$ 14,615	-	-	\$ 14,615.00	0.0%
<b>Training Costs:</b>					
2.3 WI Customer Credential Exam Fees (CA) 6525	\$ -	-	-	\$ -	0.0%
2.6 Individual Training Account/Voucher Cos 6530	\$ -	-	-	\$ -	0.0%
<b>TOTAL TRAINING COSTS</b>	\$ -	-	-	\$ -	#DIV/0!
<b>Supportive Services Costs :</b>					
3.11 WI Customer Transportation Costs 6485	\$ -	-	-	\$ -	0.0%
3.12 WI Customer Childcare Costs 6660	\$ -	-	-	\$ -	0.0%
3.14 Training Support Materials 6545	\$ -	-	-	\$ -	0.0%
3.13 WI Customer Emergency Assistance 6596	\$ -	-	-	\$ -	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ -	-	-	\$ -	0.0%
<b>Training/Professional Fees/Profit:</b>					
4.2 General Liability Insurance 6305	\$ 480	-	-	\$ 480.00	0.0%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 480	-	-	\$ 480.00	0.0%
<b>4.1 INDIRECT COST:</b> 0.12	\$ 8,591	38.63	38.63	\$ 8,552.87	0.4%
<b>Contract Total</b>	\$ 80,187	360.55	360.55	\$ 79,826.76	0.4%



## PY 2017 WIOA Quarterly Report Summary - 3rd Quarter

Performance Measure	Group	State			Worklink			Upper Savannah			Upstate			Greenville			Midlands			Trident		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
Employment Rate Q2	Adults	75.3	105.8%	79.7	73.1	119.7%	87.5	73.1	115.0%	84.1	73.1	99.5%	72.7	73.1	111.9%	81.8	73.1	86.5%	63.2	73.1	109.3%	79.9
Employment Rate Q4	Adults	72.9	107.3%	78.2	70.8	121.0%	85.7	70.8	100.8%	71.4	70.8	126.0%	89.2	70.8	126.4%	89.5	70.8	113.7%	80.5	70.8	98.9%	70.0
Median Earnings	Adults	4,859	110.8%	5,383	4,236	148.0%	6,269	4,292	97.2%	4,170	4,800	140.6%	6,748	5,400	82.6%	4,463	5,220	68.5%	3,576	5,100	130.8%	6,673
Credential Rate	Adults	52.5	144.8%	76.0	51.0	117.6%	60.0	51.0	162.0%	82.6	51.0	150.0%	76.5	51.0	140.0%	71.4	51.0	119.8%	61.1	51.0	141.0%	71.9
Measurable Skill Gains	Adults	N/A	N/A	20.1	N/A	N/A	20.3	N/A	N/A	7.6	N/A	N/A	15.9	N/A	N/A	16.7	N/A	N/A	15.3	N/A	N/A	23.1
Employment Rate Q2	DW	79.3	110.5%	87.6	77.0	97.4%	75.0	77.0	118.1%	90.9	77.0	106.2%	81.8	77.0	97.4%	75.0	77.0	118.1%	90.9	77.0	121.8%	93.8
Employment Rate Q4	DW	77.3	106.2%	82.1	75.0	133.3%	100.0	75.0	116.3%	87.2	75.0	133.3%	100.0	75.0	111.1%	83.3	75.0	104.5%	78.4	75.0	97.7%	73.3
Median Earnings	DW	6,405	106.6%	6,826	5,900	141.9%	8,373	5,821	108.2%	6,296	6,350	102.0%	6,475	6,400	91.8%	5,875	7,065	99.4%	7,020	7,000	128.2%	8,975
Credential Rate	DW	56.0	137.1%	76.8	54.4	183.8%	100.0	54.4	137.9%	75.0	54.4	183.8%	100.0	54.4	114.9%	62.5	54.4	134.2%	73.0	54.4	126.5%	68.8
Measurable Skill Gains	DW	N/A	N/A	11.7	N/A	N/A	22.2	N/A	N/A	5.0	N/A	N/A	9.1	N/A	N/A	17.9	N/A	N/A	15.0	N/A	N/A	6.3
Employment, Education or Training Placement Rate Q2	Youth	76.6	108.6%	83.2	75.1	98.1%	73.7	75.1	114.1%	85.7	75.1	120.5%	90.5	75.1	88.8%	66.7	75.1	113.4%	85.2	75.1	114.9%	86.3
Employment, Education or Training Placement Rate Q4	Youth	69.1	112.9%	78.0	67.6	122.2%	82.6	67.6	87.9%	59.4	67.6	121.0%	81.8	67.6	102.7%	69.4	67.6	121.0%	81.8	67.6	118.3%	80.0
Median Earnings	Youth	N/A	N/A	3,165	N/A	N/A	3,532	N/A	N/A	4,401	N/A	N/A	2,396	N/A	N/A	1,988	N/A	N/A	3,365	N/A	N/A	4,057
Credential Rate	Youth	69.6	92.8%	64.6	68.1	134.1%	91.3	68.1	117.5%	80.0	68.1	93.4%	63.6	68.1	68.1%	46.4	68.1	43.5%	29.6	68.1	93.7%	63.8
Measurable Skill Gains	Youth	N/A	N/A	18.8	N/A	N/A	26.4	N/A	N/A	6.8	N/A	N/A	32.1	N/A	N/A	48.4	N/A	N/A	10.9	N/A	N/A	15.8

Performance Measure	Group	Pee Dee			Lower Savannah			Catawba			Santee-Lynches			Waccamaw			Lowcountry			Color Coding	
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual		
Employment Rate Q2	Adults	73.1	116.4%	85.1	73.1	109.2%	79.8	73.1	108.9%	79.6	73.1	115.0%	84.1	73.1	136.8%	100.0	73.1	97.7%	71.4	Exceeds Goal Actual Performance is greater than 100.0% of the goal	
Employment Rate Q4	Adults	70.8	121.0%	85.7	70.8	110.0%	77.9	70.8	116.9%	82.8	70.8	113.3%	80.2	70.8	129.5%	91.7	70.8	111.2%	78.7		
Median Earnings	Adults	4,300	130.3%	5,605	4,258	149.9%	6,383	4,050	113.8%	4,608	4,628	98.3%	4,550	4,200	111.5%	4,685	4,250	151.1%	6,422	Meets Goal Actual Performance is between 90.0% and 100.0% of the goal	
Credential Rate	Adults	51.0	156.9%	80.0	51.0	177.5%	90.5	51.0	141.2%	72.0	51.0	154.5%	78.8	51.0	160.0%	81.6	51.0	165.1%	84.2		
Measurable Skill Gains	Adults	N/A	N/A	22.5	N/A	N/A	17.1	N/A	N/A	10.9	N/A	N/A	40.4	N/A	N/A	18.4	N/A	N/A	28.6	Did Not Meet Goal Actual Performance is under 90.0% of the goal	
Employment Rate Q2	DW	77.0	112.9%	86.9	77.0	119.9%	92.3	77.0	118.1%	90.9	77.0	129.9%	100.0	77.0	103.9%	80.0	77.0	86.6%	66.7		
Employment Rate Q4	DW	75.0	104.5%	78.4	75.0	112.8%	84.6	75.0	123.5%	92.6	75.0	113.3%	85.0	75.0	116.7%	87.5	75.0	88.9%	66.7	Baseline Indicator is in Baseline status until PY'20	
Median Earnings	DW	6,000	109.1%	6,547	5,773	114.9%	6,631	6,100	107.5%	6,555	5,700	150.8%	8,597	6,100	94.9%	5,788	6,100	94.4%	5,758		
Credential Rate	DW	54.4	119.9%	65.2	54.4	160.8%	87.5	54.4	147.1%	80.0	54.4	143.0%	77.8	54.4	183.8%	100.0	54.4	183.8%	100.0	Within 1% of exceeding goal.	
Measurable Skill Gains	DW	N/A	N/A	8.8	N/A	N/A	4.2	N/A	N/A	5.9	N/A	N/A	22.2	N/A	N/A	12.9	N/A	N/A	15.7		
Employment, Education or Training Placement Rate Q2	Youth	75.1	108.9%	81.8	75.1	133.2%	100.0	75.1	111.7%	83.9	75.1	97.6%	73.3	75.1	117.8%	88.5	75.1	119.8%	90.0		
Employment, Education or Training Placement Rate Q4	Youth	67.6	124.4%	84.1	67.6	114.5%	77.4	67.6	119.8%	81.0	67.6	117.2%	79.2	67.6	119.4%	80.7	67.6	92.5%	62.5		
Median Earnings	Youth	N/A	N/A	3,038	N/A	N/A	2,480	N/A	N/A	3,291	N/A	N/A	3,004	N/A	N/A	2,721	N/A	N/A	2,386		
Credential Rate	Youth	68.1	133.5%	90.9	68.1	52.9%	36.0	68.1	75.2%	51.2	68.1	140.2%	95.5	68.1	97.1%	66.1	68.1	36.7%	25.0		
Measurable Skill Gains	Youth	N/A	N/A	20.6	N/A	N/A	9.7	N/A	N/A	11.9	N/A	N/A	17.3	N/A	N/A	22.9	N/A	N/A	14.0		

# PY 2017 WIOA Quarterly Report Summary - 3rd Quarter (Rolling-Four)

Performance Measure	Group	State			Worklink			Upper Savannah			Upstate			Greenville			Midlands			Trident		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
Employment Rate Q2	Adults	75.3	105.3%	79.3	73.1	116.4%	85.1	73.1	110.9%	81.1	73.1	117.2%	85.7	73.1	110.0%	80.4	73.1	103.6%	75.7	73.1	106.4%	77.8
Employment Rate Q4	Adults	72.9	107.3%	78.2	70.8	121.0%	85.7	70.8	100.8%	71.4	70.8	126.0%	89.2	70.8	126.4%	89.5	70.8	113.7%	80.5	70.8	98.9%	70.0
Median Earnings	Adults	4,859	108.2%	5,258	4,236	138.3%	5,860	4,292	108.9%	4,674	4,800	126.8%	6,085	5,400	87.8%	4,740	5,220	91.6%	4,782	5,100	124.8%	6,365
Credential Rate	Adults	52.5	144.8%	76.0	51.0	117.6%	60.0	51.0	162.0%	82.6	51.0	150.0%	76.5	51.0	140.0%	71.4	51.0	119.8%	61.1	51.0	141.0%	71.9
Measurable Skill Gains	Adults	N/A	N/A	38.7	N/A	N/A	42.3	N/A	N/A	22.3	N/A	N/A	25.1	N/A	N/A	26.8	N/A	N/A	28.2	N/A	N/A	45.2
Employment Rate Q2	DW	79.3	106.9%	84.8	77.0	106.2%	81.8	77.0	115.7%	89.1	77.0	118.6%	91.3	77.0	105.7%	81.4	77.0	108.6%	83.6	77.0	107.7%	82.9
Employment Rate Q4	DW	77.3	106.2%	82.1	75.0	133.3%	100.0	75.0	116.3%	87.2	75.0	133.3%	100.0	75.0	111.1%	83.3	75.0	104.5%	78.4	75.0	97.7%	73.3
Median Earnings	DW	6,405	109.1%	6,988	5,900	131.0%	7,729	5,821	114.2%	6,646	6,350	126.4%	8,028	6,400	94.5%	6,050	7,065	95.0%	6,710	7,000	114.0%	7,978
Credential Rate	DW	56.0	137.1%	76.8	54.4	183.8%	100.0	54.4	137.9%	75.0	54.4	183.8%	100.0	54.4	114.9%	62.5	54.4	134.2%	73.0	54.4	126.5%	68.8
Measurable Skill Gains	DW	N/A	N/A	32.2	N/A	N/A	38.2	N/A	N/A	27.0	N/A	N/A	16.1	N/A	N/A	17.8	N/A	N/A	27.4	N/A	N/A	31.3
Employment, Education or Training Placement Rate Q2	Youth	76.6	102.3%	78.4	75.1	97.3%	73.1	75.1	108.1%	81.2	75.1	113.6%	85.3	75.1	82.7%	62.1	75.1	99.9%	75.0	75.1	114.9%	86.3
Employment, Education or Training Placement Rate Q4	Youth	69.1	112.9%	78.0	67.6	122.2%	82.6	67.6	87.9%	59.4	67.6	121.0%	81.8	67.6	102.7%	69.4	67.6	121.0%	81.8	67.6	118.3%	80.0
Median Earnings	Youth	N/A	N/A	3,178	N/A	N/A	3,553	N/A	N/A	3,445	N/A	N/A	2,206	N/A	N/A	1,891	N/A	N/A	3,838	N/A	N/A	3,778
Credential Rate	Youth	69.6	92.8%	64.6	68.1	134.1%	91.3	68.1	117.5%	80.0	68.1	93.4%	63.6	68.1	68.1%	46.4	68.1	43.5%	29.6	68.1	93.7%	63.8
Measurable Skill Gains	Youth	N/A	N/A	43.9	N/A	N/A	56.6	N/A	N/A	13.0	N/A	N/A	58.6	N/A	N/A	56.4	N/A	N/A	34.7	N/A	N/A	43.4

Performance Measure	Group	Pee Dee			Lower Savannah			Catawba			Santee-Lynches			Waccamaw			Lowcountry			Color Coding	
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual		
Employment Rate Q2	Adults	73.1	120.0%	87.7	73.1	107.3%	78.4	73.1	109.6%	80.1	73.1	108.9%	79.6	73.1	123.3%	90.1	73.1	104.0%	76.0	Exceeds Goal Actual Performance is greater than 100.0% of the goal	
Employment Rate Q4	Adults	70.8	121.0%	85.7	70.8	110.0%	77.9	70.8	116.9%	82.8	70.8	113.3%	80.2	70.8	129.5%	91.7	70.8	111.2%	78.7	Meets Goal Actual Performance is between 90.0% and 100.0% of the goal	
Median Earnings	Adults	4,300	114.8%	4,936	4,258	130.9%	5,574	4,050	114.5%	4,639	4,628	100.6%	4,658	4,200	114.1%	4,791	4,250	117.4%	4,990		
Credential Rate	Adults	51.0	156.9%	80.0	51.0	177.5%	90.5	51.0	141.2%	72.0	51.0	154.5%	78.8	51.0	160.0%	81.6	51.0	165.1%	84.2		
Measurable Skill Gains	Adults	N/A	N/A	34.8	N/A	N/A	33.0	N/A	N/A	26.1	N/A	N/A	54.8	N/A	N/A	54.5	N/A	N/A	40.4		
Employment Rate Q2	DW	77.0	110.1%	84.8	77.0	112.5%	86.6	77.0	118.1%	90.9	77.0	112.6%	86.7	77.0	104.7%	80.6	77.0	88.8%	68.4	Did Not Meet Goal Actual Performance is under 90.0% of the goal	
Employment Rate Q4	DW	75.0	104.5%	78.4	75.0	112.8%	84.6	75.0	123.5%	92.6	75.0	113.3%	85.0	75.0	116.7%	87.5	75.0	88.9%	66.7		
Median Earnings	DW	6,000	117.3%	7,037	5,773	112.2%	6,475	6,100	118.7%	7,240	5,700	126.5%	7,209	6,100	130.1%	7,937	6,100	111.6%	6,809		
Credential Rate	DW	54.4	119.9%	65.2	54.4	160.8%	87.5	54.4	147.1%	80.0	54.4	143.0%	77.8	54.4	183.8%	100.0	54.4	183.8%	100.0		
Measurable Skill Gains	DW	N/A	N/A	34.3	N/A	N/A	27.7	N/A	N/A	31.4	N/A	N/A	42.3	N/A	N/A	50.0	N/A	N/A	38.9		
Employment, Education or Training Placement Rate Q2	Youth	75.1	109.1%	81.9	75.1	110.9%	83.3	75.1	105.7%	79.4	75.1	96.7%	72.6	75.1	110.5%	83.0	75.1	99.9%	75.0	Baseline Indicator is in Baseline status until PY'20	
Employment, Education or Training Placement Rate Q4	Youth	67.6	124.4%	84.1	67.6	114.5%	77.4	67.6	119.8%	81.0	67.6	117.2%	79.2	67.6	119.4%	80.7	67.6	92.5%	62.5		
Median Earnings	Youth	N/A	N/A	2,768	N/A	N/A	3,279	N/A	N/A	2,702	N/A		3,114	N/A	N/A	3,703	N/A	N/A	3,177		
Credential Rate	Youth	68.1	133.5%	90.9	68.1	52.9%	36.0	68.1	75.2%	51.2	68.1	140.2%	95.5	68.1	97.1%	66.1	68.1	36.7%	25.0	Within 1% of exceeding goal.	
Measurable Skill Gains	Youth	N/A	N/A	50.6	N/A	N/A	41.4	N/A	N/A	26.2	N/A		41.9	N/A	N/A	47.2	N/A	N/A	54.0		

South Carolina WIOA Performance Goals Program Years 2018 and 2019			
Adult	PY 18		PY 19
Employment Rate 2 <sup>nd</sup> Quarter After Exit	76.8		76.8
Employment Rate 4 <sup>th</sup> Quarter After Exit	73.0		73.0
Median Earnings 2nd Quarter After Exit	\$4,908		\$4,908
Credential Attainment within 4 Quarters After Exit	51.9		51.9
Dislocated Worker			
Employment Rate 2 <sup>nd</sup> Quarter After Exit	80.1		80.1
Employment Rate 4 <sup>th</sup> Quarter After Exit	76.0		76.0
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$6,405		\$6,405
Credential Attainment within 4 Quarters After Exit	48.6		48.6
Youth			
Employment Rate 2 <sup>nd</sup> Quarter After Exit	76.6		76.6
Employment Rate 4 <sup>th</sup> Quarter After Exit	69.0		69.0
Credential Attainment within 4 Quarters After Exit	68.1		68.1

Provider name:	Physical Address	Provider website:	Program name	Program description	Total Cost	In WorkLink Cluster
SC Vocational Rehabilitation	<b>Anderson</b>	<a href="http://www.scvrd.net">http://www.scvrd.net</a>	Heavy Equipment Operation Training	5 days/wk, 3 week training combining Soft Skills, NCCER modules and OSHA 10 Construction Cert along with HEO Simulator training to prepare individuals for the Highway construction field	\$1100.00	Exception
	3001 Martin Luther King Jr. Blvd. Anderson, SC 29625					
	<b>Seneca</b>					
	1951 Wells Highway, Seneca, SC 29678					
N.A.B.S Inc.						
Neal Associates Barber Supplier's	107 S Leach Street, Greenville, SC 29601	No website	Second chance	New Model to include locations in Greenville and Pickens for hair styling/Stylist and hair design through Apprenticeship but must be in line with SCBOBE rules and regulation. The first 8 weeks they will learn basic sewing skills, Along with communication and leadership development skills, is a pre-requisite into the Master hair Specialist Program.	\$1025.00	Moratorium
Strategic Management Solutions, LLC	Ms. Shaniqua Green is a consultant.	<a href="https://www.strategicmsolutions.com/">https://www.strategicmsolutions.com/</a>	Lean Six Sigma Green Belt with Minitab	DESCRIPTION: Lean Six Sigma Green Belt training develops people into team leaders and problem-solvers who can regularly improve processes within their local areas and functions. LEARNING OBJECTIVES: Upon completion of this course, participants will be able to: Define, design and execute DMAIC projects and Kaizen events; Formulate basic statistical analyses to determine the relationship between key inputs and process outputs; Effectively manage team dynamics and recognize how to work with leadership; Prepare and present project reports and presentations to instructors, peers, and management	\$4252.00	Yes
		Not working				

**WorkLink**

**EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: PY' 17-02 (replaces WorkLink WIA Instruction Letter No.: PY' 15-15 and PY' 15-14)**

**TO: SC Works Operator Staff and any entity requesting to become an Eligible Training Provider**

**SUBJECT:** Application Procedures for the Eligible Training Provider's List

**ISSUANCE**

**DATE:** May 25, 2018

**EFFECTIVE**

**DATE:** Immediately

**EXPIRATION**

**DATE:** Indefinitely

**PURPOSE:** To transmit local area's policies and procedures governing applications for the Eligible Training Provider List under the provisions of the Workforce Innovation and Opportunity Act (WIOA). It repeals WorkLink Instruction Letters regarding the local eligible training provider appeals process and provider policy.

**BACKGROUND:** Section 122 of the WIOA establishes the eligibility criteria for training providers seeking to be placed on the list of providers eligible to receive funding for training WIOA-eligible participants. Subject to the provisions of WIOA, the provider shall be:

1. An institution of higher education that provides a program that leads to a recognized post-secondary credential;
2. An entity that carries out programs registered under the "National Apprenticeship Act" (50 Stat. 664, chapter 663; 29 U.S.C 50 et seq); or
3. Another public or private provider of a program of training services and eligible providers of adult education and literacy activities under Title II if such activities are provide in combination with occupational skills training.

Provider of on-the-job training, customized training, incumbent worker training, internships, paid or unpaid work experience opportunities, or transitional employment shall not be subject to the provisions of this instruction.

**POLICY:** The Statewide List of Eligible Training Providers includes all training programs that are currently certified by one or more Boards. General inquiries regarding certified programs should be directed to the WorkLink Development Board (WorkLink), 1376 Tiger Blvd., Suite 102, Clemson, SC 29631 or via email to [tacker@worklinkweb.com](mailto:tacker@worklinkweb.com) or by phone at 864.646.1515 and ask for Mr. Trent Acker.

## **Additional Local Requirements**

The WorkLink Board will consider all programs approved for the Statewide Eligible Training Providers List, but adopted the following additional requirements of entities seeking eligibility to provide training services in the WorkLink Workforce Board area:

1. Be in business under their current ownership for a minimum of two (2) years, and provide performance data for programs.
2. Be licensed by the South Carolina Commission on Higher Education (CHE) or submit a letter from CHE indicating licensure is not required.
3. Be nationally or regionally accredited by a regulating body recognized by the U.S. Department of Education (such as SACS, NEASC, NCA, MSA, WASC, NWCCU) <https://ope.ed.gov/accreditation/agencies.aspx>.
4. Where programmatic accreditation is not available for a course of study, the provider must be able to issue an industry recognized and portable credential to participants completing the course.
5. Offer training in a facility that is in compliance with ADA requirements, and be able to pass a site visit.
6. Report their performance to the South Carolina Department of Employment and Workforce's SC Works Service system (SCWOS) following the designated timeline, instructions and templates provided at <https://www.scworks.org/etp.asp>. Failure to report ALL required data could result in removal from the ETPL and generate a waiting period for re-application.
7. Meet provider performance standards measures set by the state and or local area. These measures are still to be determined.
8. Be subject to a review/analysis by the WorkLink Workforce Board (WorkLink), and respond to all questions or concerns of the WorkLink.

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

The OneStop Operations Committee reserves the right to make special considerations to the above local requirements if sufficient justification is provided.

## **Eligible Training Courses**

1. Must be offered to the general public.
2. Must be for an in-demand occupation in the WorkLink area.
3. Must have supporting documentation of \$12.47 per hour entry wages (WorkLink Workforce Board's self-sufficiency wage).

4. Training must lead to a specific job or group of jobs.
5. Curriculum must be structured.

### **Continuing Eligibility Will Be Evaluated by WorkLink**

1. ETP must continue to have valid accreditation:
  - a. Maintain accreditation; and
  - b. Continue to supply student-based information to SCWOS.
2. For courses to remain on the local ETP list, the training course must:
  - a. Must have the ability to evaluate and report successful completions.
  - b. Maintain training related placement rates within guidelines of WorkLink policy (still to be determined);
  - c. Be for a demand occupation in the WorkLink area.

### **WorkLink Area Priorities and Reasons for Denial**

*\*Conditions listed as reasons for denial are subject to periodic review and may be changed at any time pending Board approval. There will be no exceptions to the reasons for denial; board action will be required to change these.*

The OneStop Operations Committee reviews current labor market conditions in order that WIOA participants will be successful in finding full-time, sustainable employment at the conclusion of training. Therefore, WorkLink is adopting the following priorities and reasons for denying training providers that might otherwise meet the conditions laid out both by the WIOA law and training provider's LLR (Labor, Licensing, and Regulation) and performance-based requirements:

- Our local area is prioritizing classroom-based training for the WorkLink area.
- Training is not within the four in-demand career clusters for the WorkLink area:
  - Administrative and Support and Waste Management and Remediation Services;
  - Health Care and Social Assistance;
  - Manufacturing;
  - Professional, Scientific, and Technical Services;
  - Nor is one of the two career exceptions: CDL training and Heavy Equipment Operator training.
- WorkLink Workforce Development Board currently has a moratorium on barbering, cosmetology, nail technician, horseshoeing, and solar panel installation for the WorkLink area.
- Training programs do not lead to a recognized post-secondary occupational credential.
- Training costs exceed the maximum amount for the WorkLink area.
  - Currently, set at \$5,000 per program year and \$10,000 in a lifetime by the WorkLink Board; \$14,000 in a lifetime by the State. Please refer to the latest version of version of the PY' 10-07 WIOA Participant Lifetime Training Account (ITA) Cap for the current policy on ITA limitations.
- Training provider does not offer programs of study within 150 miles of Clemson, SC.

## **Use of Individual Training Accounts**

*\*The term voucher system is synonymous with the term Individual Training Account (ITA) as used in section 134 of the WIOA.*

In general, training services shall be provided to eligible adults and dislocated workers through the use of an ITA issued by the local workforce area or by the local SC Works Center, in accordance with procedures established herein. Funds must be used to train individuals for high wage/high demand occupations.

Payment for training services will be made through the use of a voucher, issued in an amount agreed upon prior to the start of training by the use of a scholarship budget. The voucher should be consistent with the scholarship budget and sufficient to cover the approved training service costs for eligible adults, dislocated workers and older out of school youth who are unable to obtain other grant assistance for such services, including Federal Pell Grants; or eligible adults, dislocated workers and older out-of-school youth who require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants.

In addition to the invoice, the training provider will be responsible for providing service provider's case management personnel with WIOA participant attendance records, periodic and final reports on the participant's progress, grade or competency achievement, performance appraisals (when applicable), and such other information necessary to access the participant's progress in the training program.

Tuition reimbursements will be made upon submission of the invoice from the Training Provider to the SC Works Center WIOA program service provider. Occasional delays of state funding may affect the timing of ETP tuition reimbursements. The service provider reserves the right to reject vouchers not submitted for redemption in a timely fashion in accordance with established policy.

Private training providers must agree to the following payment schedule before anyone may be sent to training:

- 50% of required funds for the total training will be paid to the provider at the start of training.
- 25% will be paid at the time the participant successfully completes 50% of the training.
- The last 25% will be paid when the training is successfully completed.

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

Inclusion on the Statewide List of Eligible Training Providers, in itself, does not guarantee that WIOA funds are available for enrollment in an eligible offering. The availability of WIOA



funding for enrollment is based on many factors, including an assessment of each individual's employment needs.

### **Credential Information:**

WIOA sec.3(52), defines a recognized postsecondary credential as a “credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree.” Per Department of Labor’s Training and Employment Guidance letter (TEGL) 10-16, change 1, “a recognized postsecondary credential is awarded in recognition of an individual’s attainment of measurable technical or industry/occupation. These technical or industry/occupational skills generally are based on standard developed or endorsed by employers or industry associations. Certificates awarded by workforce development boards (WDBs) and work readiness certificates are not included in this definition because neither type of certificate is recognized industry-wide, nor documents the measurable technical or industry/occupational skills necessary to gain employment or advancement within an occupation. Likewise, such certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such vernal skills certificates are broadly required to qualify for entry-level employment or advancement in employment.”

Further, the U.S. Department of Labor (DOL) has previously clarified that CPR certificates and OSHA certificates do not meet its credential definition. DOL specifically states, “While a CPR and OSHA training may provide benefit to participants as they begin to gain general knowledge about occupations and occupational standards, participants are unlikely to gain employment or advance within an occupation based solely upon receiving a CPR or an OSHA certificate.” The State views ServSafe and customer service programs in general, as being in the same category as CPR and OSHA. Therefore, they do not meet the definition of a recognized postsecondary credential for WIOA and are not considered as training programs for the ETPL.

### **Appeal Procedures:**

- a. The applicant submits a Notice of Appeal to the Executive Director of the local Board at the local Workforce Area office. The appeal must be received within 10 days after the date of the letter of denial or removal.
- b. Should an appeal not be filed and received within 10 days after the letter of denial, the denial will stand. There will be no recourse for appeal after the 10 day time limit has expired.
- c. The appeal will be submitted to the local Board’s Executive Committee, reviewed and scheduled for an appeal hearing by the Executive Committee. The applicant will be notified of the location, date, and time of the scheduled hearing to present to the Executive Committee.

- d. The Executive Director or Board Chair will notify the applicant of the Executive Committee's final decision within five days of the appeal hearing.
- e. The Executive Committee's decision may be appealed to the State per the State Appeal Procedures. The procedures will be provided at the time of denial from the local Executive Committee.

All appeals to the WorkLink WB should be submitted to:

Mr. Trent Acker  
WorkLink Workforce Board  
1376 Tiger Blvd., Suite 102  
Clemson, SC 29631

Nothing in this instruction prevents a complainant from pursuing a remedy authorized under another Federal, State or local law.

**ACTION:** Training providers seeking initial eligibility for the Statewide Eligible Training Provider's list are required to submit requested information to the SC Department of Employment and Workforce using the Palmetto Academic Training Hub (PATH) portal <https://www.scworks.org/etp.asp>. Detailed instructions and tutorials are available to assist interested training providers in uploading their information to the State ETPL. Once the initial vetting of the program application is concluded by the State and the WorkLink Workforce Board is notified, the WorkLink staff will make a determination, based on stated policies, regarding whether or not the course(s) will be placed on the local area's list, for those providers who request placement on the WorkLink's local list. This process will apply to both initial and subsequent eligibility applications.

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

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Mr. Trent Acker, Executive Director  
WorkLink Workforce Development Board

## Eligible Training Provider List

### Current Reasons for Denial:

1. Our local area is prioritizing classroom based training for the WorkLink area.
2. Training is not within the four in-demand career clusters for the WorkLink area:
  - a. Administrative and Support and Waste Management and Remediation Services;
  - b. Health Care and Social Assistance;
  - c. Manufacturing;
  - d. Professional, Scientific, and Technical Services;Nor is one of the two career exceptions: CDL training and Heavy Equipment Operator training.
3. WorkLink Workforce Development Board currently has a moratorium on barbering, cosmetology, nail technician, horseshoeing, and solar panel installation for the WorkLink area.
4. Training programs do not lead to a recognized post-secondary occupational credential.
5. Training costs exceed the maximum amount for the WorkLink area.  
*(Currently, set at \$5,000 per program year and \$10,000 in a lifetime by the WorkLink Board; \$14,000 in a lifetime by the State.)*
6. Training provider does not offer programs of study within 150 miles of Clemson, SC.

**Transportation Grant Summary**

ELECTRIC CITY TRANSIT

Services began 9/18/17, Grant Ends 12/31/18

**PY17**

# of Individuals:	September	October	November	December	January	February	March	April	May	June	TOTALS
Training Access		18	11	13	11	13	11	12	10	18	117
Employment Access		62	51	42	29	28	22	15	11	12	272
Maintained or Completed Training		44	38	34	41	43	47	55	57	56	415
<b>TOTAL RIDERSHIP</b>		271	227	229	165	184	192	193	190	211	1862
<i>Goal Percentage 60%</i>		46%	44%	39%	49%	46%	42%	42%	41%	41%	43%
<b>Grant Award</b>											100,000.00
<b>Total All Invoices Rec'd</b>	3,937	7,308	5,954	8,954	9,222	6,472	9,643	6,228			57,718.00
<b>Remaining Balance</b>											42,282.00
										Spent	58%
							Grant to Date - Goal to spend				76%

Report as of 8.2.18

## Strategic Plan Update

Updated August 17, 2018

Goal I. Improve the skill level of the workforce to meet the demands of business and industry.

*The One Stop and Youth Committees will oversee the attainment of this goal and will be responsible to complete the objectives and strategies to facilitate its successful attainment.*

### Objective 1:

A. Monitor WorkKeys Data on an ongoing basis to report the trends in certification of workers.

ANDERSON COUNTY										
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]										
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS	10.20.15 Baseline	5.22.18 Difference
Current	Private	1206	219	644	316	27	-	18	753	453
	Public	790	148	437	196	9	-	81	530	260
Emerging & Transitioning	High School	6425	1515	3578	1302	30	-	325	2859	3566
	College	114	18	67	29	0	-	6	85	29
	Adult Education	978	272	591	109	0	-	94	658	320
	Unemployed	1936	527	1090	306	13	-	71	1121	815
	Recent Veteran	10	1	9	5	0	-	0	8	2
	Workforce category not identified	55	19	27	9	0	-	0	49	6
	Totals	11514	2719	6443	2272	79	0	595	6063	5451
Previous Report:		11153				Website report as of 4/30/18				
Difference from previous review:		361								

OCONEE COUNTY										
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]										
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS	10.20.15 Baseline	5.22.18 Difference
Current	Private	405	66	236	93	10	-	7	258	147
	Public	401	53	217	124	7	-	127	274	127
Emerging & Transitioning	High School	1849	435	1016	390	8	-	0	777	1072
	College	35	6	17	11	1	-	0	17	18
	Adult Education	349	98	214	33	4	-	0	252	97
	Unemployed	1149	286	669	179	15	-	6	595	554
	Recent Veteran	4	1	1	2	0	-	0	0	4
	Workforce category not identified	100	32	58	9	1	-	0	97	3
Totals		4292	977	2428	841	46	0	140	2270	2022
Previous Report: 4141						Website report as of 4/30/18				
Difference from previous review:		151								

PICKENS COUNTY											
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]											
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS	10.20.15 Baseline	5.22.18 Difference	
Current	Private	606	85	341	167	13	-	22	318	288	
	Public	378	66	229	76	7	-	44	183	195	
Emerging & Transitioning	High School	3433	747	1859	807	20	-	161	1541	1892	
	College	84	12	40	30	2	-	5	55	29	
	Adult Education	1116	186	696	234	0	-	98	898	218	
	Unemployed	1262	273	741	233	15	-	67	635	627	
	Recent Veteran	13	2	8	3	0	-	0	7	6	
	Workforce category not identified	303	67	190	46	0	-	0	299	4	
Totals		7195	1438	4104	1596	57	0	397	3936	3259	
Previous Report: 6998							Website report as of 4/30/18				
Difference from previous review:		197									

**Data seen above has not been updated as of 8.17.18.**

**The Clemson SC Works Center has tested the following individuals since July 2018:**

**3 Bronze      15 Silver      2 Gold      1 Platinum**

**A few individuals only took one test, so they did not receive a certificate.**

#### Objective 2:

- B. Continue to build a better understanding of the employee skill level needs in the area through better coordination with workforce development partners
  - *Business Service Integration Team meetings*
    - *Met May 25, 2018, next meeting August 24, 2018*
  - *Quarterly Partner meeting*
    - *Met May 25, 2018, next meeting August 24, 2018*

#### Objective 3:

- C. Increase the number of individuals who successfully complete GED or high school diploma through the workforce system. *Ongoing*

	07/01/2015-06/30/2016	07/01/2016-06/30/2017	07/01/2017-02/28/2018
<b>Adult</b>	9	17	8
<b>DW</b>	1	0	0
<b>Youth</b>	96	54	24
<b>Total</b>	106	71	32

As seen above, these are the number of GEDs and High School Diplomas earned through the WIOA programs during each program year. The downward trend in Youth is partially due to changes in the GED and partially due to funding of the WIOA Youth program.

#### Key Action Strategies:

1. Coordinate with the school districts to identify new dropouts
  - a. Work with Youth Committee to strengthen collaboration and partnerships

- b. Establish a referral process between the schools and the SC Works Centers for those seeking employment  
*In progress*  
*Some existing connections:*
  - DEW staff offers soft skills workshops to high school students (specifically seniors and Career and Technology students) – basic information is given regarding SC Works Centers
  - K-12 System representatives are invited to our Business Service Integration Team meetings to learn more about outreach efforts to employers, but also information about SC Works Centers.
  - Aging Out of Foster Care Youth have SC Works referral system in place
2. Make SC Works Center customers aware of GED and High School Diploma changes
  - a. Communicate information about how to obtain a GED or High School Diploma
    - Staff review education history upon entry into the SC Works Centers
    - Referrals given to Adult Education Centers for each participant that lacks a GED or High School Diploma
    - Adult Ed is co-located in the Clemson SC Works Centers, and staff is co-located in Anderson 3,4,5

**Objective 4:** Increase the number of workshop attendees each year by serving at least 4% of the total Center traffic. The preceding month's Center traffic will determine the goal for the current month. Overall achievement of this goal will be evaluated at the end of each program year. *Ongoing*

<b>Workshops</b>															
		2017												2018	
	ACTUAL TOTALS	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
Center Traffic	19132	1230	1424	1292	1720	1808	1781	1846	1566	1645	1306	1352	2162		
Goal 4%	4%		49	57	52	69	72	71	74	63	66	52	54	86	
Workshop Traffic	722		141	69	82	83	57	90	20	92	36	28	24		
Difference	4%		92	12	30	14	-15	19	-54	29	-30	-24	-30		
Actual Percentage Served			11%	5%	6%	5%	3%	5%	1%	6%	2%	2%	2%	0%	

**Key Action Strategies:**

1. Gather information from partners and community as to the types of workshops that should be offered.
  - a. Ensure workshop topics and/or curriculum is applicable to skills needed from industry input
  - b. Plan workshops early and market workshops through multiple venues: websites, social media, print, news outlets, partner's organizations, etc.
  - c. Plan workshops to be interactive and engaging
2. Coordinate a minimum of 8 workshops per month
3. Coordinate with partners to host workshops
  - a. Ask partners to require attendance to workshops

Last formal review - Committee reviewed progress 10.18.17.

**Objective 5:** Focus on quality workshop content and offerings. Quality should extend to what is currently offered, what may be offered in the future, and workshop delivery mechanisms. *Ongoing*

**Key Action Strategies:**

1. Investigate online options and bring recommendations to the OneStop Operations Committee for consideration
2. Evaluate best practices and implement strategies that will encourage both workshop quality content and attendance
  - a. Tie workshops to other SC Works events
  - b. Offer networking workshops with soft skills topics and job leads

- c. Recruit employers to lead workshops about soft skills and company requirements
3. Monitor workshop content, presentation and feedback
4. Annually evaluate what workshops are best suited for participants in the workforce system

Last formal review - Committee reviewed progress 10.18.17.

## Goal II. **Increase employer engagement in WIB and WIB Activities.**

*The One Stop, Youth, and Disabilities Committees will be responsible for the attainment of this goal and will be responsible to complete the objectives and strategies to facilitate its successful attainment.*

**Objective 1:** Increase WorkKeys Profiles by X% per year throughout the workforce region through increased awareness.

### **Key Action Strategies:**

1. Investigate WorkKeys profiler resources and establish referral processes
2. Develop a plan to share WorkKeys profiling process with local area SHRM either through staff or partner presentations
3. Identify potential sources of funding opportunities
  - a. Secure additional funding through partnerships and grants to increase WorkKeys profiles

### **Data supplied by Phillips Staffing:**

In 2016, the total number of profiles completed in the 3 counties 34.

Anderson-10 Profiles	First Quality, Mergon, McLaughlin, Chomorat
Oconee-18 Profiles	Itron, BASF, Borg Warner, Koyo
Pickens-6 Profiles	Pickens County Schools, St. Jude

### **Tabled until further WorkKeys data becomes available.**

**Objective 2:** Continue to build a better understanding of the employee skill level needs in the area through better coordination with work force development partners.

### **Key Action Strategies:**

1. Determine in-demand jobs in the market area, and skills required to fill those jobs
  - a. Administrative and Support and Waste Management and Remediation Services
  - b. Health Care and Social Assistance
  - c. Manufacturing
  - d. Professional, Scientific, and Technical Services
  - e. Heavy Equipment Operator
  - f. CDL Truck Driver
2. Review the current skill level of our participants; determine gaps
3. Develop outreach materials specific to career paths (include educational resources) that need to be pursued in order to be employed in those jobs
  - a. In-progress
4. Review career pathways options (developed on current in-demand occupations), including job opportunities, educational resources, and expected wages, with job seekers and customers

Next Outreach Committee meeting scheduled for September 2018.



**Objective 3:** Work with businesses and employers to develop a better understanding of WorkKeys profiles needed by industry sector.

**Key Action Strategies:**

1. Discuss with Economic Development offices and partners in workforce training to determine utilization rate of WorkKeys
2. Survey local SHRM organization members on WorkKeys utilizations, profile descriptions by company, and categorize by industry

**Tabled until further WorkKeys data becomes available.**

**Objective 4:** Increase the number of employers using the Work Force Development system and services by 5% per year.

**Key Action Strategies:**

1. Establish baseline from PY14 employer services data

**Number of Employers Served**

as of 2.28.18

PY14 Total Employers	5%	Goal for PY15	Actual for PY15	Difference	5%	Goal for PY16	Actual for PY16	Difference	5%	Goal for PY17	Actual for PY17
1,675	84	1,759	2,076	317	104	2,180	1,783	-397	89	1,872	1,202

**Number of Services Provided to Employers**

PY14 Total Services	5%	Goal for PY15	Actual for PY15	Difference	5%	Goal for PY16	Actual for PY16	Difference	5%	Goal for PY17	Actual for PY17
14,920	746	15,666	11,423	-4,243	571	11,994	10,735	-1,259	537	11,272	6,566

2. Improve the quality of services offered through SC Works Online Services by assisting job seekers with better information in the SCWOS system (i.e. resumes, job expectations, etc.)
  - a. Promote job matching and job listing abilities to the businesses in the community
  - b. Host informational sessions through the local SHRM groups on how to set up free SCWOS accounts and use job matching services
  - c. Send mailers to local industry HR department describing the system and services available
  - d. Make presentations to all SHRM groups over the next 6 months
  - e. Develop a database of business services and partner services and share with local DEW representatives

Committee last reviewed – 3.28.18

**Objective 5:** Increase opportunities for existing and displaced workers, veterans, persons with disabilities, and youth through promoting On the Job Training, apprenticeship, and other “work-based learning” programs with businesses in the region.

**Key Action Strategies:**

1. Target business service outreach materials to promote work-based learning opportunities
2. Strengthen partnerships with businesses, other business service representatives
  - a. Communicate the need for work based learning (OJT specifically) at SHRM, Plant manager meetings, and ED offices
  - b. Investigate Apprenticeships through DOL and the State
  - c. Support Apprenticeship Carolina in outreach efforts
  - d. Collaborate with Apprenticeship Carolina in appropriate work-based learning endeavors
  - e. Investigate grant opportunities that include work based learning opportunities

- f. Train Business Service team members on work based learning opportunities in the community, and promote appropriate opportunities to employers as needs arise
- g. Facilitate appropriate partner connections with the businesses

**Outreach brochures have been created for Business Services and On-the-Job Training.**

**Goal III. Build upon existing partnerships and collaborations between workforce system service providers to better integrate the workforce development system.**

**Key Objective:**

- A. Map out existing agency partnerships and collaborations to identify gaps in services and opportunities for additional partnerships and collaboration.

**Key Action Strategies:**

1. Identify services relevant to customers served by the SC Works Centers
2. Research and formalize referral processes to share among staff
3. Develop map of services with input of operator
4. Share map to post in SC Works Centers, Adult Education Centers, and other training facilities
5. Assign the “gap in services” results to appropriate committee for plan development

**Ongoing. Steps taken to insure relevant information is shared on a regular basis include:**

- Outreach brochures that include partners developed.
- Quarterly partner meetings held to discuss referrals and processes.
- Resource and referral manual in the process of being developed. Regularly shared and updated with partners and staff.
- Links to partners provided through the WorkLink website.
- 2-1-1 promoted. SC Works information reviewed and updated as needed.

**Key Objective**

- B. Maintain and support the One Stop Operator that is responsible for convening service providers and partner agencies.

**Key Action Strategies:**

1. Leverage existing relationships to grow meaningful partnerships with private/public partners
2. Develop information resources (flyers, graphics, etc.) to facilitate better understanding of partner resources and interactions

**Ongoing. Outreach brochures for partners and SC Works have been developed.**

**Key Objective**

- C. Maintain and support the One-Stop Operator’s efforts to collect data and regularly report to the WIB as part of their efforts to certify/re-certify the One Stop Centers.

**Key Action Strategies:**

1. Utilize surveys to help collect data that is not readily available via traditional sources
2. Research and stay abreast of any updates regarding new One-stop certification standards as issued by the State.

3. Evaluate new information from the state and provide relevant information to the board regarding any required changes to achieve/maintain certification

**The Clemson SCWorks Center has been certified as of 2017. The Satellite Centers have not yet been certified. A State workgroup has been formed in order to formalize Satellite Center standards.**



**SUBJECT:** WIN Testing in the SC Works Centers

**ISSUANCE DATE:** August 2018      **EFFECTIVE DATE:** Immediately      **EXPIRATION DATE:** Indefinite

**PURPOSE:** To issue SC Works WorkLink policy regarding WIN testing in the SC Works Centers

**BACKGROUND:** The State of South Carolina has recently contracted with WIN to provide career readiness assessments and certificates similar to WorkKeys. As part of the contract, the SC Works WorkLink region has the opportunity to provide WIN testing to eligible individuals in the community.

Various partners across the State are in the process of developing their WIN testing policies and procedures. As the transition between WorkKeys and WIN takes place, WorkLink recognizes a need for testing to continue on behalf of employers (utilizing SC Works services) and participants (desiring to participate in SC Works partner programs and services offered within the Center). Therefore, WIN testing will be offered through the Clemson SC Works Center on a limited basis to eligible individuals at no charge.

**POLICY:** WIN testing will be offered in the Clemson SC Works Center beginning July 13, 2018. Sessions for testing are tentatively scheduled for every other week (approximately twice per month), alternating between morning sessions of 8am-12pm and afternoon sessions between 1pm-5pm. Staff must contact the Center Manager for WIN testing dates.

*Eligibility for WIN testing in the Clemson SC Works Center:* Any partner staff member that resides (on a full or part-time basis) in the SC Works Centers within the WorkLink region may refer participants (that access program services in the SC Works Centers) to the WIN testing sessions offered by the Clemson SC Works Center.

Referrals must meet the following criterion:

- Partner locations that offer testing to the general public, such as Tri-County Technical College and Adult Education, do not offer a testing session within a timeframe that works for the individual to meet an employer or program requirement. Every effort must be made to refer individuals to these partners as a first resort for WIN testing.

When partner test sessions are not available within the timeframe of services needed to accommodate an individual or employer utilizing SC Works services, then the following priorities will be used in registering individuals for WIN testing:

1. **Employers** with an active job order in SCWOS and utilizing the SC Works System in the WorkLink region as a recruitment tool may request individuals be WIN tested through the Clemson SC Works Center (example: Michelin, Peak Staffing, etc.). Referrals must come from the Business Services Representatives of SCDEW.
2. Current, active **participants** utilizing one of the WorkLink SC Works Center to access partner services AND are being expedited for the purpose of **work-based learning opportunities OR employment**. Work-based learning opportunities include OJT, Apprenticeship, Work Experience, Job Try-Outs, and other program services that require the learning experience to occur at a job site.

*\*All partners making referrals must be serving those customers through the WorkLink SC Works Centers.*

3. Partners that require an assessment (of which WIN qualifies) for the purpose of **eligibility for program participation.**

*\*All participants that are referred by a program for the purpose of eligibility must live and/or last worked in the WorkLink region. Partner staff must plan to serve those customers through the WorkLink SC Works Centers.*

Within these referral categories, priority for Veterans and eligible spouses will be observed.

Referral process: All individuals meeting the criterion and priorities listed above must be referred to the Clemson SC Works Center Manager for registration. Any individuals without a referral from a staff member will be referred to other partners for WIN testing.

Referrals may be made through email, by paper form or by talking directly with the Center Manager. It will be the responsibility of the referring staff member to follow-up with the Center Manager to find out whether or not an individual was registered for a test session.

**All referrals must be made no less than two days prior to the test session.**

The name of the individual, their telephone, and their email address must be provided at the time of the referral. Courtesy notices will be provided to prospective test takers through email for the purpose of confirming their seat for the test session, completing the registration, and communicating test day instructions. Those accepted for a test session will receive an email to complete their registration for their test.

**All registration forms must be submitted either electronically or by contacting the Center Manager no less than 24 hours prior to the start time of the test session.** Limited seats are available; therefore those that do not register within the timeframe allotted may lose their test seat.

#### WIN Test Details:

- All tests will be computer-based. No pencil-paper tests will be offered.
- Test sessions will host no more than 10 individuals at once.
- There is no charge for WIN testing.
- Additional WIN testing sessions will be offered only as demand requires.

#### Career Readiness Software

Upon registering, each individual will be sent an email that provides login information and unlimited access to the career readiness practice site. The career readiness software includes practice modules and tests for all three portions of the WIN test. Those registered to take the WIN test are strongly encouraged to practice prior to the test date.

Individuals that would like access to the career readiness practice software, but are not registered to test through the Clemson SC Works Center, may contact partner locations that offer testing to the general public, such as Tri-County Technical College and Adult Education, in order to obtain login information to the practice site.

#### Scores

Individuals that complete their WIN testing will be given their scores on the same day. If an individual that tested in the Clemson SC Works Center needs another copy of their scores, they may contact the Center Manager.

### Re-testing

In the event that an individual would benefit from a re-test, that individual must meet the criterion for a referral and pass through the priorities as any other candidate.

In addition to this, those that are taking the WIN test or a portion of it must wait a minimum of one week to be eligible to re-test. Those that are re-testing are strongly encouraged to practice on the career readiness software or access partner services for remediation prior to testing again.

**ACTION:** Please ensure all appropriate SC Works partner staff receive and understand this policy.

**INQUIRIES:** Direct all inquiries regarding WIN testing session information, referrals and registration to Karen Hamrick, Center Manager of the Clemson SC Works Center, 864-434-0034. Direct all WIN testing session inquiries as regarding proctoring and same day instructions to Meredith Durham, 864-646-1515. Direct all policy inquiries to Jennifer Kelly, 864-646-5898.