



**WORKFORCE DEVELOPMENT BOARD**

**One Stop Operations Committee**

**May 19, 2021 at 3:00pm**

**SC Works Clemson Comprehensive Center, Large Conference Room**

Conference Call Information:

<https://us02web.zoom.us/j/6436419262?pwd=Vm9zNTB2ZDNYU3ZWZno1ZlM2QVBgdz09>

Meeting ID: 643 641 9262

Dial: 1-646-558-8656

Passcode: 29631

**AGENDA**

- |  |                                 |
|--|---------------------------------|
| <b>I. Call to Order/Introductions</b>                              | Ed Parris, Chair                |
| <b>II. Consent Agenda*</b>   | Ed Parris                       |
| a. Meeting Minutes (from 3/24/2021)                                |                                 |
| b. SC Works Center & Program Usage Reports                         |                                 |
| c. Eckerd Financial Status Reports                                 |                                 |
| d. Employer Services Reports                                       |                                 |
| e. COVID-19 DWG Grant  |                                 |
| f. Re-Entry Grant Report   |                                 |
| <b>III. Budget Negotiations*</b>                                   | Roundtable discussion           |
| a. OneStop Operator  | Matt Fields, Eckerd Staff       |
| b. WIOA Adult/DW Program   | Renee Alexander, Eckerd Staff   |
| <b>IV. SC Works System Updates</b>                                 |                                 |
| a. Training and Satisfactory Progress Instruction Letter Revision* | Jennifer Kelly, WorkLink Staff  |
| b. IWT Policy Revision/Update*                                     | Trent Acker, Executive Director |
| c. SC Works Centers Update   |                                 |
| <b>V. Other Business</b>   | Ed Parris                       |
| <b>VI. Adjourn</b>   |                                 |

**UPCOMING MEETINGS:**

**WorkLink WDB Meeting**, June 2, 2021 @ 1pm  
*(Please look for email updates)*

**OneStop Operations Committee Meeting**, August 18, 2021 @ 3pm  
Clemson SC Works, Large Conference Room



**WORKFORCE DEVELOPMENT BOARD  
OneStop Operations Committee Meeting Minutes  
March 24, 2021 @ 3:00pm  
via Zoom/ Conference Call**

**Members Present**

Ed Parris, Chair	Daniel Brazinski	David Bowers	Brooke Garren
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**Members Absent:**

Allen Fain	Teri Gilstrap	Shonna Williams
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**Staff Present:**

Jennifer Kelly	Meredith Durham	Trent Acker	Windy Graham
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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:

- 1/20/21 Meeting Minutes (pages 2-4)
- SC Works Center & Program Usage Reports (pages 5-10)
- Eligible Training Provider List Report (page 11)
- Eckerd Financial Status Reports (pages 12-16)
- Re-Entry Grant Report (pages 17-18)
- Employer Services Report (page 19)

**ACTION TAKEN: David Bowers made a motion to accept all consent agenda items as presented, seconded by Brooke Garren. The motion carried unanimously.**

**III. SC Works System Updates**

**i. Anderson SC Works Center**

Mr. Trent Acker reported that the Anderson SC Works Center will potentially be moving to a county owned location on Highway 28 in Anderson (previous TTI building). There are a variety of county divisions currently at the location. Part of the building has been assigned to Economic Development. Anderson County reached out and inquired about the Anderson SC Works center

relocating to this site. WorkLink has proposed the space requirements and is waiting on initial terms on a lease/memorandum of understanding. More information is to come.

ii. Dashboard Advisory Committee

Ms. Jennifer Kelly stated that if any committee members are interested in serving on a Dashboard Advisory Committee, please contact her. WorkLink staff is waiting on the Continuous Improvement grant approval to determine if the dashboard software will be available.

iii. COVID-19 DWG Grant

Ms. Kelly referenced to page 20 in the packet for the update of the COVID-19 DWG grant. There have been 5 participants employed in total. There are 3 sites in total- Clemson, Seneca, and Anderson SC Works Centers. The grant is 33.14% expended currently.

**IV. OneStop Operator Updates**

i. SC Works Center Update

Ms. Karen Hamrick stated that the SC Works WorkLink centers were only closed to the public for 8 weeks during the pandemic, but have since reopened and normal hours are being observed in all centers with safety measures in place. Customers can receive job search assistance and file weekly and initial claims in the centers. Ms. Hamrick noted that workshop numbers are increasing. There are security officers in each of the SC Works centers now. There are also 4 administrative employees who can help with COVID related duties through the COVID-19 DWG grant. Ms. Hamrick stated that the SC Works Certification Standards review was completed last week.

ii. OneStop Operator Financial Status

Mr. Matt Fields stated the OneStop Operator Adult budget is 55.7% expended as of February 2021. The DW Operator budget is 55% expended. Both budgets have a February goal of 66%.

iii. OneStop Operator Budget Modification 1

Mr. Fields stated that Eckerd is requesting a budget modification to increase staff costs to hire and train a replacement for the current OneStop Operator, who is retiring. This modification will allow Eckerd to have a better transition for the One Stop Operator staff change. There are no funds requested in addition to the original contracted amount. This will make up for the lag in personnel costs in the current budgets. Mr. Fields stated that the new staff member will begin in the second period in May to allow the current staff to train them before the end of June.

**ACTION TAKEN: David Bowers made a motion to approve the OneStop Operator Budget Modification 1 as presented, seconded by Daniel Brazinski. The motion carried unanimously.**

**V. WIOA Adult/DW Program Updates**

i. WIOA Program Update

Mr. JT Parnell stated that Eckerd staff continues to offer WIOA services and they are on track to meet the program goal. Mr. Parnell referred to page 8, which shows that 150 participants have received training. WIOA staff continue to partner with Tri County Technical College to fund participants through scholarships. Mr. Parnell stated that 59.1% of the Adult Program budget was expended as of February 2021, out of a goal of 66%. The DW Program budget has been 56% expended, out of a goal of 67%. The Rapid Response grant is 74.8% expended, out of a 63.64% goal. Mr. Parnell referred to the State Restoration grant and stated that 63.6% has been expended as of March 1, 2021. The new version of the ITA Obligations and Participant Cost Report was listed on page 16 in the packet. Three success stories were also listed in the packet.

ii. RFP/Extension of Grants & Budget Negotiations

Ms. Jennifer Kelly stated that Eckerd WDS is currently in the second year of the Adult/DW and OneStop Operator grants and there are three total extension opportunities.

**ACTION TAKEN: Brooke Garren made a motion to enter into executive session, seconded by David Bowers. The motion carried unanimously.**

**ACTION TAKEN: David Bowers made a motion to extend the Adult/DW WIOA Program Services and One Stop Operator grants for one year, seconded by Brooke Garren. The motion carried unanimously.**

The recommendation for the OneStop Operations Committee to serve as the Budget Negotiations committee will be taken to the next Board meeting.

**V. Adult Education Grant Review Committee Members**

Ms. Jennifer Kelly stated that at least three committee members are needed to volunteer to serve on an RFP review committee for the WIOA portion funding for Adult Education Grant Application Responses that the State received. Any interested Board members can contact Ms. Kelly by April 1<sup>st</sup>.

**VI. Adjourn**

With no further business, the meeting was adjourned at 3:43 p.m.

*Respectfully submitted by: Meredith Durham*



Data through: April 2021  
Last Revision Date: 5.7.2021

**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
<b>Jobseekers Services</b>													
<b>SYSTEM WIDE SERVICES</b>													
<b>Unduplicated Customer Count</b>	<b>7777</b>	<b>6906</b>	<b>6170</b>	<b>5503</b>	<b>4311</b>	<b>4569</b>	<b>5199</b>	<b>4786</b>	<b>4702</b>	<b>9703</b>			<b>17809</b>
<b>Individuals that Registered</b>	<b>1804</b>	<b>869</b>	<b>693</b>	<b>520</b>	<b>437</b>	<b>533</b>	<b>683</b>	<b>474</b>	<b>370</b>	<b>659</b>			<b>7042</b>
Anderson	1006	464	334	252	209	257	348	264	187	352			3673
Clemson	178	94	83	66	47	67	81	44	40	73			773
Easley	326	182	142	102	88	86	120	88	84	128			1346
Seneca	294	129	134	100	93	123	134	78	59	106			1250
<b>Job Search Services</b>	<b>239592</b>	<b>202461</b>	<b>165136</b>	<b>147066</b>	<b>117899</b>	<b>80351</b>	<b>91869</b>	<b>79888</b>	<b>81022</b>	<b>193072</b>			<b>1398356</b>
Anderson	114901	95179	76886	67147	52372	35895	42995	35807	34491	93978			649651
Clemson	38928	34302	30493	23197	21202	14224	14409	13714	12754	27314			230537
Easley	45093	37196	30504	27811	22492	15324	17977	14125	16373	38984			265879
Seneca	40670	35784	27253	28911	21833	14908	16488	16242	17404	32796			252289
<b>CENTER-WIDE SERVICES</b>													
<b>Center Traffic (Total Customer Count):</b>	<b>742</b>	<b>717</b>	<b>913</b>	<b>1075</b>	<b>810</b>	<b>924</b>	<b>1026</b>	<b>812</b>	<b>956</b>	<b>1243</b>			<b>9218</b>
Anderson	238	221	328	439	325	375	446	326	422	504			3624
Clemson	255	216	249	272	200	264	256	187	198	325			2422
Easley	38	43	74	66	55	55	52	48	67	84			582
Seneca	211	237	262	298	230	230	272	251	269	330			2590
<b>Orientation Attendance</b>	<b>39</b>	<b>67</b>	<b>59</b>	<b>64</b>	<b>46</b>	<b>42</b>	<b>35</b>	<b>35</b>	<b>46</b>	<b>26</b>			<b>459</b>
<b>Workshops Offered</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>44</b>	<b>28</b>	<b>32</b>	<b>30</b>	<b>40</b>	<b>34</b>	<b>34</b>			<b>267</b>
# Attended Employability	0	0	0	4	19	7	4	12	28	0			74
# Attended Financial Literacy	0	0	0	0	0	0	0	0	0	0			0
# Attended Computer Skills	0	0	0	1	0	1	0	17	0	0			19
<b>Referrals to Partners:</b>	<b>21</b>	<b>29</b>	<b>26</b>	<b>28</b>	<b>32</b>	<b>20</b>	<b>40</b>	<b>41</b>	<b>63</b>	<b>46</b>			<b>346</b>
# of Individuals Received Referral	19	28	23	25	27	19	36	38	59	36			310

Data through: April 2021  
Last Revision Date: 5.7.2021

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**\*\*Entered Employment not available for March 2021**

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	
Employer Services	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
<b>Internal Job Orders Created</b>	<b>232</b>	<b>197</b>	<b>263</b>	<b>297</b>	<b>198</b>	<b>243</b>	<b>323</b>	<b>301</b>	<b>389</b>	<b>409</b>			<b>2852</b>
Anderson	155	114	180	151	115	145	196	175	199	226			1656
Clemson	4	21	18	29	16	16	25	21	38	55			243
Easley	13	20	30	40	29	35	37	43	69	72			388
Seneca	60	42	35	77	38	47	65	62	83	56			565
<b>Services Provided Employers</b>	<b>1544</b>	<b>1672</b>	<b>1409</b>	<b>1162</b>	<b>945</b>	<b>772</b>	<b>789</b>	<b>1572</b>	<b>2435</b>	<b>2551</b>			<b>14851</b>
Anderson	445	307	163	288	136	84	118	150	104	574			2369
Clemson	1063	1300	1154	859	802	663	612	1289	2244	1728			11714
Easley	0	4	82	2	0	1	20	15	20	111			255
Seneca	36	61	10	13	7	24	39	73	67	138			468
<b>Hiring Events</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>			<b>7</b>
<b>Total Job Seekers</b>	<b>98</b>	<b>298</b>	<b>109</b>	<b>198</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>35</b>			<b>1002</b>
Anderson	0	0	0	198	0	0	0	200	0	0			398
Oconee	98	0	0	0	0	0	0	0	0	0			98
Pickens	0	0	109	0	64	0	0	0	0	35			208
Regional	0	298	0	0	0	0	0	0	0	0			298
<b>Entered Employments</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>5</b>			<b>14</b>
Anderson	0	0	0	0	0	0	0	1	1	3			5
Clemson	2	2	0	0	0	0	0	0	3	2			9
Easley	0	0	0	0	0	0	0	0	0	0			0
Seneca	0	0	0	0	0	0	0	0	0	0			0
<b>Rapid Response Events</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>			<b>1</b>
<b>Total Attended</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>			<b>3</b>
Family Video	0	0	0	0	0	0	0	3	0	0			3

# 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	7	3	3	3	16	
New	0	0	1	0	1	
Offenders						
CO	47	17	8	1	73	
New	0	1	1	0	2	
TAA Co-enrolled						
CO	1	0	0	0	1	
New	0	0	0	0	0	
Adult/DW Low Income						
CO	76	32	21	3	132	
New	1	1	1	0	3	
SNAP Recipient						
CO	41	20	12	3	76	
New	1	0	1	0	2	
Basic Skills Deficient						
CO	79	28	9	5	121	
New	2	1	0	0	3	

Caseload Breakdown			
	Active	Follow-up	Total
Parnell	41	51	92
Hunter	49	29	78
Snider	60	51	111
Thrasher	58	17	75
<b>Total</b>	<b>208</b>	<b>148</b>	<b>356</b>

Active Enrollment			
	CO	April	Total
Parnell	39	2	41
Hunter	45	4	49
Snider	58	2	60
Thrasher	56	2	58
<b>Total</b>	<b>198</b>	<b>10</b>	<b>208</b>

Applications			
	April	YTD Total	
YTD Total Determinations	18	168	
Enrollment			
	April	TD Planned (+/-)	
New MTD Enrolled	10	13	-3
New YTD Enrolled	164	133	31
Total YTD Participants	314		
Total YTD Exits	106		
Priorities*			
	YTD Enrolled	%	Goal
1. Veterans - PAR, LI, or BSI	187	71.1%	70% or More
2. PAR, LI, or BSD			
3. Veteran	76	28.9%	30% or Less
4. Non-Veterans			
<b>Sum</b>	263		

\*Applies to Adult Population Only

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

Career Interest		
In-Demand Career Cluster	April	YTD
Admin, Support, Waste Mgmt., Remediation Svcs..	2	13
Health Care and Social Assistance	5	53
Manufacturing	2	25
Professional Scientific Technical Services	0	6
Construction	0	9
CDL Exception	2	52
Other	1	3

Career Services		
Activity	April	YTD
106 - Provided Internet Job Search Su	0	2
115 - Resume Preparation Assistance	0	4
123 -Job Development Contacts	0	0
214 -Adult Literacy or Basic Skills	2	25
215 -Short Term Pre-Vocational Traini	0	1
229 - Pre-Requisite to Training	2	7

WorkKeys or WIN (2008 to present)			
	CO	New MTD	Total
Platinum	27	0	27
Gold	269	1	270
Silver	1079	12	1091
Bronze	324	2	326
No Certificate	19	0	19
<b>Total</b>	<b>1718</b>	<b>15</b>	<b>1733</b>

Data through: April 2021  
Last Revision Date: 5.7.2021

# 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

	April	YTD Total
GED	0	12
Occupational	9	161
On-the-Job Training	0	1

#### OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
Daedalus industrial	Pickens County			1

Total Current Contracts	0	0	1
Total Carryover	0	0	0
<b>Total All OJT Contracts</b>	<b>1</b>		

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

#### Funding Source

	April	YTD Total
Adult	1	1
Dislocated Workers	0	0

#### Program Outcomes and Follow-Up Services

	MTD Total	YTD Total
Entered Employment	14	89
Credential Attained (current year)	9	121
Measurable Skills Gained	20	202
Follow-Up Services Provided	87	314
Follow-Up Services Individuals	91	691

\*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'2020 Rec'd Training
Capstone Career Development Center	5	7
ECPI University	0	1
Greenville Technical College	3	5
Interactive Business Training	1	1
Norris Mechanical, LLC	10	18
PSI Project Management, Inc.	1	1
SBL Driving Academy, Inc.	0	1
Tri-County Technical College	47	134
Truck Driver Institute	0	3

**Total** **67** **171**


#### Total Occupational Training by Cluster


Occupation	Total Trained	PY'2020 Rec'd Credential
GED/Occupational Training (324)	4	4
Admin, Support, Waste Mgmt., Remediation Svcs.	22	3
Manufacturing	28	22
Professional, Scientific, Technical Services	6	2
Health Care and Social Assistance	92	55
CDL	45	35
Construction	8	4

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

WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD
Adult	262		
Dislocated Workers	52	TCTC Scholarships \$	139,062
NEG	6	SC Lottery \$	4,050
Trade (co-enrolled)	5	Pell Grant \$	-
ST-OA	1	Other \$	4,574
<b>Total</b>	<b>326</b>		<b>\$ 147,686</b>

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

	<b>ECKERD YOUTH ALTERNATIVES, INC.</b>					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	<b>INVOICE</b>					
Worklink Development Board	Contract Number:	20A995E2				
1376 Tiger Blvd.	Invoice Number:	1092-10				
Clemson, SC 29631	Invoice Month:	April 2021				
<b>Attn: Jennifer Kelly</b>	Period Covered:	July 1, 2020 - June 30, 2021				
email: jkelly@worklinkweb.com	Total Amount Due:	<b>\$ 6,615</b>		Adult Operator		
<b>Eckerd Goal:</b>			<b>APRIL</b>			
			<b>83.3%</b>			<b>100.0%</b>
<b>Line Item</b>		<b>Budget</b>	<b>1092-10</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>
<b>Staff Salary Total</b>		\$ 54,197.53	\$ 4,167.17	<b>38,852.92</b>	<b>\$ 15,344.61</b>	<b>71.7%</b>
<b>Fringe Benefit Total</b>	<b>51xx</b>	\$ 14,791.26	\$ 1,195.21	\$ 11,343.57	<b>\$ 3,447.70</b>	<b>76.7%</b>
<b>TOTAL STAFF COSTS</b>		<b>\$ 68,988.79</b>	<b>\$ 5,362.38</b>	<b>50,196.49</b>	<b>\$ 18,792.31</b>	<b>72.8%</b>
<b>Operating Costs:</b>						
1.1 Facility, Utilities	6185	\$ -	\$ -	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 492.05	\$ 39.04	212.69	\$ 279.36	43.2%
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ -	\$ -	-	\$ -	0.0%
1.4 Copy & Print Expenses	6730	\$ 613.69	\$ 192.89	544.41	\$ 69.28	88.7%
1.5 Communications (Phone, Fax, Internet, etc.)	6270	\$ 481.79	\$ 33.70	336.98	\$ 144.81	69.9%
1.6 Staff Travel	6105, 6120, 6125	\$ 1,375.20	\$ 102.52	356.50	\$ 1,018.70	25.9%
1.7 Staff Training/Technical Services Costs	5110	\$ -	\$ -	-	\$ -	0.0%
1.8 Non-Expendable Equipment Purchases	6095	\$ 255.20	\$ -	255.20	\$ -	100.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 22.00	\$ -	-	\$ 22.00	0.0%
1.10 Staff Background Checks	5100	\$ 187.25	\$ -	11.25	\$ 176.00	6.0%
<b>TOTAL OPERATING COSTS</b>		<b>\$ 3,427.18</b>	<b>\$ 368.15</b>	<b>1,717.03</b>	<b>\$ 1,710.15</b>	<b>50.1%</b>
<b>Training/Professional Fees/Profit:</b>						
4.2 General Liability Insurance	6305	\$ 501.60	\$ 39.63	367.16	\$ 134.44	73.2%
<b>TOTAL FEES / PROFIT COSTS</b>		<b>\$ 501.60</b>	<b>\$ 39.63</b>	<b>367.16</b>	<b>\$ 134.44</b>	<b>73.2%</b>
<b>4.1 INDIRECT COST:</b>	<b>14.65%</b>	<b>\$ 10,682.42</b>	<b>\$ 845.33</b>	<b>7,659.12</b>	<b>\$ 3,023.31</b>	<b>71.7%</b>
<b>Contract Total</b>		<b>\$ 83,600.00</b>	<b>\$ 6,615.49</b>	<b>59,939.80</b>	<b>\$ 23,660.20</b>	<b>71.7%</b>

	<b>ECKERD YOUTH ALTERNATIVES, INC.</b>					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	<b>INVOICE</b>					
Worklink Development Board	Contract Number:	20D995E2				
1376 Tiger Blvd.	Invoice Number:	1223-10				
Clemson, SC 29631	Invoice Month:	April 2021				
<b>Attn: Jennifer Kelly</b>	Period Covered:	July 1, 2020 - June 30, 2021				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 921		DW Operator		
<b>Eckerd Goal:</b>			APRIL			
			83.3%			100.0%
<b>Line Item</b>	<b>Budget</b>	<b>1223-10</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	
<b>Staff Salary Total</b>		<b>7,403.54</b>	<b>580.73</b>	<b>5,281.04</b>	<b>2,122.50</b>	<b>71.3%</b>
<b>Fringe Benefit Total</b>	<b>51xx</b>	<b>2,003.34</b>	<b>167.30</b>	<b>1,530.66</b>	<b>472.69</b>	<b>76.4%</b>
<b>TOTAL STAFF COSTS</b>		<b>9,406.89</b>	<b>748.03</b>	<b>6,811.70</b>	<b>2,595.19</b>	<b>72.4%</b>
<b>Operating Costs:</b>						
1.1 Facility, Utilities	6185	-	-	-	-	0.0%
1.2 Staff Expendable Supplies & Materials	6000	67.09	5.32	28.99	38.10	43.2%
1.3 Program Outreach Expenses (Brochures,	6735	-	-	-	-	0.0%
1.4 Copy & Print Expenses	6730	83.68	26.30	74.23	9.45	88.7%
1.5 Communications (Phone, Fax, Internet, e	6270	66.09	4.60	45.96	20.13	69.5%
1.6 Staff Travel	6105, 6120, 6125	187.56	13.96	48.64	138.92	25.9%
1.7 Staff Training/Technical Services Costs	5110	-	-	-	-	0.0%
1.8 Non-Expendable Equipment Purchases	6095	34.80	-	34.80	-	100.0%
1.9 Postage (Stamps, FedEx, etc)	6005	3.00	-	-	3.00	0.0%
1.10 Staff Background Checks	5100	25.80	-	-	25.80	0.0%
<b>TOTAL OPERATING COSTS</b>		<b>468.02</b>	<b>50.18</b>	<b>232.62</b>	<b>235.40</b>	<b>49.7%</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	68.40	5.48	48.53	19.87	71.0%
<b>TOTAL FEES / PROFIT COSTS</b>		<b>68.40</b>	<b>5.48</b>	<b>48.53</b>	<b>19.87</b>	<b>71.0%</b>
<b>4.1 INDIRECT COST:</b>	<b>14.65%</b>	<b>1,456.69</b>	<b>117.74</b>	<b>1,039.10</b>	<b>417.59</b>	<b>71.3%</b>
<b>CONTRACT TOTAL:</b>		<b>11,400.00</b>	<b>921.43</b>	<b>8,131.95</b>	<b>3,268.05</b>	<b>71.3%</b>



# 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

Invoice Number: 1055-10

Invoice Month: April 2021

Period Covered: July 1, 2020 - June 30, 2021

Total Amount Due: \$ 53,384 Adult Program

Eckerd Goal:

APRIL

83.3%

100.0%

Line Item	Budget	1055-10	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
<b>Staff Salary Total</b>	\$ 202,090	\$ 16,576	158,607.53	\$ 43,482.18	78.5%
<b>Fringe Benefit Total</b> 51xx	\$ 70,020	4,882.27	52,255.38	\$ 17,765.08	74.6%
<b>TOTAL STAFF COSTS</b>	\$ 272,110	21,458.37	210,862.91	\$ 61,247.26	77.5%
<b>Operating Costs:</b>					
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	-	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 5,000	234.84	\$ 1,721.60	65.6%
Software Licenses	6095	\$ 1,299	-	\$ 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	63.60	\$ 2,112.74	24.5%
Communications (Phone, Fax, Internet, etc.)	6270	\$ 3,526	261.28	\$ 441.10	87.5%
Staff Travel		\$ -	-	\$ -	
Local Mileage cost	6105	\$ 3,600	22.40	\$ 3,422.17	4.9%
Non-Local Per Diem/Lodging Cost	6115/6120/6125	\$ 1,400	-	\$ 1,400.00	0.0%
Staff Training	5110	\$ 1,000	-	\$ 956.00	4.4%
Staff Background Checks	5100	\$ 440	320.93	\$ (92.18)	121.0%
Postage (Stamps, FedEx, etc.)	6005	\$ 1,200	122.08	\$ 646.88	46.1%
<b>TOTAL OPERATING COSTS</b>	\$ 20,565	1,025.13	9,656.49	\$ 10,908.31	47.0%
<b>Training Costs:</b>					
WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys)	6525	\$ 8,000	816.68	\$ 7,183.32	93.9%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost	6530	\$ 208,072	21,216.00	\$ 186,856.00	67.3%
Client Verifications	6516	\$ 1,500	-	\$ 944.08	62.9%
Client Testing Fees	6535	\$ -	-	\$ -	0.0%
<b>TOTAL TRAINING COSTS</b>	\$ 217,572	\$ 22,033	\$ 148,537	\$ 69,035	68.3%
<b>Supportive Services Costs :</b>					
WI Customer Transportation Costs	6485	\$ 20,500	2,325.00	\$ 18,175.00	87.7%
WI Customer Childcare Costs	6660	\$ 1,500	-	\$ 1,500.00	0.0%
Training Support Materials (Uniforms, Drug Screens, Background Check)	6545/6546	\$ 45,000	2,896.26	\$ 42,103.74	74.9%
WI Customer Emergency Assistance (Rent, Car Repair, etc.)	6596	\$ 1,500	-	\$ 1,500.00	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ 68,500	5,221.26	51,697.13	\$ 16,802.87	75.5%
<b>Training/Professional Fees/Profit:</b>					
General Liability Insurance	6305	\$ 3,757	308.01	\$ 3,448.99	80.6%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 3,757	308.01	3,027.76	\$ 729.11	80.6%
<b>INDIRECT COST:</b>	14.65%	\$ 43,647	3,338.96	\$ 32,887.97	75.3%
<b>Contract Total</b>	\$ 626,151	53,384.41	456,668.99	\$ 169,482.04	72.9%



# 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: 1056-10  
Invoice Month: April 2021  
Period Covered: July 1, 2020 - June 30, 2021  
Total Amount Due: **\$ 6,558** DW Program

Eckerd Goal:

APRIL

83%

100.0%

Line Item	Budget	1056-10	Cumulative	Remaining	Percent Spent
<b>Staff Salary Total</b>	<b>\$ 51,696.66</b>	<b>\$ 3,788.97</b>	<b>\$ 40,179.02</b>	<b>\$ 11,517.64</b>	<b>77.7%</b>
<b>Fringe Benefit Total</b> 51xx	<b>\$ 17,899.26</b>	<b>\$ 1,127.80</b>	<b>\$ 13,343.95</b>	<b>\$ 4,555.31</b>	<b>74.6%</b>
<b>TOTAL STAFF COSTS</b>	<b>\$ 69,595.92</b>	<b>\$ 4,916.77</b>	<b>\$ 53,522.97</b>	<b>\$ 16,072.95</b>	<b>76.9%</b>
<b>Operating Costs:</b>					
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 1,200.00	\$ 58.72	\$ 811.53	67.6%
Software Licenses	6095	\$ 614.80	\$ -	\$ 321.90	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	\$ 15.90	\$ 171.82	24.5%
Communications (Phone, Fax, Internet, etc.)	6270	\$ 866.40	\$ 79.00	\$ 946.59	109%
Staff Travel		\$ -			
Local Mileage Cost	6105	\$ 900.38	\$ 5.60	\$ 51.07	5.7%
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	10.2%
Postage (Stamps, FedEx, etc.)	6005	\$ 200.00	\$ -	\$ 65.46	32.7%
<b>TOTAL OPERATING COSTS</b>	<b>\$ 5,266.58</b>	<b>\$ 159.22</b>	<b>\$ 2,379.62</b>	<b>\$ 2,886.96</b>	<b>45.2%</b>
<b>Training Costs:</b>					
WorkKeys, etc.)	6525	\$ 3,000.00	\$ -	\$ 1,188.72	39.6%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost	6530	\$ 5,200.00	\$ -	\$ 5,200.00	0.0%
Client Verifications	6516	\$ 600.00	\$ -	\$ 132.15	22.0%
Client Testing Fees	6535	\$ -	\$ -	\$ -	0.0%
<b>TOTAL TRAINING COSTS</b>	<b>\$ 8,800.00</b>	<b>\$ -</b>	<b>\$ 1,320.87</b>	<b>\$ 7,479.13</b>	<b>15.0%</b>
<b>Supportive Services Costs :</b>					
WI Customer Transportation Costs	6485	\$ 4,000.00	\$ 210.00	\$ 3,345.00	83.6%
WI Customer Childcare Costs	6660	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backgr	6546	\$ 7,400.00	\$ 739.00	\$ 4,157.20	56.2%
WI Customer Emergency Assistance (Rent, Car Repair, etc.	6596	\$ 600.00	\$ -	\$ 600.00	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 12,000.00</b>	<b>\$ 949.00</b>	<b>\$ 7,502.20</b>	<b>\$ 4,497.80</b>	<b>62.5%</b>
<b>Training/Professional Fees/Profit:</b>					
General Liability Insurance	6305	\$ 644.78	\$ (183.91)	\$ 451.17	70.0%
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 644.78</b>	<b>\$ (183.91)</b>	<b>\$ 451.17</b>	<b>\$ 193.61</b>	<b>70.0%</b>
<b>INDIRECT COST:</b> 14.65%	<b>\$ 11,149.72</b>	<b>\$ 716.69</b>	<b>\$ 8,275.19</b>	<b>\$ 2,874.53</b>	<b>74.2%</b>
<b>Contract Total</b>	<b>\$ 107,457.00</b>	<b>\$ 6,557.77</b>	<b>\$ 73,452.02</b>	<b>\$ 34,004.99</b>	<b>68.4%</b>



## ITA Obligations and Participant Cost Report

**Service Provider:** Eckerd Workforce Development Services  
**Period Covered:** PY2020 (July 1, 2020 to June 30, 2021)  
**Report Date:** 5/1/2021

ITA Report	Adult	%	Ad Restor	%	DW+RR	%	Total All Funding	%
<b>Scholarship Budget</b>	<b>\$ 207,072.00</b>		<b>\$117,576.62</b>		<b>\$ 74,300.00</b>		<b>\$ 398,948.62</b>	
Scholarship Awards	\$ 157,669.38	76%	\$112,624.62	96%	\$ 62,758.00	84%	\$ 333,052.00	83%
Scholarships Available	\$ 49,402.62	24%	\$ 4,952.00	4%	\$ 11,542.00	16%	\$ 65,896.62	17%

<b>Participant Cost Budget*</b>	<b>\$ 286,072.00</b>		<b>\$117,576.62</b>		<b>\$ 90,800.00</b>		<b>\$ 494,448.62</b>	
Pending Transactions	\$ 34,895.20	16%	\$ 21,874.00	19%	\$ 2,207.50	2%	\$ 58,976.70	12%
Cleared Transactions	\$ 185,179.28	65%	\$ 94,919.62	81%	\$ 65,101.92	72%	\$ 345,200.82	70%
Total Authorized Transactions	\$ 220,074.48	77%	\$116,793.62	99%	\$ 67,309.42	74%	\$ 404,177.52	82%
<b>Remaining Available Balance</b>	<b>\$ 65,997.52</b>	<b>23%</b>	<b>\$ 783.00</b>	<b>1%</b>	<b>\$ 23,490.58</b>	<b>36%</b>	<b>\$ 90,271.10</b>	<b>18%</b>

\*Participant Cost Budget totals include scholarships and supportive services

### Acronyms

ITA	Individual Training Accounts are also known as scholarships or tuition costs.
A Restor	Adult Restoration Grant awarded in PY2020 from the State Workforce Development Board to bring funding levels equal to PY2019.
DW	Dislocated Worker
RR	Rapid Response
DW + RR	Funding for Dislocated Worker and Rapid Response were added together

## PY20 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
03232021-8161			Adult	3686164	Daedalus Industrial	Anderson	3/23/2021	6/15/2021	In Progress	480	\$25.50	75%	\$9,180.00		\$9,180.00	

Budget	Remaining
\$32,000.00	

Anderson		
Pickens	\$9,180.00	100%
Oconee		0%

Hours Trained	Average Wage
480	\$25.50

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$9,180.00	\$0.00	\$9,180.00		\$0.00
Net Obligated	\$9,180.00			

### 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

Budget	Remaining
	\$0.00

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

Hours Trained	Average Wage
0	#DIV/0!

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

### Rapid Response IWT Grants

Grant #	Company	Originally Awarded	Expended	Balance	Start Date	End Date
20RRIWT01	Champion Aerospace	\$30,000.00	\$ 21,250.00	\$8,750.00	7/1/2020	6/30/2021
20RRIWT10	era-contact USA	\$42,050.00	\$0.00	\$42,050.00	12/21/2020	9/30/2021
20RRIWT15	BorgWarner	\$153,500.00	\$0.00	\$153,500.00	4/15/2021	2/28/2022

<b>Re-Entry Grant Award</b>			5	6	7	8	9			
<i>March 1, 2020 to Mar 31, 2022*</i>	Mod 1		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	Cumulative	BvA	% Expended
<b>Program Costs</b>		<b>Goal</b>	6%	13%	19%	25%	31%			
<b>Re-Entry Navigator</b>	<b>110,645.40</b>		<b>6,462.38</b>	<b>4,580.92</b>	<b>4,580.92</b>	<b>4,581.00</b>	<b>4,621.00</b>	<b>24,826.22</b>	<b>85,819.18</b>	<b>22%</b>
Salary	74,094.25		4,615.38	3,076.92	3,076.92	3,077.00	3,077.00	16,923.22	57,171.03	23%
Fringe	36,551.15		1,847.00	1,504.00	1,504.00	1,504.00	1,544.00	7,903.00	28,648.15	22%
<b>Operating Expenses</b>	<b>7,797.00</b>		<b>1,994.00</b>	<b>-</b>	<b>-</b>	<b>130.00</b>	<b>18.00</b>	<b>2,142.00</b>	<b>5,655.00</b>	<b>27%</b>
Supplies	1,247.00		610.00	-	-	75.00	-	685.00	562.00	55%
Mileage	5,220.00		20.00	-	-	55.00	18.00	93.00	5,127.00	2%
Staff Computer	1,330.00		1,364.00	-	-			1,364.00	(34.00)	103%
<b>Other Expenses</b>	<b>10,340.27</b>		<b>-</b>	<b>39.05</b>	<b>750.00</b>	<b>78.00</b>	<b>-</b>	<b>867.05</b>	<b>9,473.22</b>	<b>8%</b>
Cell Phone	1,540.00		-	39.05	-	78.00	-	117.05	1,422.95	8%
Printing, Copying, Outreach	6,700.27		-	-	-	-	-	-	6,700.27	0%
Staff Training	2,100.00		-	-	750.00	-	-	750.00	1,350.00	36%
<b>Participant Assessments</b>	<b>800.00</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>800.00</b>	<b>0%</b>
<b>TOTAL</b>	<b>129,582.67</b>		<b>8,456.38</b>	<b>4,619.97</b>	<b>5,330.92</b>	<b>4,789.00</b>	<b>4,639.00</b>	<b>27,835.27</b>	<b>101,747.40</b>	<b>21%</b>

RE-ENTRY NAVIGATOR SERVICES		Goals	Q1 2021	Q1 2021	Q1 2021	Q2 2021	Q2 2021	Q2 2021	
			Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
<b>PARTICIPANTS SERVED</b>									
Referrals Received			1	8	6	3			18
Information Sessions Given			0	1	1	1			3
Attendees			0	1	3	1			5
Enrolled into Re-Entry Grant	40		1	1	0	0	0	0	2
General Population			1	1	0	0			2
Anderson County			1	1	0				2
Caseload Report			1	1	0	1			3
Total Eligibility Determinations			1	1	0	1			3
Total Active Cases			1	1	0	1			3
Co-Enrolled/Co-Case Managed			1	1	0	1	0	0	3
Vocational Rehabilitation			0	0	0	1			1
Eckerd Connects (WIOA Adult/DW Program)			1	1	0	0			2
<b>Career Services</b>									
Soft Skills Training			0	0	0	0	0	0	0
Attending Soft Skills Training			0	0	0	0			0
Completed Soft Skills Training	20		0	0	0	0			0
<b>Assessments</b>									
TABE tested									0
WIN tested			0	0	0	0	0	0	0
Silver Certificate	8		0	0	0	0			0
<b>Training Services</b>									
Total in Training			0	1	1	0	0	0	2
Occupational Training			0	1	1	0			2
Total Training Completed			0	1	0	1	0	0	2
Occupational Training	10		0	1	0	1			2
<b>OUTREACH OUTCOMES</b>									
# of Employers on Second Chance List	43		0	1	1	20	0	0	22
Advisory Council Meetings Attended			0	1	1	1			3
Total Outreach Events Hosted	4		0	1	0	0			1
# of Attendees			0	200	0	0			200
# of Partner Attendees	16		0	2	0	0			2
# of Business Attendees	75		0	13	0	0			13
Total Community Events Attended			0	3	4				7
<b>EMPLOYER SERVICES</b>									
Work Opportunity Tax Credit Info Shared			0	0	1	1			2
Federal Bonding Vouchers Info Shared			0	0	1	1			2
Federal Bonds Issued	5		0	0	1	0			1
Employer Visits			0	0	1	1			2

WorkLink Workforce Development Board  
PY2021 Budget Negotiations  
**Eckerd Workforce Development**  
**SC Works One Stop Operator**

Categories & Line Items			PY2020 Mod 1	PY2021 Proposed Total Cost	Change	Notes
Staff Costs			Final	Proposed		
<b>Total Salaries</b>			<b>61,601.06</b>	<b>59,749.00</b>	<b>(1,852.06)</b>	
<b>Fringe Costs</b>						
	PY2020	PY2021				
FICA	7.65%	7.65%	4,619.81	4,570.80	(49.01)	
Unemployment	0.60%	0.79%	369.97	472.02	102.05	
Workers Comp	0.75%	0.50%	462.47	298.75	(163.72)	
Retirement (403b Match)	2.20%	2.20%	1,356.73	1,314.48	(42.25)	
Healthcare	18.00%	18.35%	9,985.63	10,965.59	979.96	
<b>Total Fringe</b>			<b>16,794.61</b>	<b>17,621.64</b>	<b>827.03</b>	
<b>OPERATING COSTS</b>						
Facility Rent, Utilities, Maintenance, etc.				-		
Staff Expendable Supplies & Materials			559.00	1,440.00	881.00	\$120/month
Program Outreach Expenses (Brochures, Flyers, etc.)			-	-	-	
Copy & Print Expenses			697.00	900.00	203.00	\$225/quarter
Communications (Phone, Fax, Internet, etc.)			548.21	720.00	171.79	1 staff phone @ \$60/month
Staff Travel					-	
Local Mileage cost			763.00	1,344.00	581.00	176 miles @ \$ 0.56
Non-Local Mileage cost			-	-	-	
Non-Local Per Diem/Lodging Cost			800.00	1,000.00	200.00	travel to and from SETA, conf registration
Staff Training / Technical Services Costs (Conf, Training, Back Ground Chk etc.)			213.00	918.69	705.69	SETA/NAWDP/etc.
Non-Expendable Equipment Purchases (Computers, software, etc.)					-	
Non-Expendable Equipment Purchases (Computer Leases)				-	-	
Wide Area Network (WAN) Equipment and Computer Software			290.00	310.00	20.00	1 staff for empyra
Postage (Stamps, FedEx, etc.)			25.00	180.00	155.00	\$15/month
<b>TOTAL OPERATING COSTS</b>			<b>3,895.21</b>	<b>6,812.69</b>	<b>2,917.48</b>	
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>						
Profit (Professional Fee - 5%) Can be tied to Performance			-	-		
General Liability Insurance			570.00	570.00		
<b>TOTAL FEES / PROFIT COSTS</b>			<b>\$ 570</b>	<b>570.00</b>	<b>-</b>	
<b>INDIRECT</b>						
MDTC Indirect Rate			14.65%	12.09%		
			12,139.12	10,246.67	(1,892.45)	New Indirect Rate
<b>TOTAL FEES / PROFIT COSTS</b>			<b>12,139.12</b>	<b>10,246.67</b>	<b>(1,892.45)</b>	
<b>GRAND TOTAL</b>			<b>95,000.00</b>	<b>95,000.00</b>	<b>0.00</b>	

WorkLink Workforce Development Board  
PY2021 WIOA Eckerd WDS Adult & Dislocated Worker Program  
Budget Negotiations

**WorkLink Budget Comparison**

		PY20 Budget Mod 2		PY 21 Budget	Change	NOTES
Slot Level		FINAL		PROPOSED		
<b>Staff Costs</b>						
					\$ -	
<b>Sub-Total of Staff Costs</b>		253,786.37	-	\$ 251,956.15	\$ (1,830.22)	
<b>Fringe Benefits</b>	Mod 2 Rate		Rate	\$ -	\$ -	
FICA	7.65%	19,414.66	7.65%	\$ 19,274.65	\$ (140.01)	
Unemployment	0.60%	1,522.72	0.79%	\$ 1,990.45	\$ 467.73	
Workers Compensation	0.75%	1,903.40	0.50%	\$ 1,259.78	\$ (643.62)	
Pension	2.20%	5,583.30	2.20%	\$ 5,543.04	\$ (40.26)	
Health/month/FTE	23.40%	59,495.65	21.86%	\$ 55,069.74	\$ (4,425.91)	
Other Health Benefits			0.97%	\$ 2,455.34	\$ 2,455.34	
				\$ -	\$ -	
<b>Sub-Total Fringe:</b>	<b>34.60%</b>	<b>87,919.73</b>	<b>33.97%</b>	<b>\$ 85,593.00</b>	<b>\$ (2,326.73)</b>	
<b>Operating Costs</b>				\$ -	\$ -	
Local Mileage	6105	4,500.00		\$ 3,000.00	\$ (1,500.00)	Planned for \$600 per staff for program year; 90 miles @ .56 = \$50.4 per month X 5 = \$3024 annually
Non-Local Mileage/Travel	0	1,750.00		\$ 2,800.00	\$ 1,050.00	Attendance at SETA/NAWD/etC.
Staff Background Checks	5100	550.00		\$ 84.00	\$ (466.00)	Renewal background checks
Staff Training Registration Costs	5110	1,250.00		\$ 1,200.00	\$ (50.00)	Conference registration costs
Consumable Supplies	6000	6,200.00		\$ 6,000.00	\$ (200.00)	Planned for \$500 per month
Postage	6005	1,400.00		\$ 1,200.00	\$ (200.00)	Planned for \$100 per month
Staff Computers	6085	-		\$ -	\$ -	
Software Licenses	6095	1,914.00		\$ 2,736.00	\$ 822.00	Empyra & EBSCO Workforce Skills 21st Century
Facility Costs	6185	-		\$ -	\$ -	
Wide Area Network Costs	6265	-		\$ 300.00	\$ 300.00	\$25 per month (Ring Central)
Staff Cell Phones	6270	4,392.00		\$ 4,032.00	\$ (360.00)	
Copy/Print	6730	3,500.00		\$ 3,500.00	\$ -	\$291.66 per month
Participant Outreach	6735	375.00		\$ -	\$ (375.00)	
<b>Sub-Total Operating</b>		<b>25,831.00</b>	<b>-</b>	<b>\$ 24,852.00</b>	<b>\$ (979.00)</b>	
<b>Training</b>				\$ -	\$ -	
Participant Verification	6516	2,100.00		\$ 2,280.00	\$ 180.00	Planned for \$190 per month (Work Number)
Other Tuition (Including Adult Ed)	6520	213,272.17		\$ -	\$ (213,272.17)	Moved to 6530
Credential Exam Fees	6525	11,000.00		\$ 14,060.00	\$ 3,060.00	76 participants @ \$185 each; GED Exams, CDL Exams, Nursing Exams, etc.
Individual Training Costs	6530			\$ 239,400.00	\$ 239,400.00	86 @ average of \$2762
Client Testing Fees	6535			\$ -	\$ -	
Instructional Supplies (Books)	6545			\$ -	\$ -	
Participant Graduation Fees	6595			\$ -	\$ -	
				\$ -	\$ -	
<b>Sub-Total Training</b>		<b>226,372.17</b>	<b>-</b>	<b>\$ 255,740.00</b>	<b>\$ 29,367.83</b>	
<b>Supportive Services</b>				\$ -	\$ -	
Transportation	6485	24,500.00		\$ 22,190.00	\$ (2,310.00)	78 participants @ 284.48 each
Client Training Support Matl.	6546	52,400.00		\$ 48,200.00	\$ (4,200.00)	106 participants @ \$454.72 each; Books, uniforms, shots
Client Incentives	6585	-		\$ -	\$ -	
Client Emergency Assistance	6596	2,100.00		\$ 1,402.10	\$ (697.90)	3 participants @ \$467.37
Childcare	6660	1,500.00		\$ 1,000.00	\$ (500.00)	2 participants @ \$500 each
<b>Sub-Total of Supportive Services</b>		<b>80,500.00</b>	<b>-</b>	<b>\$ 72,792.10</b>	<b>\$ (7,707.90)</b>	
<b>Sub-Total of Contract Costs</b>				<b>\$ 690,933.25</b>	<b>\$ 690,933.25</b>	
<b>Indirect Cost &amp; Fees</b>				\$ -	\$ -	
Indirect Cost (MTDC)	14.77%	54,796.73	12.09%	\$ 44,626.75	\$ (10,169.98)	
General Liability (Eckerd)		4,402.00	0.06%	\$ 4,440.00	\$ 38.00	
<b>Sub-Total of Indirect &amp; Fees</b>		<b>59,198.73</b>		<b>\$ 49,066.75</b>	<b>\$ (10,131.98)</b>	
		<b>\$ 733,608.00</b>		<b>\$ 740,000.00</b>	<b>\$ 6,392.00</b>	

WORKFORCE DEVELOPMENT BOARD  
WorkLink Workforce Development Area  
PARTICIPANT FLOW BASIS & PROJECTIONS

Service Provider	Eckerd Workforce Development
Contract #	Budget Negotiations
Project Activity	SC Works Adult-DW Services
Fund Source	WIOA Adult & DLW Formula Funds
	Proposed

**PY20 Actuals Basis**

	Adult + Restoration	Dislocated Worker + RR	Total	
PY20 Actual Budget Expenditure	\$ 655,783.00	\$ 156,556.00	\$ 812,339.00	Based on actuals and estimates through June 30, 2021.
PY20 Non-WIOA Training Funds	\$ 128,891.00	\$ 16,390.00	\$ 145,281.00	Actuals through May 12
PY20 Total Program Expenditure	<b>\$ 784,674.00</b>	<b>\$ 172,946.00</b>	<b>\$ 957,620.00</b>	
PY20 New Enrollments	139	33	172	As of May 12, 2021
PY19 Carryovers to PY20	131	19	150	
PY20 Active Follow-up	176	39	215	
PY20 Total Served	446	91	537	
PY20 Cost per Participant	<b>\$ 1,759.36</b>	<b>\$ 1,900.51</b>	<b>\$ 1,783.28</b>	
PY21 Contract Totals (90% of Contract)	\$ 532,800.00	\$ 133,200.00	\$ 666,000.00	\$592,000.00 \$148,000.00 \$ 740,000.00
PY21 Non-WIOA Training Funds	\$ 112,500.00	\$ 12,500.00	\$ 125,000.00	
PY21 Planned Program Expenditure	\$ 645,300.00	\$ 145,700.00	\$ 791,000.00	
PY21 Contract Totals divided by PY20 Cost Per Participant equals PY21 Service Levels	367	77	444	
	<b>Clients Served</b>			
<b>Period</b>	<b>Adult</b>	<b>DW</b>	<b>Total</b>	
PY21 Active Follow-up as of 7/1/2021	107	22	129	
PY21 Carryovers from PY20 as of 7/1/2021	173	35	208	
PY21 New Enrollment Plan by Month	87	20	106	
July-21	13	6		
August-21	8	2		
September-21	8	2		
October-21	8	2		
November-21	6	1		
December-21	5	1		
January-22	7	1		
February-22	6	1		
March-22	7	1		
April-22	7	1		
May-22	7	1		
June-22	5	1		
<b>Formula Funds PY21 Total Served</b>	<b>367</b>	<b>77</b>	<b>444</b>	
		# of CC's	4	
		Average per CC	111	





## WorkLink

**EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: 11-09** (replaces WIA Instruction Letter PY'08-29)

**SUBJECT:** Training Coordination and Satisfactory Progress Policy for Adults and Dislocated Workers

### ISSUANCE

**DATE:** October 21, 2011

### EFFECTIVE

**DATE:** Immediately

### EXPIRATION

**DATE:** Indefinite

**PURPOSE:** The purpose of this instruction letter is to transmit the Local Workforce Investment Area (LWIA) policy on classroom training coordination for Adult and Dislocated Worker training services funded by the Workforce Investment Act (WIA) program. This instruction letter defines the minimum standards and requirements for participants to enter and continue in classroom training utilizing the WorkLink region's resources.

**BACKGROUND:** On April 20, 2011, the SC Department of Employment and Workforce (SCDEW) issued a state policy on WIA Participant Lifetime Training Account (ITA) Cap. Each area has been instructed to utilize a system to document all training costs for each WIA participant. The guidelines indicate that each area should track proof of satisfactory progress.

**POLICY:** Effective immediately, case managers for the Adult and Dislocated Worker WIA programs will adhere to the terms of this training coordination and satisfactory progress policy.

### Approval of Training

- A. Prior to issuing an Individual Training Account (ITA) and associated vouchers, the WIA case manager is required to have the following documentation in the participant's hard file:
  - The determination of need for training, including proof that training leads to an in-demand occupation (the assessment and/or case notes, and Individual Employment Plan (IEP) should support the need for training and ability to enter/complete training);
  - For those in occupational training only, a household budget (accompanied by a case note if there is a deficit, detailing how the participant will support themselves while in training);
  - Identification of all financial aid, such as PELL grants, Lottery Tuition Assistance, etc., that has paid or will pay for tuition, books, supplies, fees, etc.;
  - An ITA and associated vouchers (accompanied by a case note of how the participant will pay for any funds not covered by financial aid or WIA) with all appropriate signatures;
  - A copy of the curriculum that matches the training provider's catalog and/or website, or applicable documentation for GED/remedial/developmental courses; and
  - The participant's class schedule, which must meet the training provider's definition of full-time student.
- B. To issue vouchers for additional training provider terms or sessions, the following must be in the file in addition to the items listed above in letter A:
  - Proof of satisfactory progress (progress reports, grades, mid-term grades);
  - All time/attendance sheets notated with timely submittal and appropriate signatures; and

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

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- Pending and/or redeemed vouchers in the file with supporting documentation.
- C. To issue an ITA and associated vouchers for participants entering training with credits towards a degree program and requesting to finish coursework in order to obtain this degree using WIA resources, the following documentation must be in the hard file in addition to the items listed above in letter A:
- Most recent transcripts from training provider, indicating the following criteria have been met at the time of enrollment into a training activity code:
    - Successful completion of 12 credit hours in curriculum
    - A cumulative GPA of 2.5\* or higher
    - A cumulative completion rate of 90%\* or higher
    - A clear student bill
    - For entry into programs that have waitlists (i.e. Registered or Licensed Practical Nursing), a letter of acceptance into the program of study (all pre-requisites must be completed at the time WIA funding begins).

Case Managers shall ensure that the total number of participants being served under letter C listed above does not exceed 15% of the total active participants in WIA (tracked from July 1 to June 30).

All approved training programs approved must be listed on the Eligible Training Provider List (ETPL), must be directly related to one of the Board endorsed industry clusters, and must lead to an in-demand occupation supported by available labor market information. (O\*Net refers to in-demand as Bright Outlook.)

All students must be enrolled full-time during their WIA-funded training. Students will abide by the definition of full-time status as set forth by the training provider. Not all training providers have the same full-time status definition, particularly during the summer sessions. WIA Case Managers shall verify the full-time status definition with the training provider. The only exception to full-time status will be if the student needs fewer classes than the training provider's definition of "full-time" during their last semester leading to graduation. The case manager shall verify this with the training provider prior to approving "less than full-time" training.

#### **Curricula Changes**

Participants may not change courses/degree tracks/career fields from their original IEP without prior approval. The WorkLink WIA will not be responsible for tuition costs or related expenses associated with occupational training that is not specified in a mutually agreed upon IEP.

Under no circumstances may a participant train in more than two curricula during participation in the Workforce Investment Act. This limitation does not apply to successful completion of a course/curriculum that leads to advanced curriculum. *Example:* A participant completes Certified Nursing Aide training and follows with Licensed Practical Nurse training. The Certified Nurse Aide occupation could provide income support while pursuing the Licensed Practical Nurse credential.

#### **Definition of Satisfactory Progress**

Students receiving financial aid for occupational training from WIA in the WorkLink region through an

\*Under this policy, GPAs are not to be rounded. Example: GPA 1.99 should not be rounded to 2.0.

\*\*Under this policy, Cumulative Completion Rates are not to be rounded. Example: 89.9% should not be rounded to 90.0%.



ITA are required to make satisfactory academic progress towards a degree, diploma, or certificate. The WorkLink WIA may deny continued financial aid to any participant not making satisfactory measurable progress.

The definition of satisfactory progress for Adult and Dislocated Worker training services for the WorkLink region is as follows:

#### **Occupational Training**

- Participant attains/maintains a minimum cumulative grade point average\*\*\* (GPA) of 2.0 (or higher if required by the curriculum and/or training provider);
- Participant attains/maintains a cumulative completion rate of 90% or higher; and
- Participant abides by the attendance policy of the training provider.

#### **Remedial Training**

- Participant attains/maintains a grade of Satisfactory (S) and/or Passing in GED or Remedial/Developmental Courses;
- Participant is tested at least every six months;
- Participant shows improvement (gains evaluated on an individual basis by the case manager and the training provider); and
- Participant abides by the attendance policy of the training provider.

The Adult and Dislocated Worker Service Provider must ensure that participants are provided with the strictest academic and attendance requirements as set forth by the training provider or by the WorkLink WIB, and the consequences of failure to meet minimum standards prior to the start of training. The minimum standard grade point average or letter/numerical grade shall be incorporated into the participant's IEP.

The WIA case manager will be responsible for ensuring these requirements have been met and that all pertinent information regarding the participant's training is recorded in the SC Works Online System (SCWOS), case notes, and documentation in the participant's hard file.

#### **Tutoring/Remediation**

The participant and the case manager share the responsibility to assure success for the participant in their chosen training course. The participant must report difficulties with grades at the first indication of a problem. This should be impressed on the participant during the initial career counseling session when training is discussed.

If the WIA case manager discovers a participant is experiencing difficulty with a particular subject, the training provider should be notified immediately. The WIA case manager will ensure that remedial/tutorial action can be taken to assist the participant through available resources. One-on-one tutoring subsidized by WIA is an allowable cost. Timely identification of the need for tutoring is critical. While developing the IEP, it shall be the case manager's responsibility to apprise the participant of tutoring assistance. Any problems that arise should be thoroughly discussed, and if tutoring is needed, the IEP should be revised to include tutoring services.

\*\*\*Under this policy, a 2.0 GPA equates to a grade letter of "C."

### **Unsatisfactory Progress**

If the participant fails a class, but the overall required minimum GPA of 2.0, Satisfactory "S," and/or Passing (or higher, if required by the curriculum and/or training provider) is still met, the WIA program will pay for a maximum of one (1) repeat class. However, if the participant fails a class, the entire curriculum must be reviewed by the WIA case manager to ensure that it is still possible to finish the training program within the given fund limitations per the IEP or ITA. The Case Manager shall also review the Satisfactory Progress standards with the participant as set forth in this policy.

Failing two (2) or more classes (regardless of whether it is two different classes or the same class and whether it is simultaneously or consecutively) will be considered lack of satisfactory progress and will result in the termination of WIA-funded training.

If a participant enrolled in adult or dislocated worker training services for the first time fails to attain/maintain a minimum cumulative GPA of 2.0, Satisfactory "S," and/or Passing (or higher, if required by outside awarded financial aid, the curriculum and/or training provider), the participant will be allowed one (1) subsequent semester/term to attain/maintain the satisfactory progress required. Prior to the approval of the subsequent semester, the WIA case manager must re-evaluate suitability for participant's future training services funded by WIA and shall also review the entire curriculum to ensure that it is still possible to finish the training program within the given time limitations per the IEP and ITA. If the participant fails to meet the satisfactory progress requirement after the subsequent semester/term, the failure to comply with the satisfactory progress requirement will result in the termination of WIA funded training and discontinuation of WIA payments associated with that training.

If a participant fails an exam, license, or certification that WIA has paid for, the WIA Program will pay for one (1) retake.

**ACTION:** All applicable WorkLink Workforce Investment Area service providers, sub-recipients, contractors and other applicable organizational elements will implement and comply with these instructions, as well as any related instructions contained in applicable contractual agreements.

**INQUIRIES:** Direct all inquiries on this Instruction Letter to WorkLink Workforce Investment Board Staff, Jennifer Kelly, WorkLink, 511 Westinghouse Rd, Pendleton, SC 29670, telephone 864.646.5898, or email [jkelly@worklinkweb.com](mailto:jkelly@worklinkweb.com).



Shae Rozakos, Executive Director  
WorkLink Workforce Investment Board

**DISTRIBUTION:** All WIA Staff

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Henry McMaster  
Governor

G. Daniel Ellzey  
Executive Director

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## STATE INSTRUCTION NUMBER 20-08

**To:** Local Workforce Area Signatory Officials  
Local Workforce Area Board Chairs  
Local Workforce Area Administrators  
DEW Area Directors  
DEW Regional Managers

**Subject:** Local and Statewide Incumbent Worker Training Policy

**Issuance Date:** April 23, 2021

**Effective Date:** July 1, 2021

**Purpose:** To provide guidance on the operation of Incumbent Worker Training (IWT) programs funded through local WIOA Title I Adult and Dislocated Worker program funds (local IWT) and Governor's Reserve or Statewide program funds (statewide IWT). Unless otherwise specified, the provisions outlined below apply to both local and statewide IWT programs. **This policy guidance replaces State Instruction 17-03, Change 1.**

**References:**

- Workforce Innovation and Opportunity Act, Public Law 113-128 § 134(d)(4)
- 20 CFR §§ 680.780 – 680.820
- Training and Employment Guidance Letters 10-16, Ch. 1; 19-16
- State Instruction 19-01

**Background:** IWT provides both workers and employers with the opportunity to build and maintain a skilled workforce. Training is intended to assist with expansion, new technology, retooling, new services/product lines, and/or new organizational structuring, or to be used as part of a layoff aversion strategy. IWT is conducted with a commitment by the employer to retain the incumbent worker(s) trained and to increase the competitiveness of the employee and the employer.

**Policy:** IWT is designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs. IWT can be used to either:

- Obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees, or
- Help avert potential layoffs of employees.

The ideal IWT is one where a participant acquires new skills allowing him/her to move into a higher paying position within the company, allowing the company to hire a job seeker, through the WIOA program, to backfill the worker's position.

IWT forms and templates needed by the LWDA to manage IWTs may be found under Staff Online Resources in South Carolina Works Online Services (SCWOS), as well as instructions for managing IWTs in SCWOS.

### **Business Eligibility**

An employer that is eligible to apply for IWT funding must:

- be a South Carolina for-profit or non-profit business;
- have at least one full-time employee other than the owner of the business;
- be current on all state tax obligations;
- be registered in SCWOS and have an active employer account; and
- agree to comply with this policy.

Training entities and government employers (city, county, state, and/or federal) are not eligible for IWT funding. Businesses receiving services through readySC™, and/or other training providers, may be eligible for IWT as long as the training funded is not a duplication of services provided through another funding source. IWT funds are not available to a business that has relocated, if that relocation resulted in the loss of jobs at the original location, until the company has operated at that new location for 120 days. A business that has recently relocated to, or is expanding into, a Local Workforce Development Area (LWDA) must complete the WIOA IWT Program Pre-Award Review in order to receive IWT funding from that LWDA.

A group of employers may form a training consortium for the purposes of receiving IWT. Common examples of training consortia include, but are not limited to business associations, industry councils, chambers of commerce, or downtown/community development corporations. The training consortium, or a third party representing the training consortium, may apply for IWT on behalf of the group of employers but cannot serve as the training provider and is not eligible to receive any funding as payment for their services. IWT funding may not be used for members of a training consortium who would otherwise be ineligible for IWT, i.e., training entities and city, county, and state governments.

### **Employee/Worker Eligibility**

To qualify as an incumbent worker, the worker needs to be:

- Employed;
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship; and
- Have an established employment history with the employer for six months or more.

Individuals who do not have an employer-employee relationship include the following:

- Employees who are placed through a staffing or temporary agency
- Employees who receive a 1099 for tax filing purposes

When IWT is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for six months or more as long as a majority of the employees being trained meet the employment history requirement. A “majority of employees” is defined as at least 51 percent of the employees in the training group or cohort. Periods of temporary employment may count towards an employee’s time with the company for purposes of meeting the six-month employment history requirement. Local Workforce Development Boards (LWDB) must develop a process for documenting the employment history requirement for IWT participants, and the agreement between the LWDB and the employer must include the employee work history requirement. LWDBs may use the Employer Self-Attestation Form to document the employer’s understanding of the employment history requirement.

Employees do not have to meet the eligibility requirements for participation in the Adult or Dislocated Worker programs, unless also enrolled as a participant in the WIOA Adult or Dislocated Worker programs.

### **Funding for IWT**

LWDBs can use up to 20 percent of their combined Adult and Dislocated Worker allocation to cover the federal share of IWT.

#### *Example:*

*If a LWDB received \$1.5 million in Adult funds and \$1 million in Dislocated Worker funds, it may use up to \$500,000 (20% of the total) for IWT. This 20 percent can only be used for program-related IWT activities.*

The State Workforce Development Board (SWDB) can use Governor’s Reserve funds to cover the federal share of IWT.

### **Employer/Training Consortium Share**

Employers/training consortia participating in IWT are required to pay the non-federal share of the cost of providing training to their employees. The non-federal share shall not be less than:

- 10 percent of the cost of training for a business location with no more than 50 employees;
- 25 percent of the cost of training for a business location with more than 50 employees, but no more than 100 employees; or
- 50 percent of the cost of training for a business location with more than 100 employees.

A training consortium shares in the cost of training incumbent workers based on the total number of employees from all employers in the training consortium. It is the responsibility of the training consortium to determine how to split the cost between the employers in the consortium. This may be done in multiple ways, but it is recommended that the division of costs be determined based on each employers' proportionate share of employees.

#### *Example:*

*A group of employers has formed a training consortium comprised of three businesses with a combined total of 100 employees. The total cost of training is \$100,000. Based on the combined number of employees, the training consortium is required to pay 25 percent of the cost of training or \$25,000. Each business in the training consortium will pay a proportionate share based on each business' number of employees.*

*Total Training Consortium Share = \$25,000*

*Business #1: 10 employees = \$2,500*

*Business #2: 40 employees = \$10,000*

*Business #3: 50 employees = \$12,500*

The employer share may be paid in cash, in kind, or through wages paid to incumbent workers while attending training. The business' share cannot be paid from federal funds. When wages are used as the employer share, documentation of actual wages paid to each individual worker during training must be provided. At the conclusion of the training, should the amount of actual wages paid fall short of the required non-federal share, then the business must pay the difference in cash.

LWDB's must establish policies regarding the employer share. When establishing the employer share, LWDBs must take into consideration factors such as:



- The number of employees participating in training;
- The wage and benefit levels of these employees (at the beginning and anticipated upon completion of the training);
- The relationship between the training and the competitiveness of the employer and employees; and
- The availability of other employer-provided training and advancement opportunities.

Employer shares must be reported on the Financial Status Report (FSR) submitted each month by the LWDA.

### Training Services

Businesses are typically in the best position to assess employee skill needs and to select the type of training and training provider that can fulfill those needs. However, LWDAs are encouraged to prioritize training that results in a credential or helps an employee advance along a career pathway in high-growth, high-demand occupations.

Training providers can be any of the following:

- Technical Colleges
- School Districts
- Adult Education Programs
- Area Vocational-Technical Centers
- State Colleges and Universities
- Licensed and Certified Private Entities/Institutions
- Industry Specific Consulting/Training Organizations
- Professional Associations/Credentialing Entities
- Registered Apprenticeship Programs

Training funded through IWT cannot be provided by employer staff, regardless of the staff person's position or credentials. Training must be provided by a training provider external to the business, and may be conducted at the business' own facility, the training provider's facility, online or remotely, or at a combination of sites.

The following types of training are **not eligible** for IWT funding:

- Periodic safety and refresher courses such as all forms of Occupational Safety and Health Administration (OSHA) trainings
- First Aid and CPR certifications
- Hazardous material handling training

International Organization of Standardization (ISO) training may be eligible for the purposes of developing a quality management system in order to earn ISO certification.

### **Reimbursements**

IWT is a reimbursement grant program wherein the business is reimbursed for actual training costs following the completion of training.

Costs that can be reimbursed through the grant include the following:

- Training/Course Registration
- Textbooks/Manuals
- Training Materials/Supplies

Costs that cannot be reimbursed through the grant include the following:

- Administrative costs incurred by the business/training consortium
- Trainee wages or travel
- Trainer travel
- Training equipment
- Capital improvements
- Curriculum development
- Purchase of any item or service that may be used outside of the training project (including computer equipment and non-training related software)
- Costs incurred prior to the approval date of the application

### **Application, Evaluation, and Award**

IWT funding is awarded on a competitive basis. When evaluating applications, LWDA's must consider the following criteria:

- The characteristics of the employees to be trained (job title(s) and length(s) of employment to include date of hire);
- The relationship of the training to the competitiveness of both the employer and employee; and
- Other factors the LWDA determines to be appropriate, including:
  - The number of employees participating in the training;
  - Total cost of training;
  - Cost of training per participant;
  - Wage and benefit levels of those employees (both pre-training and post-training earnings);
  - The existence of other training and advancement opportunities provided by the

- employer;
- Credentials and skills gained as a result of the training;
- Utilization as part of a larger sector and/or career pathway strategy; or
- Employer size.

LWDBs are strongly encouraged to prioritize the following:

- Technical skills training that results in or provides a significant step towards achieving an industry-recognized certification or credential,
- Training that will result in a pay increase or promotion,
- Small businesses and/or employers that are located in rural areas of the state,
- High-growth or high-demand industries in the area or statewide; and
- Upskill/backfill strategies which involve filling jobs vacated by workers who are moving into more advanced positions in the company, as a result of IWT, with WIOA participants.

LWDAs must submit a completed IWT Agreement Packet (sub-tier agreement) to DEW, for each business/training consortium that received IWT funding, **within 30 days of executing the IWT agreement** with the participating business/training consortium. Additionally, the LWDA must submit a Final Program Report, including a trainee list, **no more than 30 days after the end of the sub-tier agreement**. **LWDAs are not required to submit sub-tier agreements or final reports on an IWT that is funded through local Adult/DW funds.**

Staff must maintain and store trainee/participant information in a manner that ensures confidentiality in accordance with 29 CFR 38.41 and State Instruction 16-11, Confidentiality of Equal Opportunity Records, including keeping all Personally Identifiable Information (PII) or legally sensitive information (e.g., information about divorce proceedings or custody battles) in a separate locked file. **PII and legally sensitive information must never be included in a case note or document uploaded to SCWOS.**

### **Performance Accountability and Reporting**

IWT must be tracked in SCWOS as both an employer service and a participant activity:

- Employer service codes record the employer penetration rate and repeat business customers as required for reporting on Effectiveness in Serving Employers. Employer service code E40, WIOA State or Local IWT, must be entered in SCWOS within 15 days of executing the IWT agreement on an active employer account.

- Activity code 325, Locally-Funded IWT, is used when the employer is participating in locally-funded IWT, and activity code 360, State-Funded/Statewide IWT, is used when the employer is participating in statewide IWT. Trainee/participant activity codes must be entered within 15 days of the activity start date and closed within 15 days of the last date of activity on a registered individual account with an active WIOA application for IWT.

Individuals receiving IWT only are not considered participants for the purpose of inclusion in WIOA performance indicator calculations. However, the US Department of Labor (DOL) requires that all individuals receiving IWT be included in federal reporting. The required elements for IWT individuals are limited to demographic information and the elements needed to calculate IWT performance indicators, including employment, earnings, measurable skills gains, and credential attainment. For the purposes of calculating these metrics, the exit date for an individual who has received only IWT will be the last date of training, as indicated in the training contract.

Prior to the start of training, the business/training consortium must provide the LWDA with a list of employees who will participate. A template for the employee list is available in SCWOS under Staff Online Resources that includes sufficient documentation to identify the correct employee in SCWOS for completion of the WIOA application and entering relevant activities. LWDAs should refer to the SCWOS Instructions for IWT, found in SCWOS under Staff Online Resources, for step-by-step instructions on entering and managing employer and participant data in SCWOS..

WIOA § 116(i)(2) requires states to use quarterly wage records to measure progress on satisfying state and local performance accountability indicators. Therefore, DOL encourages the collection of incumbent worker SSNs as part of the training contract with the employer so that wage records will be available for these individuals. If no SSN is available, the state or LWDA may utilize supplemental wage information to verify the wages reported.

To eliminate the need for the business/training consortium to provide the employee's full SSN to the LWDA, employees should register in SCWOS using their full SSN once identified as an IWT participant, but no later than the first day of training. Subsequent documentation provided by the business to the LWDA only needs to include the last four digits of the employee's SSN or the employee's State Identification Number to identify the employee in SCWOS.

IWT should result in the following outcomes:

- Training Completions
- Credential Attainment
- Employee Retention
- Wage Increases
- Promotions

Throughout the training, the business/training consortium must provide and maintain sufficient documentation of training occurrence and outcomes, including:

- Title and a description of training
- Dates of training
- Number of employees who completed the training program
- Type and a description of the credential(s) earned
- Number of employees who earned a credential
- Number of employees who earned a wage increase
- Number of employees who earned a promotion
- Number of new jobs created
- Number of existing jobs saved
- Layoff or closure
- Other outcomes

The business/training consortium is required to submit program reports as required by the LWDA, including the Trainee Progress Report and a Final Program Report within 30 days of the training Actual End Date. Reporting templates can be found in SCWOS under Staff Online Resources. The information listed above will be required for submission of these reports and SCWOS data entry, and may be needed for any additional reporting required by the LWDA or SWDB.

The final payment for expenditures incurred as a result of the IWT program must be withheld until the Final Program Report is submitted and all documentation of performance criteria specified in the agreement has been received.

#### **IWT Forms, Template, and Instructions**

DEW will provide standardized forms and templates for use by LWDA's in the administration of local and statewide IWT programs. The forms will be available for download in SCWOS Staff Online Resources. At a minimum, DEW will maintain the following forms/templates:

- IWT Employer Application
- IWT Employment History Self-Attestation Form
- IWT Trainee Information Spreadsheet
- IWT Pre-Award Agreement
- IWT Employers Sub-Tier Agreement
- IWT Modification Form
- IWT Quarterly/Final Reporting Form

DEW may create additional forms/templates as deemed necessary. LWDA's are required to use the most current version of these forms. Additionally, instructions for managing IWT in SCWOS are available to LWDA's in SCWOS under Staff Online Resources.

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

**Inquiries:** Questions may be directed to [PolnPro@dew.sc.gov](mailto:PolnPro@dew.sc.gov).

A handwritten signature in blue ink, reading "Kevin Cummings", is positioned above a horizontal line.

Kevin Cummings, Director  
Technical Services, Policies, and Reporting

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Henry McMaster  
Governor

G. Daniel Ellzey  
Executive Director

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TO: HENRY MCMASTER, GOVERNOR OF SOUTH CAROLINA

FROM: G. DANIEL ELLZEY, EXECUTIVE DIRECTOR

SUBJECT: OPTING OUT OF “AGREEMENT IMPLEMENTING THE RELIEF FOR WORKERS AFFECTED BY CORONAVIRUS ACT”

DATE: MAY 6, 2021

## **I. Background**

On May 4, 2021, Montana announced it was using federal funds authorized by the American Rescue Plan Act to issue “return-to-work bonuses” to individuals on unemployment who rejoin the labor force and maintain employment for at least one month. At the same time, Montana also announced that it was fully opting out of the federal unemployment programs enacted in response to the COVID-19 pandemic. This “opt-out” is effective June 27, 2021. Montana cited a low unemployment rate (3.8%), a shrinking labor force (-10,000 people), and high number of job postings as the reasons for its decision.

This memorandum explains the implications in the event South Carolina follows a similar course of action.

## **II. Federal Programs**

South Carolina elected to participate in the six unemployment-related programs in connection with the Coronavirus Aid, Relief, and Economic Security Act and Continued Assistance to Unemployed Workers Act of 2020. The agreement South Carolina signed to initiate these programs allows South Carolina or the United States Department of Labor to terminate the programs upon thirty days’ written notice to the other party.

### **1. Pandemic Unemployment Assistance (PUA) – Section 2102**

**What It Is:** benefits to the self-employed, the underemployed, independent contractors, and individuals who have been unable to work as a direct result of COVID-19. This includes individuals diagnosed with COVID-19 or instructed to quarantine.

**How It Would Change:** Beginning no sooner than 30 days from the date South Carolina provides written notice to USDOL, South Carolina would stop paying PUA benefits to

existing claimants and not process any new PUA claims filed after the expiration of the notice period.

**What is the impact:** For claim week ending May 1, 2021, 37,284 claimants received PUA benefits for a weekly cost of \$6.2 million.

## 2. Pandemic Emergency Unemployment Compensation (PEUC) – Section 2107

**What It Is:** Extension of unemployment benefits for claimants beyond the traditional 20 weeks by an additional 51 weeks. PEUC allowed claimants to extend their time on unemployment where they normally would have expired.

**How It Would Change:** Beginning no sooner than 30 days from the date South Carolina provides written notice to USDOL, South Carolina claimants who have exhausted their regular UI benefits would no longer be eligible for payments.

**What is the impact:** For claim week ending May 1, 2021, 56,318 claimants received PEUC benefits for a weekly cost of \$14.6 million; however, approximately 9,300 PEUC would be eligible to move to regular unemployment insurance compensation.

## 3. Federal Pandemic Unemployment Compensation (FPUC) – Section 2104

**What It Is:** \$300 weekly add-on benefit for all types of unemployment assistance.

**How It Would Change:** Beginning no sooner than 30 days from the date South Carolina provides written notice to USDOL, South Carolina would stop issuing the \$300 weekly FPUC benefit payments for weeks after the expiration of the notice period.

**What is the impact:** For claim week ending May 1, 2021, 108,483 claimants received FPUC benefits for a weekly cost of \$37.0 million.

## 4. Mixed Earners Unemployment Compensation (MEUC)

**What It Is:** \$100 weekly add-on benefit for those who are eligible for regular UI benefits, but also earned self-employment income.

**How It Would Change:** Beginning no sooner than 30 days from the date South Carolina provides written notice to USDOL, South Carolina would stop paying MEUC benefits to existing claimants and stops processing any MEUC claims received after the notice period.

**What is the Impact:** For claim week ending May 1, 2021, 21 claimants received MEUC benefits for a weekly cost of \$34,400.



**5. Emergency Unemployment Relief for Governmental Entities and Nonprofit Organizations – Section 2103**

**What It Is:** Funding for 75% of UI benefits paid to employees of governmental entities and non-profits. These entities are known as “reimbursable employers” because they reimburse the UI trust fund dollar-for-dollar for any benefits paid to their employees instead of paying UI taxes. The rationale for the program was to lessen the financial burden of COVID-19 shutdowns because these employers would not benefit from capping tax rates and non-charging like other employers would.

**How It Would Change:** Beginning no sooner than 30 days from the date South Carolina provides written notice to USDOL, South Carolina would stop receiving funding for this program. Reimbursable employers go back to being charged 100% of the benefits DEW pays out to their employees after the expiration of the notice period.

**What is the Impact:** The funding of benefits for employees of reimbursable employers returns to normal. Reimbursable employers do not have the benefit of federal funding if they still experience a layoff connected to COVID-19. While this provision provided millions of dollars in relief to the reimbursable employers in 2020, the benefit charges of these entities have declined significantly.

**6. Temporary Federal Funding of the First Week of Compensable Regular Unemployment for States with No Waiting Week – Section 2105**

**What It Is:** Funding for one week of benefits for states that waive the one-week waiting period claimants must typically serve prior to receiving UI benefits. South Carolina waived its statutory waiting week via Executive Order. In South Carolina, the analysis of whether to waive this statutory provision is not tied to federal funding, but to whether the labor market is such that claimants could pursue other employment during that first week of unemployment.

**How It Would Change:** The Governor rescinds/amends the Executive Order waiving the waiting week. Then, beginning no sooner than 30 days from the date South Carolina provides written notice to USDOL, South Carolina stops receiving funding for this program. The first week of unemployment for claimants who file after the expiration of the notice period would not be compensable.

**What is the Impact:** New claimants who (1) file after the expiration of the notice period and (2) do not exhaust all benefits receive one less week of benefits than they currently would. Between May 2020 and the end of March 2021, this provision resulted in approximately \$88.7 million in funding. However, as state UI claim levels have declined,

so too has the benefit of this provision. The state is averaging roughly \$400,000 per week in first week waiting reimbursements.

### **III. Return-to-Work Bonus**

In addition to opting out of the federal programs, Montana also decided to pay a return-to-work bonus. Described as an incentive for individuals to reenter the workforce, the bonus is a \$1,200 payment to the first 12,500 Montanans with an active unemployment claim as of May 4, 2021, who:

- Discontinue receiving unemployment benefits
- Accept an offer of employment in the state of Montana
- Complete at least four full weeks of paid employment

These equates to a maximum payout of \$15 million. Montana plans to use federal stimulus funds authorized by the American Rescue Plan Act to fund this bonus. As we understand it, Montana has reached out to the United States Treasury Department for confirmation that federal funds can be used for this purpose.

### **IV. Total Financial Impact**

Assuming an end to the federal programs as of week ending June 26, 2021, the maximum amount of expected losses in federal funding to the state would be between \$600 and \$650 million, or around \$63 million for each week of lost program time. Most of this would be the result of the end of the FPUC and PEUC programs.

Program	Anticipated 10-Week Funding Loss
PUA	\$62.0 million
PEUC	\$146.0 million
FPUC	\$370.0 million
MEUC	\$0.3 million
Reimbursable	\$3.0 million
Waiting Week	\$4.0 million
<b>Total</b>	<b>\$585.3 million</b>

The current estimates are based on individuals currently filing and receiving payments. There may also be additional payments owed to individuals who are in pending status or have a future appeal reversal. Thus, the \$600 million is the maximum expected loss from ending the program as of June 26, 2021.

These potential losses will be offset, to some extent, by individuals returning to work. There are currently more than 80,000 open jobs in the state. It is not possible to predict which individuals will go back, how quickly, or at what wage levels. But assuming that between 30 and 50 percent of the current unemployment claimants return to work at an average weekly wage of \$500, between \$223 and \$372 million in wages could be earned over the ten week period between June 27th and September 4th. These earnings do not take into account any additional fringe benefits, which could include health benefits, retirement benefits, etc. Additionally, as the economy continues to recover, it is expected that more job openings will become available and be filled.

## **V. Other Considerations**

1. *Declining claimant numbers:* The number of individuals drawing benefits will be decreasing rapidly regardless of whether South Carolina opts out of federal programs. 28,000 PUA claimants were required to provide documentation and did not. Therefore, they have disqualified themselves from benefits. We are also enforcing the requirement to search for work more aggressively. Lastly, we are engaging in broad reemployment efforts that will have an effect on the number of individuals drawing benefits each week. **See Attachment A.**
2. *Program-specific opt-out:* The agreement does not necessarily require a complete opt out of all federal programs, although that is what Montana did. Conceptually, South Carolina could opt out of one program such as FPUC and elect to remain in other programs. For this reason, we have provided separate analysis for each of the programs.
3. *Notice Period:* The agreement requires 30 days-notice from a state to effect a termination. However, there does not appear to be a limitation on providing more than 30-days notice. For example, Montana provided notice on May 4, 2021, but is continuing in the program for 53 days (through June 26, 2021).
4. *No ability to modify programs:* The agreement only allows for South Carolina to terminate participation in a program, i.e., we do not have authority to limit or modify a program. For example, we could not say to end benefits once a claimant receives a certain number of weeks or dollar amount.



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<b>Grant Name</b>	COVID-19 Dislocated Worker National Emergency Grant (DWG)
<b>Grant Recipient</b>	WorkLink WDB
<b>Grant Award</b>	\$77,135
<b>Grant Period</b>	March 13, 2020 to May 31, 2022 <i>(Grant rec'd in August)</i>
<b>Report Date</b>	May 7, 2021

Participants Employed	
Cumulative	6
Currently	2
Sites Cleaned	
Cumulative	3
Currently	2

			1	2	3	4	5	6	7	20			
ADMINISTRATIVE	Description	Budget	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	CLOSEOUT	Expended	Remaining	%
Business Services Rep	Monitoring	7,707.20	-	42.65	86.25	166.05	102.36	136.18	-	-	533.49	7,173.71	0.69%
<b>PROGRAM COST</b>											-	-	0.00%
Operating Expenses	PPE	\$ 4,069.79	\$ -	\$ -	\$ -	\$ 155.04	\$ 487.14	\$ -	\$ -	\$ -	\$ 642.18	\$ 3,427.61	0.83%
<b>Contractual</b>											-	-	0.00%
Staffing Agency	4 participants	\$ 65,358.01	-	3,755.62	4,823.55	9,432.72	4,087.91	7,455.66	-	-	29,555.46	35,802.55	38.32%
<b>TOTAL</b>		<b>\$ 77,135.00</b>	<b>\$ -</b>	<b>\$ 3,798.27</b>	<b>\$ 4,909.80</b>	<b>\$ 9,753.81</b>	<b>\$ 4,677.41</b>	<b>\$ 7,591.84</b>	<b>\$ -</b>	<b>\$ -</b>	<b>30,731.13</b>	<b>46,403.87</b>	<b>39.84%</b>

**Purpose of Grant:** Alleviate local area costs from COVID-19 Pandemic conditions. 4 participants hired to assist with light janitorial work associated with keeping the Centers disinfected throughout the day. Participants in Disaster Relief Employment Positions will disinfect highly touched surfaces, check-in customers using CDC guidelines, take temperatures, hand out masks, and assist job seekers with filing initial claims for unemployment and conducting job searches. This grant will also alleviate the local areas costs of PPE for the Centers.

<b>100% Goal</b>	<b>54%</b>
<b>90% Goal</b>	<b>48.8%</b>