



WORKFORCE DEVELOPMENT BOARD

One Stop Operations Committee

January 20, 2021 at 3:00pm

SC Works Clemson Comprehensive Center, Large Conference Room

Conference Call Information:

<https://us02web.zoom.us/j/6436419262?pwd=Vm9zNTB2ZDNYU3ZWZno1ZlM2QVBoZ09>

Meeting ID: 643 641 9262

Dial: 1-646-558-8656

Passcode: 29631

AGENDA

- | | |
|--|---|
| I. Call to Order/Introductions | Ed Parris, Chair |
| II. Consent Agenda* | Ed Parris |
| a. Meeting Minutes (from 10/21/2020) | |
| b. Employer Services Reports | |
| c. SC Works Center & WIOA Programmatic Reports | |
| d. Eckerd WDS Financial Reports | |
| III. SC Works System Updates | Trent Acker, Executive Director |
| a. Dashboard Advisory Committee | |
| b. Fund Utilization Rate | |
| c. Overall SC Works Status Update | |
| IV. COVID-19 DWG Grant | Jennifer Kelly, Staff |
| V. Re-Entry Grant | Teri Gilstrap, Anderson Co. Economic Development |
| VI. WIOA Adult/DW Program Updates | Trent Acker & Windy Graham, Staff |
| a. ETPL Reasons for Denial* | |
| b. ETPL Applications* | |
| VII. Other Business | Ed Parris |
| VIII. Adjourn | |

UPCOMING MEETINGS:

WorkLink WDB Meeting, February 3, 2021 @ 1pm

(Please look for email updates.)

OneStop Operations Committee Meeting, Wednesday, March 24, 2021 @ 3pm

Clemson SC Works, Large Conference Room

WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
October 21, 2020 @ 3:00pm
via Zoom/ Conference Call

Members Present

Ed Parris, Chair	Allen Fain	Brooke Garren	Teri Gilstrap
Shonna Williams			

Members Absent:

Amanda Blanton	David Bowers, Vice Chair
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Staff Present:

Jennifer Kelly	Meredith Durham	Trent Acker
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Guests Present:

Renee Alexander	JT Parnell	Matt Fields	Karen Hamrick
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I. Welcome and Introductions

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

II. Consent Agenda

Chair Parris stated that the consent agenda was included in the meeting packet. The consent agenda included the following items:

- 8/19/2020 Meeting Minutes (pages 2-4)
- Employer Services Reports (pages 5-6)
- Programmatic and Financial Reports (pages 7-10)
- Eckerd WDS Financial Reports (pages 11-16)

ACTION TAKEN: Allen Fain made a motion to accept all consent agenda items as presented, seconded by Shonna Williams. The motion carried unanimously.

III. SC Works System Updates

i. Overall SC Works Status Update

Mr. Trent Acker reported that WorkLink SC Works Centers have not experienced any center closures due to COVID-19. Face coverings and temperature checks are required upon entry to all of the SC Works centers. Hours of operation are normal in each of the centers.

ii. Job Fairs Update

Ms. Meredith Durham provided an update on the drive-thru job fairs that have taken place in the WorkLink region. The first event was held on August 28 in Anderson County with 9 employers and 300 jobseekers in attendance. Employer survey results showed 123 interviews and 63 job offers were a result of the event. The Pickens County drive thru job fair was held at Liberty High School on September 10 with 9 employers and 108 jobseekers in attendance. The second event in Anderson had 14 employers and 190 jobseekers in attendance. Survey results continue to be gathered from those events. The second Pickens County job fair will be held on November 5 at Pickens High School.

IV. WIOA Adult/DW Program Updates

i. Eckerd WDS PY2020 Budget Mod 1

Ms. Renee Alexander stated that Eckerd is presenting the Budget Modification 1 for PY 2020. The overall budget is being reduced from \$842,000 to \$733,608, but will be supplemented by two additional grants: State Workforce Board Restoration Grant funding is \$118,392 and Rapid Response funding is \$90,000. No changes have been made to Staff Salaries and Fringe, a small increase in Operating Costs will be attributed to Staff Supplies, and Tuition will be decreased but offset with the Restoration Grant funds. Supportive Services will also be increased by \$36,500 due to an increase in participant supplies, transportation, and client training material. Indirect and General Liability will be decreased by \$929.34. The Restoration Grant will be used to offset formula funds. A budget comparison was provided for committee members in the meeting packet.

ACTION TAKEN: Shonna Williams made a motion to approve PY2020 Adult/DW Budget Modification 1 as presented, seconded by Brooke Garren. The motion carried unanimously.

ii. ETPL Reasons for Denial

Mr. Acker reviewed the current reasons for denial to the ETPL. Mr. Acker stated that prior to current circumstances surrounding COVID-19, in-person training is a priority. Since then, online training being more suitable has been discussed. Mr. Acker pointed the committee to page 28 which listed the current reasons for denial. The most current ETPL policy was listed on page 29 in the packet. Committee members decided to table the vote for change to the current reasons for denial until the next committee meeting when additional information is given.

iii. ETPL Applications

The ETPL applications listed in the meeting packet were tabled for approval until the next committee meeting.

V. Other Business

Chair Parris stated the proposed 2021 meeting dates are as follows: January 20, March 24, May 19, August 18, and October 20. A vote will be sent electronically to committee members.

Ms. Jennifer Kelly stated that WIOA Desk Aids were provided in the meeting packet from Department of Employment and Workforce. They provide an overview of the WIOA program as well as commonly used acronyms for the committee's reference.

VI. Adjourn

With no further business, the meeting was adjourned at 3:41 p.m.

Respectfully submitted by: Meredith Durham

18IWT01-02

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance	Start Date	End Date
18IWT01-02-01	Allegro Industries	\$5,377.50	-\$667.32	\$4,710.18	\$ 4,710.18	\$0.00	6/14/2019	1/31/2020
18IWT01-02-02	JTEKT Koyo Bearings	\$18,995.00	-\$12,695.00	\$6,300.00	\$ 5,000.00	\$1,300.00	6/27/2019	12/16/2020
18IWT01-02-03	Clarios	\$12,500.00	\$12,500.00	\$0.00	\$ -	\$0.00	6/12/2019	8/1/2020
18IWT01-02-04	Proper Polymers	\$16,500.00		\$16,500.00	\$ 16,500.00	\$0.00	6/27/2019	6/30/2020
18IWT01-02-05	Mergon	\$29,610.00	-\$29,610.00	\$0.00	\$ -	\$0.00	6/27/2019	6/30/2020
18IWT01-02-06	Patriot Automation	\$2,253.60	-\$2,253.60	\$0.00	\$ -	\$0.00	6/27/2019	1/30/2020
18IWT01-02-07	Metco	\$18,000.00	-\$3,604.50	\$14,395.50	\$ 7,195.50	\$7,200.00	6/27/2019	12/16/2020
18IWT01-02-08	Plastic Omnium Clean Energy S	\$23,043.00	-\$23,043.00	\$0.00	\$ -	\$0.00	6/27/2019	6/30/2020
18IWT01-02-09	Reliable Automatic Sprinkler	\$5,768.75	-\$5,768.75	\$0.00	\$ -	\$0.00	6/27/2019	6/30/2020
18IWT01-02-10	BorgWarner	\$5,696.65		\$5,696.65	\$ 5,696.65	\$0.00	6/27/2019	12/16/2020
18IWT01-02-11	Itron	\$18,124.50	-\$12,499.50	\$5,625.00	\$ 5,400.00	\$225.00	6/27/2019	12/16/2020
18IWT01-02-12	Greenfield Industries	\$15,500.00	-\$3,900.00	\$11,600.00	\$ 10,673.00	\$927.00	6/27/2019	12/16/2020
18IWT01-02-13	KeyMark	\$15,651.00	-\$15,651.00	\$0.00	\$ -	\$0.00	6/27/2019	6/30/2020
18IWT01-02-14	United Tool and Mold			\$18,650.00	\$ 18,500.00	\$150.00	10/22/2020	12/16/2020
18IWT01-02-15	MST Concrete Products			\$5,343.00	\$ 3,933.75	\$1,409.25	10/22/2020	12/16/2020
18IWT01-02-16	Fraenkische USA			\$8,250.00	\$ 5,000.00	\$3,250.00	10/21/2020	12/16/2020
18IWT01-02-17	MCG Mechanical			\$1,440.00	\$ 960.00	\$480.00	11/2/2020	12/16/2020
18IWT01-02-18	Robert Bosch			\$37,944.28	\$ 37,016.28	\$928.00	10/23/2020	12/16/2020
18IWT01-02-19	Sargent Metal Fabricators			\$3,005.00	\$ 1,502.50	\$1,502.50	11/6/2020	12/16/2020
18IWT01-02-20	EuWe US Plastics			\$12,802.00	\$ 8,583.24	\$4,218.76	11/6/2020	12/16/2020
18IWT01-02-21	King Asphalt			\$1,750.00	\$ 1,750.00	\$0.00	11/6/2020	12/16/2020
Total:		\$187,020.00		\$154,011.61	\$ 132,421.10	\$21,590.51		

Total current
amount
deobligated: **\$33,008.39**

Rapid Response IWT Grants

Grant #	Company	Originally			Start Date	End Date
		Awarded	Expended	Balance		
20RRIWT01	Champion Aerospace	\$30,000.00	\$ 11,250.00	\$18,750.00	7/1/2020	6/30/2021

Data through: November 2020
Last Revision Date: 1.7.2021

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

PY2020 - July 1, 2020 to June 30, 2021

	Q1 2020	Q1 2020	Q1 2020	Q2 2020	Q2 2020	Q2 2020	Q3 2020	Q3 2020	Q3 2020	Q4 2020	Q4 2020	Q4 2020	
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
Jobseekers Services													
SYSTEM WIDE SERVICES													
Unduplicated Customer Count	7777	6906	6170	5503	4311								9858
Individuals that Registered	1804	869	693	520	437								4323
Anderson	1006	464	334	252	209								2265
Clemson	178	94	83	66	47								468
Easley	326	182	142	102	88								840
Seneca	294	129	134	100	93								750
Job Search Services	239592	202461	165136	147066	117899								872154
Anderson	114901	95179	76886	67147	52372								406485
Clemson	38928	34302	30493	23197	21202								148122
Easley	45093	37196	30504	27811	224922								365526
Seneca	40670	35784	27253	28911	21833								154451
CENTER-WIDE SERVICES													
Center Traffic (Total Customer Count):	742	717	913	1075	810								4257
Anderson	238	221	328	439	325								1551
Clemson	255	216	249	272	200								1192
Easley	38	43	74	66	55								276
Seneca	211	237	262	298	230								1238
Orientation Attendance	39	67	59	64	46								275
Workshops Offered	9	8	8	44	28								97
# Attended Employability	0	0	0	4	19								23
# Attended Financial Literacy	0	0	0	0	0								0
# Attended Computer Skills	0	0	0	1	0								1
Referrals to Partners:	21	29	26	28	32								136
# of Individuals Received Referral	19	28	23	25	27								122

Data through: November 2020
Last Revision Date: 1.7.2021

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

PY2020 - July 1, 2020 to June 30, 2021

**COVID-19 Pandemic: Impact Date 3/15/2020*

	Q1 2020	Q1 2020	Q1 2020	Q2 2020	Q2 2020	Q2 2020	Q3 2020	Q3 2020	Q3 2020	Q4 2020	Q4 2020	Q4 2020	
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
Employer Services													
Internal Job Orders Created	232	197	263	297	198								1187
Anderson	155	114	180	151	115								715
Clemson	4	21	18	29	16								88
Easley	13	20	30	40	29								132
Seneca	60	42	35	77	38								252
Services Provided Employers	1544	1672	1409	1162	945								6732
Anderson	445	307	163	288	136								1339
Clemson	1063	1300	1154	859	802								5178
Easley	0	4	82	2	0								88
Seneca	36	61	10	13	7								127
Hiring Events	1	1	1	1	1								5
Total Job Seekers	98	298	109	198	64								767
Anderson	0	0	0	198	0								198
Oconee	98	0	0	0	0								98
Pickens	0	0	109	0	64								173
Regional	0	298	0	0	0								298
Entered Employments	2	2	0	0	0								4
Anderson	0	0	0	0	0								0
Clemson	2	2	0	0	0								4
Easley	0	0	0	0	0								0
Seneca	0	0	0	0	0								0
Rapid Response Events	0	0	0	0	0								0
Total Affected	0	0	0	0	0								0

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

PY2020 - July 1, 2020 to June 30, 2021

WIOA Individualized Career Services = July 1, 2020 - June 30, 2021

Job Seeker at WIOA Enrollment						
	A	O	P	Other	Total	
Veterans						
CO	3	2	0	2	7	
New	0	0	0	0	0	
Offenders						
CO	0	14	7	1	22	
New	1	1	0	0	2	
TAA Co-enrolled						
CO	1	0	0	0	1	
New	0	0	0	0	0	
Adult/DW Low Income						
CO	55	21	11	3	90	
New	3	4	3	0	10	
SNAP Recipient						
CO	31	14	7	3	55	
New	2	2	2	0	6	
Basic Skills Deficient						
CO	64	14	7	5	90	
New	3	5	1	0	9	

Caseload Breakdown			
	Active	Follow-up	Total
Parnell	60	33	93
Hunter	47	36	83
Snider	75	42	117
Thrasher	58	16	74
Total	240	127	367

Active Enrollment			
	CO	November	Total
Parnell	58	2	60
Hunter	44	3	47
Snider	70	5	75
Thrasher	51	7	58
Total	223	17	240

Applications			
	November	YTD Total	
YTD Total Determinations	16	83	
Enrollment			
	November	TD Planned (+/-)	
New MTD Enrolled	17	13	4
New YTD Enrolled	90	67	23
Total YTD Participants	240		
Total YTD Exits	27		
Priorities*			
	YTD Enrolled	%	Goal
1. Veterans - PAR, LI, or BSI	152	72.4%	70% or More
2. PAR, LI, or BSD			
3. Veteran	58	27.6%	30% or Less
4. Non-Veterans			
Sum	210		

*Applies to Adult Population Only

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

Career Interest		
In-Demand Career Cluster	November	YTD
Admin, Support, Waste Mgmt., Remediation Svcs..	4	9
Health Care and Social Assistance	7	27
Manufacturing	1	16
Professional Scientific Technical Services	1	2
Construction	0	3
CDL Exception	4	27
Other	0	1

One-on-One Services		
Activity	November	YTD
106 - Provided Internet Job Search Su	0	0
115 - Resume Preparation Assistance	0	3
123 -Job Development Contacts	0	0

WorkKeys or WIN (2008 to present)			
	CO	New MTD	Total
Platinum	25	0	25
Gold	263	1	264
Silver	1052	6	1058
Bronze	310	3	313
No Certificate	16	1	17
Total	1666	11	1677

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

PY2020 - July 1, 2020 to June 30, 2021

WIOA Training and Follow-Up Services = July 1, 2020 - June 30, 2021

Recommended for Training Services

	November	YTD Total
GED	2	6
Occupational	8	97
On-the-Job Training	0	0

OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
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Total Current Contracts	0	0	0
Total Carryover	0	0	0
Total All OJT Contracts	0		

*Carryover equals those contracts started in PY19 but finished in PY20

Funding Source

	November	YTD Total
Adult	0	0
Dislocated Workers	0	0

Program Outcomes and Follow-Up Services

	MTD Total	YTD Total
Entered Employment	1	34
Credential Attained (current year)	12	58
Measurable Skills Gained	25	95
Follow-Up Services Provided	35	338
Follow-Up Services Individuals	34	225

*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'19 Rec'd Training
Capstone Career Development Center	2	5
ECPI University	1	1
Greenville Technical College	2	3
Norris Mechanical, LLC	5	11
SBL Driving Academy, Inc.	0	1
Tri-County Technical College	47	97
Truck Driver Institute	0	3

Total	57	121
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Total Occupational Training by Cluster


Occupation	Total Trained	PY'2020 Rec'd Credential
GED/Occupational Training (324)	4	2
Admin, Support, Waste Mgmt., Remediation Svcs.	16	2
Manufacturing	15	10
Professional, Scientific, Technical Services	2	0
Health Care and Social Assistance	52	24
CDL	32	20
Construction	5	4

Funding Source PY'2020 Rec'd (occupational and GED training)

WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD	Referrals
Adult	198			
Dislocated Workers	40	TCTC Scholarships	\$ 57,540	
NEG	0	SC Lottery	\$ -	
Trade (co-enrolled)	1	Pell Grant	\$ -	
ST-OA	3	Other	\$ 4,574	
Total	242		\$ 62,114	

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

	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE					
Worklink Development Board	Contract Number:	20A995E2				
1376 Tiger Blvd.	Invoice Number:	1092-06				
Clemson, SC 29631	Invoice Month:	December 2020				
Attn: Jennifer Kelly	Period Covered:	July 1, 2020 - June 30, 2021				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 6,547		Adult Operator		
Eckerd Goal:			DECEMBER			
			50.0%			100.0%
Line Item	Budget	1092-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 52,560.92	\$ 4,112.23	21,869.85	\$ 30,691.07	41.6%
Fringe Benefit Total	51xx	\$ 15,557.70	\$ 1,231.94	\$ 6,316.65	\$ 9,241.05	40.6%
TOTAL STAFF COSTS		\$ 68,118.62	\$ 5,344.17	28,186.50	\$ 39,932.12	41.4%
Operating Costs:						
1.1 Facility, Utilities	6185	\$ -	\$ -	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 968.00	\$ -	16.53	\$ 951.47	1.7%
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ -	\$ -	-	\$ -	0.0%
1.4 Copy & Print Expenses	6730	\$ 598.00	\$ -	173.69	\$ 424.31	29.0%
1.5 Communications (Phone, Fax, Internet, etc.)	6270	\$ 633.60	\$ 33.41	203.04	\$ 430.56	32.0%
1.6 Staff Travel	6105, 6120, 6125	\$ 1,865.60	\$ 38.45	187.20	\$ 1,678.40	10.0%
1.7 Staff Training/Technical Services Costs	5110	\$ 453.00	\$ -	-	\$ 453.00	0.0%
1.8 Non-Expendable Equipment Purchases	6095	\$ -	\$ 255.20	255.20	\$ (255.20)	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 44.00	\$ -	-	\$ 44.00	0.0%
1.10 Staff Background Checks	5100	\$ 26.00	\$ -	11.25	\$ 14.75	43.3%
TOTAL OPERATING COSTS		\$ 4,588.20	\$ 327.06	846.91	\$ 3,741.29	18.5%
Training Costs:						
2.3 WI Customer Credential Exam Fees (CAN, GED, TABE, Workkeys)	6525	\$ -	\$ -	-	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost	6530	\$ -	\$ -	-	\$ -	0.0%
TOTAL TRAINING COSTS		\$ -	\$ -	-	\$ -	0.0%
Supportive Services Costs :						
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%
TOTAL SUPPORTIVE SERVICES COSTS		\$ -	\$ -	-	\$ -	0.0%
Training/Professional Fees/Profit:						
4.2 General Liability Insurance	6305	\$ 501.60	\$ 39.61	209.09	\$ 292.51	41.7%
TOTAL FEES / PROFIT COSTS		\$ 501.60	\$ 39.61	209.09	\$ 292.51	41.7%
4.1 INDIRECT COST:	14.65%	\$ 10,725.03	\$ 836.64	4,284.03	\$ 6,441.01	39.9%
Contract Total		\$ 83,934.60	\$ 6,547.48	33,526.53	\$ 50,408.07	39.9%

	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE					
Worklink Development Board	Contract Number:	20D995E2				
1376 Tiger Blvd.	Invoice Number:	1223-06				
Clemson, SC 29631	Invoice Month:	December 2020				
Attn: Jennifer Kelly	Period Covered:	July 1, 2020 - June 30, 2021				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 904		DW Operator		
Eckerd Goal:			DECEMBER			
			50.0%			100.0%
Line Item	Budget	1223-06	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		7,167.40	572.83	2,924.29	4,243.11	40.8%
Fringe Benefit Total	51xx	2,121.50	166.09	843.22	1,278.28	39.7%
TOTAL STAFF COSTS		9,288.90	738.92	3,767.51	5,521.39	40.6%
Operating Costs:						
1.1 Facility, Utilities	6185	-	-	-	-	0.0%
1.2 Staff Expendable Supplies & Materials	6000	132.00	-	2.25	129.75	1.7%
1.3 Program Outreach Expenses (Brochures,	6735	-	-	-	-	0.0%
1.4 Copy & Print Expenses	6730	82.00	-	23.68	58.32	28.9%
1.5 Communications (Phone, Fax, Internet, e	6270	86.40	4.56	27.69	58.71	32.0%
1.6 Staff Travel	6105, 6120, 6125	254.40	5.25	25.56	228.84	10.0%
1.7 Staff Training/Technical Services Costs	5110	62.00	-	-	62.00	0.0%
1.8 Non-Expendable Equipment Purchases	6095	-	34.80	34.80	(34.80)	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	4.00	-	-	4.00	0.0%
1.10 Staff Background Checks	5100	6.00	-	-	6.00	0.0%
TOTAL OPERATING COSTS		626.80	44.61	113.98	512.82	18.2%
Training Costs:						
2.3 WI Customer Credential Exam Fees (CAH	6525	-	-	-	-	0.0%
2.6 Individual Training Account/Voucher Cost	6530	-	-	-	-	0.0%
TOTAL TRAINING COSTS		-	-	-	-	0.0%
Supportive Services Costs :						
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%
TOTAL SUPPORTIVE SERVICES COSTS		-	-	-	-	0.0%
Training/Professional Fees/Profit:						
4.2 General Liability Insurance	6305	68.40	5.30	26.73	41.67	39.1%
TOTAL FEES / PROFIT COSTS		68.40	5.30	26.73	41.67	39.1%
4.1 INDIRECT COST:	14.65%	1,462.67	115.56	572.55	890.12	39.1%
CONTRACT TOTAL:		11,445.62	904.39	4,480.77	6,966.00	39.1%



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

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

Contract Number: 20A295E2
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Invoice Month: December 2020
Period Covered: July 1, 2020 - June 30, 2021
Total Amount Due: \$ **35,762**

Eckerd Goal:		DECEMBER 50.0%				100.0%
Line Item		Budget	1055-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		\$ 202,090	\$ 16,543	98,460.64	\$ 103,629.07	48.7%
Fringe Benefit Total	51xx	\$ 70,020	5,026.99	32,729.77	\$ 37,290.69	46.7%
TOTAL STAFF COSTS		\$ 272,110	21,569.75	131,190.41	\$ 140,919.76	48.2%
Operating Costs:						
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	-	-	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 5,000	461.46	1,435.23	\$ 3,564.77	28.7%
Software Licenses	6095	\$ 1,299	1,299.20	1,299.20	\$ -	100.0%
Staff Computers	6085	\$ -	-	-	\$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ 300	-	-	\$ 300.00	0.0%
Copy & Print Expenses	6730	\$ 2,800	41.04	434.50	\$ 2,365.50	15.5%
Communications (Phone, Fax, Internet, etc.)	6270	\$ 3,526	408.35	1,931.35	\$ 1,594.25	54.8%
Staff Travel		\$ -	-	-	\$ -	0.0%
Local Mileage cost	6105	\$ 3,600	-	144.23	\$ 3,455.77	4.0%
Non-Local Per Diem/Lodging Cost	6115/6120/6125	\$ 1,400	-	-	\$ 1,400.00	0.0%
Staff Training	5110	\$ 1,000	-	19.00	\$ 981.00	1.9%
Staff Background Checks	5100	\$ 440	143.75	211.25	\$ 228.75	48.0%
Postage (Stamps, FedEx, etc.)	6005	\$ 1,200	58.70	303.54	\$ 896.46	25.3%
TOTAL OPERATING COSTS		\$ 20,565	2,412.50	5,778.30	\$ 14,786.50	28.1%
Training Costs:						
WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	6525	\$ 8,000	597.74	6,077.40	\$ 1,922.60	76.0%
WI Customer Individualized Training Costs						
Individual Training Account/Voucher Cost	6530	\$ 208,072	4,764.00	118,101.00	\$ 89,971.15	56.8%
Client Verifications	6516	\$ 1,500	173.95	506.05	\$ 993.95	33.7%
Client Testing Fees	6535	\$ -	-	-	\$ -	0.0%
TOTAL TRAINING COSTS		\$ 217,572	5,536	124,684	\$ 92,888	57.3%
Supportive Services Costs :						
WI Customer Transportation Costs	6485	\$ 20,500	1,680.00	12,130.00	\$ 8,370.00	59.2%
WI Customer Childcare Costs	6660	\$ 1,500	-	-	\$ 1,500.00	0.0%
Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	6545/6546	\$ 45,000	697.44	19,791.83	\$ 25,208.17	44.0%
WI Customer Emergency Assistance (Rent, Car Repair, etc.)	6596	\$ 1,500	-	-	\$ 1,500.00	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ 68,500	2,377.44	31,921.83	\$ 36,578.17	46.6%
Training/Professional Fees/Profit:						
General Liability Insurance	6305	\$ 3,757	286.25	2,183.56	\$ 1,573.31	58.1%
TOTAL FEES / PROFIT COSTS		\$ 3,757	286.25	2,183.56	\$ 1,573.31	58.1%
INDIRECT COST:	14.65%	\$ 43,647	3,580.82	20,459.94	\$ 23,187.07	46.9%
Contract Total		\$ 626,151	35,762.45	316,218.49	\$ 309,932.54	50.5%



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

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

Contract Number: 20D295E2
Invoice Number: 1056-06
Invoice Month: December 2020
Period Covered: July 1, 2020 - June 30, 2021
Total Amount Due: **\$ 7,090** DW Program

Eckerd Goal:		DECEMBER				100.0%
Line Item		Budget	1056-6	Cumulative	Remaining	Percent Spent
Staff Salary Total		\$ 51,696.66	\$ 4,077.73	\$ 24,404.11	\$ 27,292.55	47.2%
Fringe Benefit Total		\$ 17,899.26	\$ 1,253.55	\$ 8,267.35	\$ 9,631.91	46.2%
TOTAL STAFF COSTS		\$ 69,595.92	\$ 5,331.28	\$ 32,671.46	\$ 36,924.46	46.9%
Operating Costs:						
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 1,200.00	\$ 115.35	\$ 350.73	\$ 849.27	29.2%
Software Licenses	6095	\$ 614.80	\$ 321.90	\$ 321.90	\$ 292.90	52.4%
Staff Computers	6085	\$ -	\$ -	\$ -	\$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ 75.20	\$ -	\$ -	\$ 75.20	0.0%
Copy & Print Expenses	6730	\$ 700.00	\$ 10.26	\$ 108.63	\$ 591.37	15.5%
Communications (Phone, Fax, Internet, etc.)	6270	\$ 866.40	\$ 90.68	\$ 618.79	\$ 247.61	71.4%
Staff Travel		\$ -	\$ -	\$ -	\$ -	
Local Mileage Cost	6105	\$ 900.38	\$ -	\$ 42.67	\$ 857.71	4.7%
Non-Local Per Diem/Lodging Cost	6115/6120/6125	\$ 350.00	\$ -	\$ -	\$ 350.00	0.0%
Staff Training	5110	\$ 250.00	\$ -	\$ -	\$ 250.00	0.0%
Staff Background Checks	5100	\$ 109.80	\$ -	\$ 11.25	\$ 98.55	10.2%
Postage (Stamps, FedEx, etc.)	6005	\$ 200.00	\$ 22.50	\$ 50.46	\$ 149.54	25.2%
TOTAL OPERATING COSTS		\$ 5,266.58	\$ 560.69	\$ 1,504.43	\$ 3,762.15	28.6%
Training Costs:						
WorkKeys, etc.)	6525	\$ 1,500.00	\$ -	\$ 358.54	\$ 1,141.46	23.9%
WI Customer Individualized Training Costs						
Individual Training Account/Voucher Cost	6530	\$ -	\$ -	\$ -	\$ -	0.0%
Client Verifications	6516	\$ 600.00	\$ -	\$ 61.50	\$ 538.50	10.3%
Client Testing Fees	6535	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS		\$ 2,100.00	\$ -	\$ 420.04	\$ 1,679.96	20.0%
Supportive Services Costs :						
WI Customer Transportation Costs	6485	\$ 4,000.00	\$ 175.00	\$ 2,475.00	\$ 1,525.00	61.9%
WI Customer Childcare Costs	6660	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
Training Support Materials (Uniforms, Drug Screens, Backgr	6546	\$ 11,700.00	\$ 70.00	\$ 2,425.00	\$ 9,275.00	20.7%
WI Customer Emergency Assistance (Rent, Car Repair, etc.)	6596	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ 18,700.00	\$ 245.00	\$ 4,900.00	\$ 13,800.00	26.2%
Training/Professional Fees/Profit:						
General Liability Insurance	6305	\$ 644.78	\$ 78.05	\$ 578.58	\$ 66.20	89.7%
TOTAL FEES / PROFIT COSTS		\$ 644.78	\$ 78.05	\$ 578.58	\$ 66.20	89.7%
INDIRECT COST:						
14.65%		\$ 11,149.72	\$ 874.61	\$ 5,100.54	\$ 6,049.18	45.7%
Contract Total		\$ 107,457.00	\$ 7,089.63	\$ 45,175.05	\$ 62,281.95	42.0%



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

ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE


Contract Number: **20RR295E1**
 Invoice Number: **1102-05**
 Invoice Month: **12/31/2020**
 Period Covered: **August 01, 2020 - June 30, 2021**
 Total Amount Due: **\$ 2,326** Rapid Response

Eckerd Goal:

DECEMBER
 45.45%

100.0%

Line Item	Budget	1102-5	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Training Costs:					
2.6 Individual Training Account/Voucher Cost 6530	\$ 70,000	2,326.00	44,454.00	\$ 25,546.00	63.5%
TOTAL TRAINING COSTS	\$ 70,000	2,326.00	44,454.00	\$ 25,546.00	63.5%
CONTRACT TOTAL :	\$ 70,000	\$ 2,326	\$ 44,454	\$ 25,546	63.5%

	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE					
Worklink Development Board	Contract Number:	20SR295E1				
1376 Tiger Blvd.	Invoice Number:	1302-02				
Clemson, SC 29631	Invoice Month:	December 2020				
Attn: Jennifer Kelly	Period Covered:	July 1, 2020 - June 30, 2021				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 1,965		State Restoration Ad/DW		
Eckerd Goal:			DECEMBER			
			22.2%			100.0%
Line Item	Budget	1302-02	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Training Costs:						
Individual Training Accounts	6530	\$ 117,578	1,831.00	\$ 21,371.00	\$ 96,206.58	18.2%
TOTAL TRAINING COSTS		\$ 117,578	\$ 1,831.00	\$ 21,371.00	\$ 96,206.58	18.2%
Training/Professional Fees/Profit:						
General Liability Insurance	6305	\$ 710	117.24	\$ 117.24	\$ 593.11	16.5%
TOTAL FEES / PROFIT COSTS		\$ 710	\$ 117.24	\$ 117.24	\$ 593.11	16.5%
4.1 INDIRECT COST:	14.65%	\$ 104	17.18	\$ 17.18	\$ 86.89	16.5%
Contract Total		\$ 118,392	\$ 1,965.42	\$ 21,505.42	\$ 96,886.58	18.2%

Eckerd WDS Budget Disbursement Data				
Overview				
Program	Organization Name	Details	Amount	Notes
Adult Restoration Grant	Worklink SC Works	PY20 Total Budget	\$88,789.00	Funds available for Scholarships
		PY20 Vouchers Total	\$49,784.00	
		PY20 Vouchers Deobligations	\$0.00	
		PY20 Vouchers Net Approved	\$49,784.00	Authorized Transactions (not yet occurred)
		PY20 Vouchers Paid	\$19,596.00	Transactions Cleared
		PY20 Vouchers Not Paid	\$30,188.00	Pending Transactions (occurred but not yet billed to EWDS)
		PY20 Funds Unobligated	\$39,005.00	PY2020 Funds available for Scholarship Awards
		PY20 ITA's Approved	\$55,496.00	
		PY20 ITA's Net Approved	\$55,496.00	Current Scholarships Awarded
		PY20 ITA's vs Budget	\$33,293.00	Overall Available Balance
WIOA Adult	Worklink SC Works	PY20 Total Budget	\$284,572.15	Funds available for Scholarships & Supportive Services
		PY20 Vouchers Total	\$168,544.40	
		PY20 Vouchers Deobligations	\$2,278.00	
		PY20 Vouchers Net Approved	\$166,266.40	Authorized Transactions (not yet occurred)
		PY20 Vouchers Paid	\$149,554.43	Transactions Cleared
		PY20 Vouchers Not Paid	\$16,711.97	Pending Transactions (occurred but not yet billed to EWDS)
		PY20 Funds Unobligated	\$118,305.75	PY2020 Funds available for Scholarship Awards
		PY20 ITA's Approved	\$168,272.00	
		PY20 ITA's Deobligations	\$38,602.00	
		PY20 ITA's vs Budget	\$154,902.15	Overall Available Balance
WIOA Dislocated Worker	Worklink SC Works	PY20 Total Budget	\$90,200.00	Funds available for Scholarships & Supportive Services
		PY20 Vouchers Total	\$52,464.22	
		PY20 Vouchers Deobligations	\$5.00	
		PY20 Vouchers Net Approved	\$52,459.22	Authorized Transactions (not yet occurred)
		PY20 Vouchers Paid	\$47,231.54	Transactions Cleared
		PY20 Vouchers Not Paid	\$5,227.68	Pending Transactions (occurred but not yet billed to EWDS)
		PY20 Funds Unobligated	\$37,740.78	PY2020 Funds available for Scholarship Awards
		PY20 ITA's Approved	\$58,306.00	
		PY20 ITA's Deobligations	\$8,970.00	
		PY20 ITA's vs Budget	\$40,864.00	Overall Available Balance

ITA Obligation Report as of January 4, 2021

COVID-19 DWG Budget Report

Grant Award

March 13, 2020 to May 31, 2022

\$77,135

			1	2	3			
Admin Cost	Description	BUDGET	20-Nov	20-Dec	Jan-21	Expenditures	Remaining	%
Admin Cost	Monitoring of Grant	7,707.20	-	-	-	-	7,707.20	0.00%
PROGRAM COST								
Operating Expenses	PPE and Ozone Machines	4,069.79	-	-	-	-	4,069.79	0.00%
Contractual								
Integrity Staffing Solutions	Temporary Staff - COVID-19 Relief	65,358.01	905.16	5,208.64	2,465.37	8,579.17	56,778.84	13.13%
TOTAL		77,135.00	905.16	5,208.64	2,465.37	8,579.17	68,555.83	11.12%
<i>as of 1/5/2021</i>							Goal YTD	27.00%

Grant funds 4 WIOA participants to work on COVID-19 Relief efforts

Job duties include : light janitorial services (wiping down frequently touched surfaces), checking customers in using COVID-19 guidelines (CDC), assisting customers with filing for Unemployment Insurance and conducting job searches

One located in Anderson and two in Seneca - one still to be placed in Clemson

Re-Entry Grant Award				
<i>March 1, 2020 to Mar 31, 2022*</i>	Mod 1	Cumulative	BvA	% Expended
Program Costs		Dec-20		
Re-Entry Navigator	110,645.40	6,462.00	104,183.40	6%
Operating Expenses	7,797.00	1,994.00	5,803.00	26%
Supplies	1,247.00	610.00	637.00	49%
Mileage	5,220.00	20.00	5,200.00	0%
Staff Computer	1,330.00	1,364.00	(34.00)	103%
Other Expenses	10,340.27	-	10,340.27	0%
Cell Phone	1,540.00	-	1,540.00	0%
Printing, Copying, Outreach	6,700.27	-	6,700.27	0%
Staff Training	2,100.00	-	2,100.00	0%
Participant Assessments	800.00	-	800.00	0%
TOTAL	129,582.67	8,456.00	121,126.67	7%
Re-Entry Grant Award		Dec-20		
	Mod 1	Cumulative	BvA	% Expended
Administrative Costs				
TOTAL	14,072.33	2,974.72	11,097.61	21%
GRAND TOTAL	143,655.00	11,430.72	132,224.28	8%
Expenditure Goal				25%
<i>* Did not receive grant until May 22, 2020</i>				

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 five in-demand career clusters for the WorkLink area:
 - a. Administrative and Support Services;
 - b. Construction;
 - c. Health Care and Social Assistance;
 - d. Manufacturing;
 - e. Professional, Scientific, and Technical Services;Nor is it an occupational career exception: CDL training.
3. WorkLink Workforce Development Board currently has a moratorium on barbering, cosmetology, nail technician, and horseshoeing 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.

Provider:	Program name:	Total Cost:
American Composites Manufacturers Association - Certified Composites Technic	Certified Composites Technician Program - Vacuum Infusion Process	\$395.00
	Certified Composites Technician Program - Compression Molding	\$405.00
	Certified Composites Technician Program- Advanced Composites	\$405.00
	Certified Composites Technician Program- Open Molding	\$405.00
Career Step, LLC	Computer Technician	\$1,999.00
	EKG Technician	\$699.00
	Healthcare Information Technician	\$3,999.00
	Medical Administrative Assistant with EHR	\$3,199.00
	Medical Assistant	\$3,599.00
	Medical Transcription Editor	\$3,199.00
	Pharmacy Technician (ASHP/ACPE)	\$2,999.00
	Professional Medical Coding and Billing	\$3,699.00
CDL Training Service of SC DBA Ace Driving Academy	Basic Truck Driver Training	\$7,025.00
Coding Clarified LLC	Professional Medical Coding Class	\$3,750.00
Focus First Training Center	Pharmacy Technician Course	\$2,110.00
IG Training Institution	CBCS Training	\$5,000.00
	CPC Training	\$5,500.00
PST, Inc.	A+ Certification	\$4,042.00
	Microsoft Office Certification in Access	\$627.00
	Microsoft Office Project Specialist	\$1,706.00
	Microsoft Office Specialist	\$1,706.00
	Network+ Certification	\$2,534.00
	Security+ Certification	\$2,570.00
She Sparks Too Inc.	Welding	\$8,000.00
STVT-AAI Education Inc DBA Miller-Motte College	CDL Training: Class A Tractor Trailer	\$4,500.00

WorkLink

WIOA LETTER NO.: PY' 18-06, change 2 (replaces WorkLink WIA Instruction Letter No.: PY' 18-06, change 1)

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: November 7, 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 provided in combination with occupational skills training.

Providers 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 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 or 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 have supporting documentation of \$12.47 per hour entry wages (WorkLink Workforce Board's self-sufficiency wage).
3. Training must lead to a specific job or group of jobs.
4. 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. 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 an in-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 five in-demand career clusters for the WorkLink area:
 - Administrative and Support;
 - Construction;
 - Health Care and Social Assistance;
 - Manufacturing; and
 - 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, and horseshoeing, for the WorkLink area.

A proud partner of the  American Job Center network

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)

- 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 WDB 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

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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.



Mr. Trent Acker, Executive Director
WorkLink Workforce Development Board

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