

WORKFORCE DEVELOPMENT BOARD  
YOUTH COMMITTEE MEETING  
AGENDA

Monday, October 3, 2016

11:00 A.M. - 12:00 P.M.

Meeting Room – Wells Fargo Bank – Clemson

Park on the far right parking lot facing the building

- |   |                    |
|---|--------------------|
| I. Welcome and Introductions  | Kristi King- Brock |
| II. Review of Minutes (08/01/2016)*   | Kristi King-Brock  |
| III. Palmetto Youth Connections (Report 7/1/16 – 8/31/16)   | Karen Craven       |
| IV. <b><u>New Business:</u></b>   |                    |
| 2016 WorkLink Local Plan  | Trent Acker        |
| PY 16 Grant Expenditures (7/1/16-08/31/16)  | K. Craven          |
| PY 15 4 <sup>th</sup> Quarter/Final Youth Performance   | Kristi King-Brock  |
| PY 15 PYC Enrollment Update   | Kristi King-Brock  |
| 2016 AOPBIS Showcase Update   | Rick Murphy        |
| State Instruction Letter- Legal Aid Services (Expungement)  | Kristi King-Brock  |
| PY 16 PYC Incentive Policy Revised Per SCDEW (WIOA)   | Karen Craven       |
| <b>Guest Speaker: Kristen Sullivan-10<sup>th</sup> Circuit Solicitor's Office</b>   | Kristi King-Brock  |
| Legal Aid Services (Expungement) WorkLink Area-Youth*   | Kristi King-Brock  |
| 2017 Youth Committee Meeting Schedule   | Kristi King-Brock  |
| V. <b><u>Other Business:</u></b>  |                    |
| The topic of WorkLink Region Gap Analysis will be discussed at next meeting Tuesday - January 17, 2017 10:00am -12:00pm, annual youth strategic plan meeting. <b>Note:</b> In the future, Lunch will be catered the <u>first meeting</u> of the year or meetings that are scheduled to run two hours or more. |                    |
| VI. <b><u>Adjourn</u></b>   | Kristi- King-Brock |

\*Vote Needed

Next Youth Committee Meeting, Tuesday – January 17, 2017 - 10:00am -12:00pm  
New Location To Be Determined

**WORKFORCE DEVELOPMENT BOARD  
Youth Committee Meeting Minutes  
August 1, 2016 @ 11:00am  
Wells Fargo Bank, Meeting Room, Clemson, SC**

**Members Present**

Jason Duncan, Vice-Chair  
Crystal Noble  
Gene Williams  
Terence Hassan

Tim Mayes  
Elaine Bailey  
Ray Farley

Rick Murphy  
Melissa Rosier  
Robert Halfacre

**Members Absent:**

Kristi King-Brock, Chair  
Lisa Gillespie

Janice Ward  
Doug Newton

Mary Gaston

**Staff Present:**

Sharon Crite

Jennifer Kelly

**Guest Present:**

Karen Craven  
Amanda Wagner

Anne Marie Baker

Amanda Lucas

**I. Welcome and Introductions**

Vice Chair Jason Duncan called the meeting to order at 11:00 am welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions of everyone in attendance were made.

**II. Approval of 5-2-2016 Meeting Minutes**

The minutes from the 05/02/16 meeting were emailed with the meeting notice and included in the meeting packet. Vice Chair Duncan called for corrections/amendments to the minutes or a motion to approve.

**ACTION TAKEN: Ray Farley made a motion to approve the minutes as submitted, seconded by Robert Halfacre. The motion carried unanimously.**

### **III. Palmetto Youth Connections (Report May-June 30, 2016)**

Karen Craven, Palmetto Youth Connections Program Manager, reviewed the Palmetto Youth Connections WorkLink PY'15 Dashboard stating the dashboard reflects the entire program year July 1, 2015 to June 30, 2016 and provided a brief update on the report adding the Monthly Update Report summarizes the Dashboard report and shows the same information in a different format.

Ms. Craven continued to the PY'16 Monthly Update Report and provided a brief update adding that a dashboard report will be provided in October 2016.

#### **a. PY'15 Work Experience Report**

Ms. Craven reminded Committee members that under WIOA, an emphasis is placed on Work Experience which comprises 20% of the budget requirement adding for PY'15, 45 youth were served in the Work Experience line item with 8,120 hours training (man hours) provided at 24 work sites.

#### **b. PY'15 PYC Outreach Activity Report**

Ms. Craven provided an update on Outreach activity reporting during PY'14, PYC documented 92 outreach activities fulfilled by staff and for PY'15 PYC Outreach activities totaled 144 adding that potential partners were engaged as well as community involvement.

### **IV. New Business**

#### **a. PY 16 WDB Approved Eckerd (PYC) Youth Budget**

Ms. Sharon Crite referred to page 5 of the meeting packet which shows the Grant Budget Summary at a total amount of \$679,323.00 adding this budget is slated to serve 156 Youth for PY'16 plus an additional 100 as shown on page 8 included in follow-up, for a total to be served for PY'16 at 256. Ms. Crite continued stating pages 6 & 7 show a comparison of PY'15 vs PY'16 budgets and highlighted Work Experience which comprises 20% of the budget as well as staff time again for PY'16.

Elaine Bailey inquired how or what will the impact be on referrals for those that don't pass the exit exam but have class credit, could this cause an increase in referrals. Ms. Craven responded not for PY'16, adding the Credit Recovery students were not affected either.

#### **b. PY 15 Grant Expenditures (3/21/16-06/30/16)**

Ms. Craven referred to the loose page included in the meeting packet and reviewed the PY'15 expenditures highlighting Work Experience and the 20% requirement. Thru 6/30/16 the goal of 7,489 training hours were met and exceeded at 8,120 hours.

c. 2015 Youth Strategic Plan Review/Sub-Committees

Ms. Crite referred to pages 9-10 and requested Committee members review their assignments and let her know if there is a revision needed.

Referring to pages 11-12, Ms. Crite referenced David Shellhorse's email stating the results of the gap analysis is shown on pages 12-13 stating the goal for this meeting is to go through the Strategic Plan noting Ms. Craven has already shared data that will impact some of the information.

Areas for future youth strategic plan discussion are:

- One (1) item that we don't have is a database. The quote was \$25,000. Proposed Revision.
- Conduct aggressive outreach to businesses. – Not sure what this means. May be revised.
- Note: Last strategic plan had four revisions, so there may be revisions for this strategic plan.
- The meeting in October and January will also focus on the Strategic Plan.
- The committee looked at the Youth Resource Fair. Doug Newton had questions and concerns last time about HR attending.
- Rick Murphy asked about use of WorkKeys. Various answers some employers are using it, and others are not. Need to develop outreach plan for WorkKeys.

d. Upcoming 2016 AOPBIS Showcase Update

Mr. Murphy provided an update on the event stating it will be held at the Anderson Civic Center, at no charge, September 27 & 28<sup>th</sup> with booth set up scheduled for September 26<sup>th</sup>. Committee members were reminded the event is planned mainly around and for 8<sup>th</sup> graders from all of Anderson, Oconee and Pickens Counties School Districts but added the top 150 Career and Technology students will be invited on the first day and will have a luncheon that will be catered by the Career Centers.

Mr. Murphy stated the AOP BIS Board is very thankful and appreciative to the WorkLink Workforce Development Board's Youth Committee for supporting the event via assistance to the schools with transportation costs

Mr. Murphy reported that Little John Coliseum was not available this year and that discussions will be held regarding using the facility for 2017 however there are doubts due to athletic occupancy going forward.

**V. Other Business:**

Vice Chair Duncan called for other business.

**VI. Adjourn**

With no further business, the meeting was adjourned.

*Respectfully submitted by Patty Manley, Office Manager*

Grant Number: PY16Y495H2

\*SAVE AS AFTER EACH MONTH'S INVOICE

Invoice: 103-11000

Period Covered: 7/1/16-7/31/16

Eckerd Goal:

JULY  
8.3%

100.0%

Line Item	Contract Amount	103-11000	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
<b>Staff Salary Total</b>	<b>\$310,996.86</b>	<b>24,498.23</b>	<b>24,498.23</b>	<b>\$286,498.63</b>	<b>7.9%</b>	
<b>Fringe Benefit Total</b>	<b>\$ 82,858.75</b>	<b>6,080.86</b>	<b>\$6,080.86</b>	<b>\$76,777.89</b>	<b>7.3%</b>	
<b>Staff Cost Total</b>	<b>\$393,855.61</b>	<b>30,579.09</b>	<b>\$30,579.09</b>	<b>\$363,276.52</b>	<b>7.8%</b>	

## Operating

1.1 Facility, Utilities	9,600.00	0.00	\$0.00	\$9,600.00	0.0%	
1.2 Staff Consumable Supplies	\$1,200.00	0.00	\$0.00	\$1,200.00	0.0%	
1.3 Advertising, Outreach	\$300.00	0.00	\$0.00	\$300.00	0.0%	
1.4 Copy, Print	\$1,200.00	0.00	\$0.00	\$1,200.00	0.0%	
1.5 Communications	\$7,039.40	354.85	\$354.85	\$6,684.55	5.0%	
1.6 Staff Travel	\$13,795.04	478.30	\$478.30	\$13,316.74	3.5%	
1.7 Staff Conferences, Training	\$1,500.00	572.35	\$572.35	\$927.65	38.2%	
1.8 Staff Computer Leases	\$9,888.00	0.00	\$0.00	\$9,888.00	0.0%	
1.9 Postage	\$741.00	0.00	\$0.00	\$741.00	0.0%	
<b>Operating Total (01)</b>	<b>\$45,263.44</b>	<b>1,405.50</b>	<b>1,405.50</b>	<b>\$43,857.94</b>	<b>3%</b>	

## Direct Training

2.1 Participant Supplies	\$ 1,560.00	0.00	\$0.00	\$1,560.00	0.0%	
2.2 Instructional Related Costs (Books)	\$ 500.00	0.00	\$0.00	\$500.00	0.0%	
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 11,500.00	0.00	\$0.00	\$11,500.00	0.0%	
2.5 Adult Education Tuition	\$21,000.00	0.00	\$0.00	21,000.00	0.0%	
2.6 Tuition (College/Occupational Training)	\$43,200.00	0.00	\$0.00	43,200.00	0.0%	
<b>2.9 Work Experience</b>	<b>\$55,044.00</b>	<b>3,282.16</b>	<b>\$3,282.16</b>	<b>51,761.84</b>	<b>6.0%</b>	
2.11 Software Licenses (ETO)	\$3,600.00	0.00	\$0.00	3,600.00	0.0%	
<b>Direct Training Total (02)</b>	<b>\$136,404.00</b>	<b>3,282.16</b>	<b>3,282.16</b>	<b>\$133,121.84</b>	<b>2%</b>	

## Support Services

3.1 Participant Incentives (Skill Invoices)	21,645.00	1,125.00	\$1,125.00	\$20,520.00	5.2%	
3.2 Transportation	15,750.00	120.00	\$120.00	\$15,630.00	0.8%	
3.3 Childcare	\$510.00	0.00	\$0.00	\$510.00	0.0%	
3.4 Training Support Materials	\$3,000.00	0.00	\$0.00	\$3,000.00	0.0%	
3.5 Emergency Assistance	\$1,500.00	0.00	\$0.00	\$1,500.00	0.0%	
<b>Support Service Total (03)</b>	<b>\$42,405.00</b>	<b>1,245.00</b>	<b>1,245.00</b>	<b>\$41,160.00</b>	<b>2.9%</b>	

<b>Operating Cost Total</b>	<b>\$617,928.05</b>	<b>36,511.75</b>	<b>\$36,511.75</b>	<b>\$581,416.30</b>	<b>5.9%</b>	
General Overhead (Indirect) 9.28%	\$57,343.72	3,388.29	\$3,388.29	\$53,955.43	5.9%	
General Liability Ins 0.60%	\$4,051.63	219.07	\$219.07	\$3,832.56	5.4%	
<b>Contract Total</b>	<b>\$679,323.40</b>	<b>40,119.11</b>	<b>\$40,119.11</b>	<b>\$639,204.29</b>	<b>5.9%</b>	

## Work Experience

	JUL	Cumulative	YTD % Spent
Staff WEX Salaries	6,987.83	6,987.83	1%
Staff WEX Fringe	2,119.64	2,119.64	0%
Incentives	3,282.16	3,282.16	1%
<b>Total</b>	<b>12,389.63</b>	<b>12,389.63</b>	<b>2%</b>
<b>Percentage Spent</b>	<b>2%</b>		

Grant Number: PY16Y495H2				*SAVE AS AFTER EACH MONTH'S INVOICE		
Invoice: 103-I1001						
Period Covered: 8/1/16-8/31/16						
Eckerd Goal:		AUGUST 16.7%		100.0%		
Line Item	Contract Amount	103-I1001	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
<b>Staff Salary Total</b>						
	\$310,996.86	26,049.09	50,547.32	\$260,449.54	16.3%	
<b>Fringe Benefit Total</b>						
	\$ 82,858.75	6,391.09	\$12,471.95	\$70,386.80	15.1%	
<b>Staff Cost Total</b>						
	\$393,855.61	32,440.18	\$63,019.27	\$330,836.34	16.0%	
<b>Operating</b>						
1.1 Facility, Utilities	9,600.00	600.00	\$600.00	\$9,000.00	6.3%	
1.2 Staff Consumable Supplies	\$1,200.00	90.55	\$90.55	\$1,109.45	7.5%	
1.3 Advertising, Outreach	\$300.00	0.00	\$0.00	\$300.00	0.0%	
1.4 Copy, Print	\$1,200.00	0.00	\$0.00	\$1,200.00	0.0%	
1.5 Communications	\$7,039.40	372.87	\$727.72	\$6,311.68	10.3%	
1.6 Staff Travel	\$13,795.04	352.90	\$831.20	\$12,963.84	6.0%	
1.7 Staff Conferences, Training	\$1,500.00	-72.35	\$500.00	\$1,000.00	33.3%	
1.8 Staff Computer Leases	\$9,888.00	0.00	\$0.00	\$9,888.00	0.0%	
1.9 Postage	\$741.00	0.00	\$0.00	\$741.00	0.0%	
<b>Operating Total (01)</b>						
	\$45,263.44	1,343.97	2,749.47	\$42,513.97	6%	
<b>Direct Training</b>						
2.1 Participant Supplies	\$ 1,560.00	0.00	\$0.00	\$1,560.00	0.0%	
2.2 Instructional Related Costs (Books)	\$ 500.00	0.00	\$0.00	\$500.00	0.0%	
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 11,500.00	0.00	\$0.00	\$11,500.00	0.0%	
2.5 Adult Education Tuition	\$21,000.00	1,800.00	\$1,800.00	19,200.00	8.6%	
2.6 Tuition (College/Occupational Training)	\$43,200.00	0.00	\$0.00	43,200.00	0.0%	
2.9 Work Experience	\$55,044.00	9,365.24	\$12,647.40	42,396.60	23.0%	
2.11 Software Licenses (ETO)	\$3,600.00	0.00	\$0.00	3,600.00	0.0%	
<b>Direct Training Total (02)</b>						
	\$136,404.00	11,165.24	14,447.40	\$121,956.60	11%	
<b>Support Services</b>						
3.1 Participant Incentives (Skill Invoices)	21,645.00	450.00	\$1,575.00	\$20,070.00	7.3%	
3.2 Transportation	15,750.00	320.00	\$440.00	\$15,310.00	2.8%	
3.3 Childcare	\$510.00	0.00	\$0.00	\$510.00	0.0%	
3.4 Training Support Materials	\$3,000.00	0.00	\$0.00	\$3,000.00	0.0%	
3.5 Emergency Assistance	\$1,500.00	0.00	\$0.00	\$1,500.00	0.0%	
<b>Support Service Total (03)</b>						
	\$42,405.00	770.00	2,015.00	\$40,390.00	4.8%	
<b>Operating Cost Total</b>						
	\$617,928.05	45,719.39	\$82,231.14	\$535,696.91	13.3%	
General Overhead (Indirect)	8.86%	\$57,343.72	3,897.39	\$7,285.68	\$50,058.04	12.7%
General Liability Ins	0.60%	\$4,051.63	274.32	\$493.39	\$3,558.24	12.2%
<b>Contract Total</b>						
	\$679,323.40	49,891.09	\$90,010.21	\$589,313.19	13.2%	
<b>Work Experience</b>						
		AUG	Cumulative	YTD % Spent		
	Staff WEX Salaries	8,879.96	15,867.79	3%		
	Staff WEX Fringe	2,594.95	4,714.59	1%		
	Stipends	9,365.24	12,647.40	2%		
	<b>Total</b>	20,840.15	33,229.78	5%		
	Percentage Spent	3%				

## PY 2015 WIOA Quarterly Report Summary - 4th Quarter (Rolling 4 quarters)

		State			Worklink			Upper_Savannah			Upstate			Greenville			Midlands			Trident		
Performance Measure	Group	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	70.5	105.5%	74.41	80.0	86.5%	69.23	73.8	108.6%	80.18	81.0	103.4%	83.75	67.2	105.4%	70.83	68.5	105.8%	72.49	71.9	97.0%	69.75
*Attainment of Degree or Certificate	Youth (14-21)	71.0	96.9%	68.83	80.0	98.4%	78.74	74.4	111.3%	82.80	78.0	115.1%	89.77	66.5	69.3%	46.05	64.0	99.3%	63.56	77.0	81.8%	63.00
***Literacy or Numeracy Gains	Youth (14-21)	58.5	93.7%	54.79	67.6	99.8%	67.47	55.0	127.0%	69.84	84.6	101.9%	86.21	53.0	94.9%	50.32	50.6	81.3%	41.14	61.5	87.6%	53.85
*Entered Employment Rate	Adults	72.0	111.0%	79.94	69.1	112.8%	77.93	71.0	118.3%	83.98	74.4	110.0%	81.82	72.0	114.2%	82.24	75.7	105.8%	80.05	66.7	104.5%	69.71
	DW	79.5	106.1%	84.38	76.4	108.4%	82.81	82.5	112.3%	92.66	82.1	113.8%	93.44	76.4	110.8%	84.62	85.2	102.0%	86.93	79.8	92.5%	73.82
**Retention Rate	Adults	87.0	100.8%	87.73	88.8	98.2%	87.17	85.5	103.2%	88.26	91.1	95.3%	86.82	87.1	101.5%	88.37	89.5	94.6%	84.64	86.0	103.3%	88.86
	DW	92.7	101.0%	93.60	93.3	98.5%	91.94	96.1	96.4%	92.66	93.4	105.7%	98.68	95.7	98.1%	93.91	92.7	98.0%	90.87	90.1	104.3%	93.94
** Average Earnings	Adults	11,000	105.1%	\$11,560	11,538	94.5%	\$10,902	10,063	102.0%	\$10,259	12,192	98.3%	\$11,983	11,889	110.1%	\$13,088	11,554	102.6%	\$11,856	11,054	112.2%	\$12,404
	DW	15,100	102.6%	\$15,485	15,532	97.7%	\$15,168	13,638	105.8%	\$14,427	15,100	101.0%	\$15,250	17,319	86.7%	\$15,016	16,433	95.2%	\$15,649	17,800	106.1%	\$18,885

		Pee_Dee			Lower_Savannah			Catawba			Santee_Lynches			Waccamaw			Lowcountry		
Performance Measure	Group	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	74.0	106.5%	78.79	67.4	102.1%	68.83	63.3	130.1%	82.35	63.6	101.4%	64.47	78.9	112.2%	88.51	67.4	102.1%	68.83
*Attainment of Degree or Certificate	Youth (14-21)	83.0	95.2%	79.01	67.4	107.0%	72.13	72.6	96.4%	70.00	65.6	95.3%	62.50	72.0	117.0%	84.21	68.6	83.6%	57.35
***Literacy or Numeracy Gains	Youth (14-21)	70.0	101.2%	70.83	52.4	82.5%	43.24	60.0	99.0%	59.38	54.1	78.8%	42.62	60.0	105.5%	63.30	50.0	86.6%	43.28
*Entered Employment Rate	Adults	71.3	107.5%	76.62	68.5	123.3%	84.43	74.0	121.3%	89.79	76.0	102.0%	77.52	78.5	106.9%	83.90	77.0	95.7%	73.68
	DW	76.0	112.3%	85.31	76.0	119.8%	91.01	81.1	114.6%	92.94	79.2	98.5%	78.05	80.0	106.9%	85.48	72.0	96.2%	69.23
**Retention Rate	Adults	88.0	103.1%	90.73	87.5	103.0%	90.09	89.2	100.3%	89.47	89.1	98.6%	87.83	87.6	102.5%	89.76	85.9	105.5%	90.59
	DW	93.4	97.7%	91.24	91.4	103.8%	94.87	93.1	106.4%	99.09	94.5	95.7%	90.48	94.0	103.1%	96.92	87.3	106.4%	92.86
** Average Earnings	Adults	11,000	106.0%	\$11,662	10,458	94.6%	\$9,895	11,308	98.2%	\$11,109	12,547	95.1%	\$11,938	10,385	100.5%	\$10,439	9,751	115.2%	\$11,235
	DW	14,042	112.2%	\$15,755	14,345	91.2%	\$13,084	15,358	92.1%	\$14,139	14,257	90.0%	\$12,827	15,100	84.3%	\$12,723	13,270	97.0%	\$12,866

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

\*These measures include program exiters from 10/01/14 to 09/30/15.

\*\*These measures include program exiters from 04/01/14 to 03/31/15.

\*\*\*These measures include program exiters from 07/01/15 to 06/30/16.

## PY 2015 WIA Quarterly Report Summary - 4th Quarter (Rolling 4 quarters)

		State	Worklink	Upper_Savannah	Upstate	Greenville	Midlands	Trident	Pee_Dee	Lower_Savannah	Catawba	Santee_Lync	Waccamaw	Lowcountry
<b>Total Participants</b>	<b>Total Adults</b>	<b>71,135</b>	<b>3,784</b>	<b>2,529</b>	<b>6,597</b>	6,269	11,052	11,002	6,158	4,913	5,725	3,511	6,408	2,789
	Adults (SS only)	63,286	3,385	2,039	6,190	6,004	9,573	10,249	5,557	4,202	4,828	3,086	5,721	2,449
	WIA Adults	68,753	3,719	2,291	6,522	6,167	10,416	10,784	5,816	4,733	5,559	3,431	6,263	2,654
	WIA DW	2,444	65	241	84	102	649	225	343	188	187	80	145	135
	NEG	125	18	63		32	1	11						
	<b>Training Services</b>	<b>2,997</b>	<b>148</b>	<b>177</b>	<b>104</b>	104	343	220	283	224	224	214	402	168
	WIA Adults	2,131	112	101	85	67	188	143	88	182	185	185	315	94
	WIA DW	889	36	77	23	37	159	81	195	44	47	29	87	74
	<b>Total Youth</b>	<b>2,448</b>	<b>179</b>	<b>153</b>	<b>107</b>	225	344	263	257	164	298	133	248	77
	YY (14-18)	1,193	101	85	69	106	179	145	156	67	106	64	83	32
	OY (19-21)	1,255	78	68	38	119	165	118	101	97	192	69	165	45
	Out-of-School	2,122	172	118	99	196	306	233	167	121	289	133	211	77
	In-School	326	7	35	8	29	38	30	90	43	9		37	
	<b>Total Exiters</b>	<b>Total Adults</b>	<b>63,630</b>	<b>3,474</b>	<b>2,193</b>	<b>5,703</b>	5,428	9,841	9,875	5,797	4,383	4,775	3,405	5,957
Adults (SS only)		58,324	3,149	1,897	5,443	5,229	8,894	9,192	5,418	4,019	4,154	3,085	5,497	2,345
WIA Adults		62,290	3,426	2,078	5,667	5,374	9,488	9,706	5,645	4,291	4,666	3,350	5,883	2,531
WIA DW		1,382	48	116	43	54	361	171	154	95	128	55	74	83
NEG		79	18	29		15	1	16						
<b>Total Youth</b>		<b>1,736</b>	<b>135</b>	<b>130</b>	<b>99</b>	180	244	262	168	72	168	79	129	70
YY (14-18)		868	77	79	81	67	119	148	105	35	53	37	37	30
OY (19-21)		868	58	51	18	113	125	114	63	37	115	42	92	40
Out-of-School		1,378	128	81	38	175	205	192	96	41	163	79	111	69
In-School		358	7	49	61	5	39	70	72	31	5		18	1

Youth Service Provider  
 Status Update  
 July 2015 - June 2016

<b>ENROLLMENT REPORT PY15</b>		PYC				
<b>*Special notes:</b>	<b>1 transfer case</b>					
<b>Board Goal</b>	<b>175</b>					
<b>PY'15 Month</b>	<b>NEW WIA Enrollments</b>	<b>Total Enrollments</b>	<b>Monthly Planned Enrollment</b>	<b>YTD % of Monthly Plan</b>	<b>YTD % of Total Planned</b>	<b>YTD % of Board Goal</b>
<i>Active Carryover</i>		<b>99</b>				
July	2	101	5	40%	3%	58%
August	17	118	10	170%	25%	67%
September	12	130	10	120%	41%	74%
October	10	140	5	200%	54%	80%
November	9	149	5	180%	66%	85%
December	3	152	4	75%	70%	87%
January	10	162	9	111%	83%	93%
February	6	168	9	67%	91%	96%
March	6	174	5	120%	99%	99%
April	8	182	5	160%	109%	104%
May	2	184	5	40%	112%	105%
June	6	190	4	150%	120%	109%
<b>Totals</b>	<b>91</b>	<b>190</b>	<b>76</b>			

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Nikki R. Haley  
Governor

Cheryl M. Stanton  
Executive Director

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## STATE INSTRUCTION NUMBER 16-05

**To:** Local Area Signatory Officials  
Local Area Administrators

**Subject:** Legal Aid Services for WIOA Title I Participants

**Issuance Date:** September 7, 2016

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

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

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

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

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

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

<http://scjustice.org/wp-content/uploads/2013/10/full-expungement-guide.pdf>

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

**Inquiries:** Questions may be directed to Scott Ferguson at (803) 737-2671 or [RSFerguson@dew.sc.gov](mailto:RSFerguson@dew.sc.gov).



Patricia Sherlock, Director  
Policies and Procedures

The first name in second chances.<sup>SM</sup>



**Workforce  
Development**

2005 N. Main Street | Anderson, SC 29621  
P (864) 633-6354 | F (888) 696-8404  
[Eckerd.org](http://Eckerd.org)



Subject: **Youth WIOA Supportive Service Policy**  
**Youth WIOA Incentive Policy**

**Issuance Date: 8-1-16 (Supersedes January 11, 2016 Policy Issuance)**

Policy Background:

In accordance with the Workforce Innovation and Opportunity Act (WIOA), Palmetto Youth Connections will provide supportive services to WIOA eligible customers to enable their entry and retention in the workforce.

Purpose:

The purposes of this policy is to establish guidelines for the provision of supportive services in the form of transportation to WIOA eligible customers as per the Individual Employment/Service Plan.

Policy Updates effective: **8-1-16**

- **Transportation:**

WIOA transportation funded supportive services will be provided to WIOA eligible youth in accordance with the following policy and based on the **customer's plan**.

**Transportation Limits per training activity: up to \$1000 to be reimbursed as follows:**

Under 75 Miles: \$20 per week  
75-150 Miles: \$40 per week  
151-224 Miles: \$60 per week  
225 miles or more: \$80 per week

Participants must adhere to Educational and Occupational Training Programs attendance policy which is a 75% attendance rate to receive transportation reimbursement assistance. Participants must notify their Career Coach immediately of emergencies that prevent class attendance.

For **Work Experience**, the limit for transportation assistance is the first two **(2) weeks** of training. After the first two (2) weeks of training, the participant must practice financial literacy and plan for transportation expenses.

**Legal Aid Services:**

**Per WIOA regulations guidance issued 7-29-16 by South Carolina Department of Employment and Workforce, local areas can begin to provide assistance with the costs associated with expungements.** Participants must provide documentation for costs and guidelines associated with an expungement request **and** be actively participating in the WIOA training program when the request is submitted. WorkLink will review and provide final approval for all Expungement requests.

**Customer Incentives:**

Customers are eligible for incentives, upon completion of goals, and will be awarded as outlined in the PYC PY 16 Skill Invoice Criteria Form.

Customers **must be actively participating in the WIOA program** and provide the appropriate documentation to their Career Coach to receive incentives as outlined in the PY 16 Skill Invoice Form.

**PY16 Skill Invoice Criteria  
 (Incentives)**

MEASURE	AMOUNT
<b>Common Measure: Program Skills Gain</b>	
Program Skills Gain in Reading and/or Math	\$ 50.00
Note: A Student can receive \$50 per EFL Gain in Reading and/or Math until they are no longer BSD.	
<b>Non-Common Measure: Pre-Employment Work Maturity Skills Orientation: Must Complete ALL 5 Classes and Work Experience to earn the full incentive. (Mid-point after 8 weeks or 256 of Work Experience training with evaluation of 2.0 or higher=\$50 AND final Work Experience evaluation of 3.0 or higher =\$50)</b>	
Complete Resume Workshop & Resume	
Complete NIOSH or OSHA Safety Course	
Complete Financial Literacy Workshop	
Complete Employability Workshop or Class	
Complete Entrepreneurial Workshop	
<b>Non-Common Measure: WorkKeys Certification (Only eligible to earn one)</b>	
Bronze WorkKeys Certificate	\$ 25.00
Silver WorkKeys Certificate	\$ 50.00
Gold or Platinum WorkKeys Certificate	\$ 75.00
<b>Common Measure: Credential Attainment (Secondary Education or Occupational)</b>	
Obtain GED or High School Diploma <b>during the active phase of the WIOA program</b> (May be earned in \$25 increments if the GED is taken in sections)	\$ 100.00
Obtain a Nationally Recognized Occupational Skills Credential <b>during the active phase of the WIOA program</b>	\$ 100.00
<b>Common Measure: Placement (Post-Secondary and Employment)</b>	
Enter post-secondary (verified by Student Clearing House), employment, or the military <b>during the active phase of the WIOA Program.</b>	\$100.00
<b>Enter and retain enrollment in a Degree Program in Post-Secondary during the active phase of the WIOA program to obtain two or four year degree. Full Time students must take 12 hours or more with verification of Clearing House documentation prior to computer and/or accessories eligibility. Part-time students must take 6 hours and be employed a minimum of 15-20 hours per week. To qualify, part-time students will require employment verification, from first semester to the present. 2nd semester Clearing House verification documented prior to computer and/ or accessories eligibility. In addition, satisfactory progress, must be documented for the full or part-time credit hours earned for a cumulative GPA of 2.0 or higher.</b>	Computer and/ or accessories not to exceed \$650

## **2017 Youth Council Committee Meeting Schedule**

- January 17, 2017\*
- March 06, 2017
- May 01, 2017
- August 7, 2017
- October 2, 2017

**Youth Council** – Meetings will usually be held bi-monthly on the first Monday of the month @ 11:00 am. **Location TBD.**

**\*January 17th meeting will be held on the second Tuesday of the month @ 10:00am-12:00pm for Youth Strategic Planning.**

Lunch will be catered the first meeting of the year or meetings that are scheduled to run two hours or more.

Staff Liaison: Sharon Crite, Youth Services Manager/Education Outreach,  
[scrite@worklinkweb.com](mailto:scrite@worklinkweb.com), 864-646-1828.