

May 25, 2017 | 11:30 a.m.

Eddie Ausband and Randy Hayes, *Co-Chairs*

Welcome

Public Comment

Presentation

- Learn4Life, Kenneth Zeff, Executive Director

ARWDB Action Items

- Consent agenda, Approval of February 16, 2017 Meeting Minutes
- Approval of Adult/Dislocated Worker Support Services Policy, amendment
- Approval of Youth Support Services Policy, new
- Approval of PY17 Total Revenues and Full-Year Obligations

ARWDB Discussion, Brief Updates

- Executive Committee Report
- Youth Committee Report
- Business Services Committee Report
- Director's Report

ARC is moving to Peachtree Center! The Courtland Street office will close on Wed., June 14. Regular operation will resume on Tues., June 20 at 229 Peachtree St., NE, Suite 100, Atlanta, GA 30303

NEXT MEETING: August 17, 2017

ARC COMMITTEE MEETING FOLLOW-UP

ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD

February 16, 2017 Meeting Notes

Members Present

Ms. Sonia Carruthers	Mr. Rodney Leonard
Ms. Mandy Chapman	Mr. Chuck Little
Mayor Eric Dial	Mr. Trey Ragsdale
Mr. Robert Duffield	Dr. Stephanie Rooks
Mr. Andrew Greenberg	Ms. Debbie Slaton
Ms. Lee Hunter	Mr. Aundra Walthall
Mr. James Jackson	Mr. Steven Wilson

Members Absent

Mr. Eddie Ausband	Mr. Lindsay Martin
Mr. Randy Hayes	Ms. Lisa Phillips
Ms. Karen LaMarsh	

Quorum met: 14 of 19 (Majority Required)

Guests

Mr. Malcolm Jackson, USDOL Employment Training Administration
Ms. Melissa Keels, USDOL Employment Training Administration
Ms. Brenda Beverly, Manager, Career Resource Center, Gwinnett Tech
Ms. Celestine Hall
Ms. Yasmin Yonthis-Bailey

ARWDB Executive Committee Member, James Jackson, called the Board Meeting to order at 11:55 a.m.

There were no requests for public comment.

1. Mr. Robert Duffield made the following motion:

MOTION: To approve the minutes of the December 1, 2016 meeting.

The motion was seconded by Chuck Little and unanimously approved.



2. Mr. Robert Duffield made the following motion:

MOTION: To approve adoption the Metro Atlanta Region Workforce Plan and the Atlanta Regional Workforce Development Board Plan as amended to reflect comments received from the State Workforce Division's plan review process.

The motion was seconded by Steven Wilson and unanimously approved.

Q: What is the response to Item #19 on the state's request for additional detail, "Coordination with Education Programs"?

A: As part of the regional strategy, the five local boards will work closely with the many outstanding educational providers, including secondary and postsecondary programs as well as numerous technical colleges and universities, to ensure there are enough training programs to meet the demands of employers. They will ensure these programs are providing the correct training and credentials as well as ensure that they are easily accessible by customers. The boards will work with their educational partners to specifically identify and address any curricula that may be needed for employment in the region's in-demand industries of Healthcare, Information Technology, and Transportation and Logistics.

Lee Hunter gave a report from the January 17th Executive Committee Work Session which included review and assessment of the Workforce Division's 2016 successes and opportunities for improvement and discussion of 2017 priorities (Page 19 of meeting packet). There was one action item to read and approve the Resolution by the ARWDB Designating a One-Stop Center and Directing Staff to Procure Service Providers for Career Services and Youth Services (Pages 16/17 of meeting packet), which was unanimously approved.

Lisa Davis gave an update of the Youth Committee, which last met on November 16, 2016, where four task forces were developed with action plans and next steps determined during break-out sessions (full meeting notes are on ARC's website). The next meeting of the Youth Committee is March 2, 2017.

Henry Charlot gave a progress report on the formation of the Business Committee, with five board members volunteering to serve. Immediate needs are representation from healthcare and transportation/logistics sectors and the selection of a Committee Chairman from the ARWDB members. The committee planned to meet briefly following the ARWDB meeting to discuss next steps and the search for additional representation.



Rob LeBeau gave the Director's Report on several topics:

HDCI (High Demand Career Initiative) Grants. The Georgia Dept. of Economic Development's (GDEcD) Workforce Division will award grants of up to \$250,000 to successful applications from Local Workforce Development Regions to meet specific sector industry's current and future skills and training needs and identify occupations with skills and training gaps. ARWDB areas of focus are healthcare, I.T. and logistics. Deadline for grant proposals is March 31st.

Aerotropolis Atlanta Workforce Collective. A working group has been formed to organize and lead the efforts which includes collaborating and reporting to the Aerotropolis Atlanta Alliance Board. Rob will serve as the Co-Chair along with the Director of WorkSource Fulton. The airport is a key economic driver to bring employment opportunities to an area that has lower economic performance than the region, and the workforce collective will help ensure that local talent is prepared to fill local jobs. A full time, temporary staff person, working at ARC may be hired with costs shared by the four local workforce boards and 1/3 of the cost covered by CareerRise.

Request for Proposals. The RFP for One-Stop Operator, Adult & Dislocated Worker Career Services and Youth Services was released February 1st. Current provider contracts end June 30, 2017. The Executive Committee will meet to review proposals and recommendations on April 13th, 10:00 a.m. Board members that are not submitted proposals and that are interested may join the meeting and discussion. Selection of new providers will be completed by the first of May to begin service on July 1, 2017. The full RFP can be found at <http://www.atlantaregional.com/rfps-rfq.s>.

Service Delivery Guidelines. The Georgia Dept of Economic Development, Workforce Division prepared Local Service Delivery Guidelines which were adopted by the State Board at the Feb. 8th meeting. The guidelines set a specific schedule of meetings and request that a group leader who is a business representative of the workforce board serve as the primary meeting convener. As part of the WIOA implementation process, the Local Workforce Development Area leadership is required to coordinate meetings ultimately leading to a memorandum of understanding (MOU) ensuring an organized and efficient local workforce delivery system. The MOU must include all required partners/programs. The first required meeting is Feb. 24th, 2:00 at ARC offices.

The meeting was adjourned at 12:55 p.m.

NEXT MEETING: May 25, 2017



ADULT & DISLOCATED WORKER SUPPORT SERVICE POLICY

The Atlanta Regional Workforce Development Board (ARWDB) has developed a process by which participants who are determined eligible and in need of supportive services may participate in Workforce Innovation & Opportunity Act (WIOA) activities. Federal Law states that supportive service costs should be necessary to enable an individual to participate in activities authorized under WIOA Title I. Eligibility and determination of need for supportive services should be conducted by a case manager, on a case-by-case basis and may be provided to individuals receiving Basic Career Services. Such individuals must be registered as WIOA participants and are subject to performance outcomes.

Total supportive services may not exceed \$5,000 per participant per program year. There is also a limit on total supportive service expenditures of 35% of each Local Workforce Development Area (LWDA) funding stream, (i.e. adult, dislocated worker, youth), program year total allocation. Waivers for this policy will be issued by Georgia Department of Economic Development (GDEcD), Workforce Division (WFD) on a case by case basis. The following policy applies to participants enrolled under the adult and dislocated worker programs under WIOA which include career services and Individual Training Account (ITA)-based training, and which are served by ARWDB Career Resource Centers.

Documentation of Eligibility and Determination of Need for Supportive Services

All supportive services must be approved and recorded in Georgia Work Ready Online Participant Portal (GWROPP) prior to the participant receiving or obtaining the goods or services. Backdated requests for services will not be approved. A participant may waive WIOA payments (except for Work Experience) if accepting payment would mean the loss of benefits. The participant may request the payment to start at a later date, but may not claim retroactive payments. Advances against future payments are not allowed.

To be eligible for any WIOA financial assistance payments, participant must have been determined WIOA eligible and:

1. Be participating in career services and/or training services. Exception: Limited supportive services may be provided to eligible applicants (e.g. paying for a birth certificate), before they are enrolled as participants, to permit participation in assessment activities;
2. Be unable to obtain supportive services through other programs providing such services; and

3. Must comply with program regulations and policies during the period of training and/or enrollment to continue to receive support service payments.

Determination of Need

- A. Financial/Physical Need: There must be documentation in the participant's case file and/or the GWROPP system that participants are incapable of providing these services for themselves. Documentation may consist of:
 1. Low income verification
 2. Receipt of federal or state public assistance
 3. Receipt of UI benefits
 4. Documentation of skill upgrading that would lead to employment in a local or state in-demand occupation
 5. Documentation of lack of employment or underemployment
 6. Separation from employment notice
 7. Transportation distance to attend training
 8. Birth certificates of children receiving childcare
- B. Resource Coordination: There must be documentation that supportive services are not available from other state or federal grant programs. There must be analysis of all federal/state/local resources available and how they are being coordinated. For example, an ARWDB analysis of need form will document the total basis of need considering UI, Pell, Hope etc., or other instances of federal/state/local resources available, to determine how resources are being coordinated. Examples of acceptable documentation:
 1. Participant time sheets
 2. Income determination
 3. UI records
 4. Supportive Services Request Form

Allowable Supportive Service

Allowable supportive services provided during training include, but are not limited to:

1. Transportation
2. Childcare
3. Meals during the training day
4. Emergency Auto Repair (The repair must be necessary and the most economical options for the participant's transportation needs)
5. Emergency Healthcare (The payments are only provided when necessary for the participant to participate in training), and

6. Emergency Utility and Rental Assistance (The payments are only provided when necessary for the participant to participate in training.)

Support Service Request Form: Each participant requesting supportive services will complete a request for support service form. The WIOA career advisor will determine the basis of need and sign off on the justification for the amount of support that is necessary and reasonable to complete WIOA activities. This justification will include a projection of the quarterly amounts as well as the total anticipated amount of support services requested. This documentation should be collected and included in the participant's case file and the GWROPP system. WIOA career advisors are responsible for tracking payments, to ensure compliance with the \$5,000 limitation. ARC finance will also maintain records to monitor the yearly cap limitations. Yearly child care cost must be projected before training services begin. No payments will be made until previous payment is uploaded into GWROPP.

All documentation of each supportive payment type and amount must be entered in the GWROPP system to include the type of support service, amount, date of service, etc. All documentation will be downloaded to the GWROPP system or maintained in another system and physical case file (participant time sheets, etc.). All supportive information must be updated and complete at the end of each fiscal quarter for all participants receiving support services in the fiscal quarter. AWRDB staff will perform a secondary review and reconciliation of participant information in GWROPP to ensure the portal and case files reflect an accurate account for the supportive services provided on a quarterly basis.

Additionally, documentation for the WIOA activity for which support is being provided must be included in the case file and scanned into the GWROPP system. Documentation should include time sheets signed by the instructor/supervisor, proving participation in training services.

Dependent Care

If dependent care is not otherwise available from Department of Family and Children Services (DFCS), or other funding sources, ARWDB may reimburse the cost of care for dependent children under age 6 or adult dependents with documented care needs, up to a maximum of \$70 per week per dependent, excluding late fees. This is available while the participant is enrolled in basic career services or an ITA training service. Assistance is available when the individual is scheduled and/or commuting to training activities. Assistance may also be available for children ages 6 through 14 during times when school is not in session. Funds from other sources, such as TANF, may be combined with WIOA funds with written approval by the Career Resource Center Manager. In those instances, WIOA funds may only be used for those expenses not covered by the other funding source. For participants receiving

TANF benefits, service providers must document that the participant is not receiving dependent care benefits from TANF before providing dependent care assistance through WIOA.

For each dependent child ages 6 through 14, a maximum of \$45 per week per child may be provided to assist with after school care while a participant attends or commutes to scheduled training activities. A full-time rate of \$70 per week for each dependent child through age 14 may be provided during summer school break.

Participants are encouraged to use licensed dependent care providers whenever possible. If not licensed, the service must be provided by a dependent care provider who cares for children outside of the participant's home.

Dependent care costs will be paid directly to the provider if at all possible. However, under certain circumstances the cost may be reimbursed to the customer. Payments are based on receipts from the dependent care provider and include verification of a child's attendance record and verification of class attendance by the participant. Payments will be made monthly and will depend on timely receipt of the specified documentation.

ARWDB will reimburse up to \$45 per child for a one-time registration fee if this fee is customarily charged by the dependent care provider to all clients. No reimbursements will be made for late fees incurred by participants.

Meals and Transportation



For each day a participant attends class for a minimum of 3 hours daily, \$12 may be provided to assist with meals and transportation expenses. Meals and Transportation assistance is not available if provided by another agency such as DFCS.

Emergency Assistance

Emergency assistance is defined as payments made on behalf of a WIOA customer to help with problems that would impact his or her continuation in and/or completion of a program. Emergency assistance can be provided for but not limited to, the following:

- Emergency car repairs
- Emergency healthcare
- Emergency utilities (power, heating fuel) & rent

Emergency car repair may be provided if the car is no longer safe, is the only means of transportation to and from training and is owned by the customer.

ARWDB POLICIES AND PROCEDURES

The customer will be required to obtain three (3) written quotes for repairs, not exceeding 25% of the tax value of the vehicle or \$500, whichever is lower.

Emergency eye glasses or protective eyewear (healthcare) may be provided if there are no other resources available to provide the eyewear, and the customer cannot see. Broken eyeglasses may be replaced if the customer cannot afford to replace them and cannot attend classes.

Emergency utility payment is defined as the deposit and one month's payment for electricity or heating fuel for a customer. Emergency rental assistance is available one time per program enrollment. Past due rent is allowable. Deposits are not allowable because the amount may be reimbursed to a participant at a later date. Supportive services request for the payment of rent requires the following supporting documentation:

1. A rental or lease agreement bearing the participant's name, and
2. An original statement signed by the landlord reflecting the amount of rent due and the corresponding dates.
3. If a participant does not have a formal lease with a landlord, a notarized letter stating the name of the participant, the address of the property, and the amount of delinquency is required.

Additional Allowable Support Services:

Allowable supportive services provided **after** training in order to obtain employment include, but are not limited to:

1. Tools, work clothing, and boots/shoes required for employment
2. Bonding and liability insurance for employment
3. Drug testing required by employer
4. Financial counseling, and
5. Auxiliary aides and services necessary for persons with disabilities.

For participants enrolled in programs such as HVAC, automotive technology and automotive collision, which require expensive tools for training as well as employment, supportive services may be used to supplement tool purchase costs during training in the event the participant's training ITA funds are exhausted by tuition, books, fees and other training costs. This determination will be made on a case by case basis by the Career Resource Center Manager.

Other Requirements and Policies

A participant continues to be eligible for support services only as long as he/she is active in the program. Participants will be required to "recertify" with their Career Advisor every 90 days to ensure compliance and continued need of support services. Failure to participate fully, without good cause, will result in termination of assistance.

During the assessment period individual needs are identified and a plan is developed and documented in the Individual Employment Plan (IEP) for support provided by ARWDB, DFCS or other programs. To maximize the support available, ARWDB will actively promote coordination with organizations to provide supportive services at no cost to the program or the participant. These services could include assistance in housing, legal problems, financial planning, dental/medical care, mental health, and other areas.

Unallowable Supportive Services

Payments are not allowed for titled or deeded items or when recovery of the expense is anticipated. Such items include:

1. Rent deposits or housing deposits
2. Mortgage payments
3. Car payments
4. Purchase of vehicles
5. Fines

Support Services Policies for youth service programs which do not include ITA-based training are under the Youth Program Support Services Section of the Support Policy, and are for youth served by ARWDB youth service providers. These ARWDB youth service providers include both in-school and out-of-school youth.



YOUTH PROGRAM SUPPORTIVE SERVICE POLICY

PURPOSE

To establish a policy providing guidance and guidelines in the provision of Title 1-B Section 681.570 Workforce Innovation and Opportunity Act (WIOA) Supportive Services. The policy serves to establish a process for identifying need and providing Supportive Service assistance to youth receiving services under WIOA. Supportive Services enable participants to continue to have access to employment, education and training opportunities to succeed in the labor market.

POLICY

Supportive Services may be made available to youth participating in WIOA Title-I activities (including after WIOA program exit, during the one-year follow-up period). To ensure coordination across programs, non-duplication of resources and services, and to establish limits on the amount and duration of services between Title-I programs, Supportive Services for the Youth Program must be aligned with those of the Adult and Dislocated Workers Programs. The total amount of Supportive Services may not exceed \$5,000 per participant per program year. Participants must first obtain Supportive Services through other programs before relying on WIOA Title-I funding. Career Advisors will assist participants to work with other programs to ensure they receive all the benefits to which they are entitled to under the law.

PROVISIONS

Supportive Services must be necessary and reasonable, both in cost and in the item being purchased, and be necessary for participation in career or training activities or the success of the Individual Service Plan/Individual Education Plan/Individual Service Strategy (ISP/IEP/ISS). Supportive Services will only be provided when the individual is unable to obtain Supportive Services through another program that provides such services. To prevent duplication of resources and services, services available through other agencies will be researched, explored and utilized prior to using WIOA funds. The Career Advisor will access services available in the community and make all efforts to access those services at no, or low cost to the participant. Any assessments, tests and/or Supportive Services provided to the participant must be documented in the participant's ISP/IEP/ISS and entered appropriately into Georgia Work Ready Online Participant Portal (GWROPP). All attempts to secure other funding must be noted in GWROPP. The provisions of Supportive Services related to duration, time and type outside of what is addressed in this Policy will be considered on a case -by-case basis.

TWELVE MONTHS FOLLOW-UP PERIOD

To ensure success after the program, Supportive Service may be provided to youth who exit the WIOA program and are in the twelve (12) months follow-up period. This is to educational retention for those who are attending advance training (non-WIOA funded) or post-secondary school; and job retention, wage gains, and career progress for those who obtain unsubsidized employment. The approval process is the same as for participants in active status. Support service shall commence at enrollment date and end upon completion of the twelve months follow-up period.

ELIGIBILITY AND DETERMINATION OF NEED

To be eligible for any WIOA financial assistance payments, participant must have been determined WIOA eligible and:

1. Be participating in career services and/or training services.
 - ❖ Exception: Limited Supportive Services may be provided to eligible applicants (e.g. paying for a birth certificate), before they are enrolled as participants, to permit participation in assessment activities;
 2. Be unable to obtain Supportive Services through other programs providing such services; and
 3. Must comply with program regulations and policies during the period of training and/or enrollment to continue to receive support service payments.
- A. Financial/Physical Need: There must be documentation in the participant's case file and/or the GWROPP system that participants are incapable of providing these services for themselves. Documentation may consist of:
1. Low income verification.
 2. Receipt of federal or state public assistance.
 3. Receipt of Unemployment Insurance (UI) benefits
 4. Documentation of skill upgrading that would lead to employment in a local or state in-demand occupation.
 5. Documentation of lack of employment or underemployment.
 6. Separation from employment notice.
 7. Transportation distance to attend training.
 8. Birth certificates of children receiving childcare.
- B. Resource Coordination: There must be documentation that Supportive Services are not available from other state or federal grant programs. There must be analysis of all federal/state/local resources available and how they are being coordinated. For example, an ARC/ARWDB analysis of need form will document the total basis of

need considering UI, Pell, Hope Grant/Scholarship etc., or other instances of federal/state/local resources available, to determine how resources are being coordinated. Examples of acceptable documentation:

1. Participant time sheets (signed by the participant and the instructor/supervisor providing training services).
2. Income determination.
3. UI records.
4. Supportive Services Request Form (signed by the participant and the WIOA Career Advisor).

DOCUMENTATION OF ELIGIBILITY & DETERMINATION

Support Service Request Form: Each participant requesting Supportive Services will complete a request for support service form. The WIOA Career Advisor will determine the basis of need and sign off on the justification for support that is necessary and reasonable to complete WIOA activities. This justification will include a projection of the quarterly amounts as well as the total anticipated amount of support services requested. This documentation should be collected and included in the participant's case file and the GWROPP system. WIOA Career Advisors are responsible for tracking payments, to ensure compliance with the \$5,000 limitation. ARC/ARWDB finance will also maintain records to monitor the yearly cap limitations. Yearly child care cost must be projected before training services begin. No payments will be made until previous payment is uploaded into GWROPP.

All documentation of each supportive payment type and amount must be entered in the GWROPP system to include the type of support service, amount, date of service, etc. All documentation will be downloaded to the GWROPP system or maintained in another system and physical case file (participant time sheets, etc.). All supportive information must be updated and completed at the end of each fiscal quarter for all participants receiving support services in the fiscal quarter. ARC/ARWDB staff will perform a secondary review and reconciliation of participants' information in GWROPP to ensure the case management system and physical case files reflect an accurate account for the Supportive Services provided on a quarterly basis. Additionally, documentation for the WIOA activity for which support is being provided must be included in the case file and scanned into the GWROPP system.

TYPES OF SUPPORTIVE SERVICES

a) Linkages to Community Services

Assistance may be provided for participants needing linkages, referrals, and information about the availability of supportive services assistance not covered by WIOA. These services may include, but are not limited to: Food stamps (SNAP), temporary assistance for needy

families (TANF), veteran's assistance, financial assistance for education, and county public assistance funds.

b) Assistance with Transportation

Assistance may be approved at the current annual state mileage rate over 50 miles per week, for a maximum of \$50.00 per week. Bus passes/vouchers for public transportation may be approved for up to \$50.00 per month. Costs for other transportation services such as taxis, private transportation firms, and company vehicle usage charges will be reimbursed at a maximum amount of \$50.00 per month. Additional expenses may be approved by the ARC/ARWDB Youth Program Administrator for extenuating circumstances.

For the Work Experience (WEx) Program, mileage reimbursement may be available for participants who commute to and from a work site or training site for which no other form of transportation is reasonably available. Mileage reimbursement may be allowed up to the first 14 calendar days to support the participant's participation in WEx. Map mileage (calculated using an online map program) may be used as the basis for payment.

c) Assistance with Child Care and Dependent Care

Child care and dependent care assistance may be provided to participants who are not able to participate in WIOA programs without such assistance. This includes participants who are in danger of dropping out or making less than satisfactory progress due to unsatisfactory or unreliable childcare/dependent care arrangements.

If dependent care is not otherwise available from Department of Family and Children Services (DFCS), or other funding sources, ARC/ARWDB may reimburse the cost of care for dependent children under age 6 or adult dependents with documented care needs, up to a maximum of \$70 per week per dependent, excluding late fees. This is available while the participant is enrolled in basic career services or an ITA training service. Assistance is available when the individual is scheduled and/or commuting to training activities. Assistance may also be available for children ages 6 through 14 during times when school is not in session. Funds from other sources, such as TANF, may be combined with WIOA funds with written approval by the ARC/ARWDB Youth Program Administrator. In those instances, WIOA funds may only be used for those expenses not covered by the other funding source. For participants receiving TANF benefits, service providers must document that the participant is not receiving dependent care benefits from TANF before providing dependent care assistance through WIOA.

For each dependent child ages 6 through 14, a maximum of \$45 per week per child may be provided to assist with after school care while a participant attends or commutes to scheduled training activities. A full-time rate of \$70 per week for each dependent child through age 14 may be provided during summer school break.

Participants are encouraged to use licensed dependent care providers whenever possible. If not licensed, the service must be provided by a dependent care provider who cares for children outside of the participant's home.

Dependent care costs will be paid directly to the provider if possible. However, under certain circumstances the cost may be reimbursed to the customer. Payments are based on receipts from the dependent care provider and include verification of a child's attendance record and verification of class attendance by the participant. Payments will be made monthly and will depend on timely receipt of the specified documentation.

ARC/ARWDB will reimburse up to \$45 per child for a one-time registration fee if this fee is customarily charged by the dependent care provider to all clients. No reimbursements will be made for late fees incurred by participants

d) Assistance with Educational Testing

Assistance is authorized for the payment of application fees to educational institutions. These are fees that are paid to determine a participant's eligibility and acceptance at the educational institution which will allow the participant to obtain information on financial aid awards. Assistance with books, fees, school supplies, and other necessary items for the students enrolled in post-secondary education classes are authorized as well. Tuition assistance will be reviewed for approval on a case-by-case bases by ARC Youth Program Administrator.

e) Reasonable Accommodations for Youth with Disabilities

Activities required to enable an individual with a disability to gain access to participate in employment and training services.

f) Meals

For each day, a participant attends class for a minimum of 3 hours, \$6 may be provided to assist with meal expenses. Meal assistance is not available if provided by another agency such as DFCS.

g) Emergency Assistance

Defined as payments made on behalf of a WIOA customer to help with problems that would impact his or her continuation in and/or completion of a program. Emergency assistance can be provided for but not limited to, the following:

- Emergency car repairs.
- Emergency healthcare.

- Emergency utilities (power, heating fuel).
- Emergency housing.

Emergency Car Repairs – May be provided if the car is no longer safe, is the only means of transportation to and from training and is owned by the customer. The customer will be required to obtain three (3) written quotes for repairs, not exceeding 25% of the tax value of the vehicle or \$500, whichever is lower.

Emergency Healthcare – Assistance is authorized for healthcare and medical services. This assistance is not intended to cover the costs of major issues such as major surgery or major dental care, and is not intended to encourage visits to healthcare centers or doctors for minor illnesses for which the participant would not normally seek medical attention. Eye glasses or protective eyewear may be provided if there are no other resources available to provide the eyewear, and the customers vision is impaired. Broken eyeglasses may be replaced if the customer cannot afford to replace them and cannot attend classes. Emergency healthcare must not exceed \$500.

Emergency Utilities – Payment is defined as one month's payment for electricity or heating fuel for a customer. Deposits are not allowable because the amount may be reimbursed to a participant later. Since this is a one-time emergency intervention, a plan must be established to ensure the participant will be able to meet long term utility needs. Emergency utility payments must not exceed \$500.

Emergency Housing – Assistance may be provided to participants on a case-by-case basis and require prior approval from ARC/ARWDB Youth Program Administrator. The assistance may include cost for rent and temporary housing. Past due rent is allowable. Deposits are not allowable because the amount may be reimbursed to a participant at a later date. Since this is a one-time emergency intervention, a plan must be established to ensure the participant will be able to meet long term housing needs. Assistance may not exceed \$1000 for one month or no more than \$1800 to include one month's back rent. Requests for the payment of rent requires the following supporting documentation:

1. A rental or lease agreement bearing the participant's name, and
2. An original statement signed by the landlord reflecting the amount of rent due and the corresponding dates.
3. If a participant does not have a formal lease with a landlord, a notarized letter stating the name of the participant, the address of the property, and the amount of delinquency is required.

h) After Training Assistance

Allowable Supportive Services provided after training to obtain employment include, but are not limited to:

1. Tools, work clothing, and boots/shoes required for employment
2. Bonding and liability insurance for employment
3. Drug testing required by employer
4. Financial counseling, and
5. Auxiliary aides and services necessary for persons with disabilities.

For participants enrolled in programs such as HVAC, automotive technology and automotive collision, which require expensive tools for training as well as employment, Supportive Services may be used to supplement tool purchase costs during training in the event the participant's training ITA funds are exhausted by tuition, books, fees and other training costs. This determination will be made on a case by case basis by the ARC/ARWDB Youth Program Administrator.

i) Incentives

Incentive payments are allowable for WIOA Title I Youth activities. Awarding of incentives is a means to encourage participation, achievement and attainment of an individual's goals that lead to success and completion of WIOA activities. The provision of incentives must be properly documented on the youth participant's ISP/IEP/ISS as well as recorded in the GWROPP system. Incentives may be awarded in the form of gift cards (not to exceed \$50.00 per card), gas cards (not to exceed \$25.00 per card), gift certificates (not to exceed \$50.00 per certificate) as well as payments of education/employment related materials or uniforms, test/eligibility fees, etc. Total incentives must not exceed \$1,000 per program year. **Cash incentives are not allowable.**

Incentives must be linked to the following two categories:

1. Performance Incentives – must incorporate performance outcomes. The performance criterion has been established to ensure there is linkage to specific performance outcome or attainment of goals as established and documented. A youth participant shall not receive more than one performance incentive for the same outcome. However, youth participant may have multiple opportunities to receive performance incentives for the achievement of multiple outcomes during the participation period.
2. Program Incentives – must be linked to program outcomes. Program outcomes are used to help the youth participant maintain active participation in the program by recognizing non-performance measures achievement. Program outcomes should complement the overall WIOA Youth Program objectives such as training and work experience activities.

A participant shall have an opportunity to receive performance incentives and program incentives concurrently. Providers must establish written policies and procedures to safeguard items purchased and maintain adequate systems of internal control to accurately and timely track and report all incentive awards.

CONCURRENT ENROLLMENT IN YOUTH PROGRAM AND ADULT PROGRAM

Youth concurrently co-enrolled in the Youth Program and the Adult Program can receive Supportive Services from both programs' funding. Supportive Services cannot be duplicated and the maximum \$5,000 program year limit includes cumulative funds awarded from both Adult and Youth programs.

UNALLOWABLE SUPPORTIVE SERVICES

Payments are not allowed for titled or deeded items or when recovery of the expense is anticipated. Unallowable Supportive Services include:

1. Rent deposits or housing deposits
2. Mortgage payments
3. Car payments
4. Purchase of vehicles
5. Fines
6. Payment toward goods or services incurred or received prior to the participant's enrollment in WIOA.
7. Current or past taxes.
8. Current or past child support.
9. Legal fees (except fees for legal aid) such as bail and restitution.

POLICY EFFECTIVE DATE

This policy shall be effective on _____, and remain in effect until further notice.

PY 17 TOTAL REVENUES AND FULL-YEAR OBLIGATIONS FROM JULY 1, 2017 - JUNE 30, 2018				
	Adult	Youth	Disloc. Worker	Total
Revenues				
WIA/WIOA Formula Grant Admin PY 16 - FY 17 Carryover	300,000	50,000	130,000	480,000
WIA/WIOA Formula Grant Prog PY 16 - FY 17 Carryover	3,100,000	300,000	1,750,000	5,150,000
WIOA Formula Grant Admin PY 17 - FY 18	360,822	370,756	465,535	1,197,113
WIOA Formula Grant Prog PY 17 - FY 18	3,247,392	3,336,807	4,189,817	10,774,016
WIOA Rapid Response Prog PY 16 - FY 17 Carryover			309,107	309,107
WIOA Rapid Response Prog PY 17 - FY 18			-	-
OTHER			-	-
OTHER			-	-
OTHER			-	-
Total Revenues	7,008,214	4,057,563	6,844,459	17,910,236
Planned Expenditures/Obligations				
ARC/CRC Costs				
ARC Administration Costs	557,479	368,771	403,495	1,329,744
ARC Operations/Program Costs	889,428	266,666	732,233	1,888,327
Career Resource Center Facilities/ Operations Costs/Mobile Unit	310,055	0	320,245	630,300
Other				-
Total ARC/CRC Costs	1,756,962	635,437	1,455,972	3,848,371
Training/Business Services				
Work Experience (WE) Wages	-	395,751	-	395,751
Individual Training Accounts (ITAs)	2,350,000	100,000	3,000,000	5,450,000
Rapid Response Projects			-	-
Work-Based Learning (OJT, IWT, CWT)	700,000	-	500,000	1,200,000
Total Training/Business Services	3,050,000	495,751	3,500,000	7,045,751
Sub-Grantees (Contract) Services				
One-Stop/Career Services (Adult & DW Services)				
Cherokee County	92,400		61,600	154,000
Clayton County	286,800		191,200	478,000
Douglas County	100,800		67,200	168,000
Fayette County	46,800		31,200	78,000
Gwinnett County - One Stop Operator	150,000		100,000	250,000
Gwinnett County - Career Services	468,000		312,000	780,000
Henry County	135,600		90,400	226,000
Rockdale County	57,315		38,210	95,525
Additional Funds for Special Projects/Negotiations	300,000		300,000	600,000
Youth Services				
Cherokee County		186,150		186,150
Clayton County		629,850		629,850
Douglas County		213,017		213,017
Fayette County		94,350		94,350
Gwinnett County		966,450		966,450
Henry County		298,350		298,350
Rockdale County		147,900		147,900
Additional funds for Special Projects/Negotiations		250,000		250,000
		-		-
Total Sub-Grantees (Contract) Services Costs	1,637,715	2,786,067	1,191,810	5,615,592
Total Planned Expenditures/Obligations	6,444,677	3,917,255	6,147,782	16,509,714
Total Planned Un-Obligated Admin Funding	103,343	51,985	192,040	347,369
Total Planned Un-Obligated Program Funding	460,194	88,323	504,636	1,053,153
% Planned Availability of Unobligated Funding	8.0%	3.5%	10.2%	7.8%

Revision Date: 5/16/17

Notes:

BUDGET/CONTRACTUAL ITEMS FOR ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD (ARWDB) ACTION 5/25/17:

RECOMMENDED FOR BOARD APPROVAL:

1. Approval of the **PY 17 Total Revenues and Full-Year Obligations**, in its entirety, beginning July 1, 2017
 - Includes RFP approved funding levels for the following services to be contracted out for one (1) year, with option to renew annually for 3 more years, for the seven (7) county ARWDB delivery area:
 - One-Stop Operator
 - Career Services (Adult/Dislocated Workers)
 - Youth Services
 - Funding for services provided in each county based on most current Fair Share Allocations information provided by the State, with the exception of the One-Stop Operator.
 - Includes additional funding for contract negotiations to allow for increase in pre-approved funding per contractor, if negotiations require. The additional amounts are as follows:
 - Adult/Dislocated Worker funding - \$600,000 (may be interchanged)
 - Youth funding - \$250,000
 - All revenue stated costs are estimated
 - Only projected PY 17 funding information was provided by the State.
 - PY 16 carryover estimated. Actual TBD after grant closeouts in July/August 2017

Cherokee County Customer Activity

Program Year 2016, Period of July 1, 2016 – Apr 30, 2017



Cherokee Customer Visits	451
Computer Lab Visits	21
Workshop Attendance Job Smart, Resume, Other	70
Mobile Unit Visits	50
# Of Training Applications Rec'd	102
# Of Eligible Applicants	55
Enrolled in VOS in PY 2016	25
Enrolled in Training in PY 2016	31
Active Customers	25

Clayton County Customer Activity

Program Year 2016, Period of July 1, 2016 – Apr 30, 2017



Clayton Customer Visits	6,205
Computer Lab Visits	5,482
Workshop Attendance Job Smart, Resume, Other	1,207
Mobile Unit Visits	269
# Of Training Applications Rec'd	613
# Of Eligible Applicants	497
Enrolled in VOS in PY 2016	88
Enrolled in Training in PY 2016	104
Active Customers	83

Career Resource Centers Testimonial

I told my daughter how much I enjoyed the Job Smart workshop and found that she'd also taken the class which helped change her life! One key factor she learned was to find something personal in the room about the interviewer and start a conversation about it. Because of this and other tips, she received a job with Marriott. Thank you!

Douglas County Customer Activity

Program Year 2016, Period of July 1, 2016 – Apr 30, 2017



Douglas Customer Visits	3,266
Computer Lab Visits	1,853
Workshop Attendance Job Smart, Resume, Other	755
Mobile Unit Visits	203
# Of Training Applications Rec'd	195
# Of Eligible Applicants	71
Enrolled in VOS in PY 2016	36
Enrolled in Training in PY 2016	41
Active Customers	35

Fayette County Customer Activity

Program Year 2016, Period of July 1, 2016 – Apr 30, 2017



Fayette Customer Visits	259
Computer Lab Visits	219
Workshop Attendance Job Smart, Resume, Other	78
Mobile Unit Visits	196
# Of Training Applications Rec'd	41
# Of Eligible Applicants	27
Enrolled in VOS in PY 2016	6
Enrolled in Training in PY 2016	12
Active Customers	6

Career Resource Centers Testimonial

“I just passed my National Council Licensure Exam last week and am currently interviewing for RN positions. I’ll keep you updated when I accept an offer. I am so grateful for WIOA helping me to earn my RN license!”

Gwinnett County Customer Activity

Program Year 2016, Period of July 1, 2016 – Apr 30, 2017



Gwinnett Customer Visits	12,031
Computer Lab Visits	10,249
Workshop Attendance Job Smart, Resume, Other	1,797
Mobile Unit Visits	212
# Of Training Applications Rec'd	874
# Of Eligible Applicants	616
Enrolled in VOS in PY 2016	160
Enrolled in Training in PY 2016	196
Active Customers	147

Gwinnett Tech Customer Activity

Program Year 2016, Period of July 1, 2016 – Apr 30, 2017



Gwinnett Tech Customer Visits	4,049
Workshop Attendance Job Smart, Resume, Other	1,423
# Of Training Applications Rec'd	40
# Of Eligible Applicants	39
Enrolled in VOS in PY 2016	113
Enrolled in Training in PY 2016	108
Active Customers	111

Henry County Customer Activity

Program Year 2016, Period of July 1, 2016 – Apr 30, 2017



Henry Customer Visits	1,397
Computer Lab Visits	1,007
Workshop Attendance Job Smart, Resume, Other	294
Mobile Unit Visits	84
# Of Training Applications Rec'd	78
# Of Eligible Applicants	57
Enrolled in VOS in PY 2016	41
Enrolled in Training in PY 2016	53
Active Customers	41

Career Resource Centers Testimonial

I want to thank the WIOA staff for their support through my training program. With their encouragement, I completed the HVAC Diploma program which opened the door to many opportunities, and resulted in my finding a great job at Chattahoochee Tech. Without WIOA's financial help this wouldn't have been possible.

As a taxpayer and proud Georgia resident I'm glad to see programs that help displaced workers find careers through continuing education and vocational training.

Rockdale County Customer Activity

Program Year 2016, Period of July 1, 2016 – Apr 30, 2017



Rockdale Customer Visits	1,662
Computer Lab Visits	245
Workshop Attendance Job Smart, Resume, Other	225
Mobile Unit Visits	88
# Of Training Applications Rec'd	194
# Of Eligible Applicants	194
Enrolled in VOS in PY 2016	42
Enrolled in Training in PY 2016	55
Active Customers	40

Breakout by County of Current Customers Including Carry-Overs from Previous Program Year



<u>ARWDB AREA RESIDENTS</u>	<u>1,794</u>
Cherokee	71
Clayton	334
Douglas	119
Fayette	38
Gwinnett	870
Henry	188
Rockdale	174
<u>ATLANTA REGION RESIDENTS</u>	<u>73</u>
Cobb	2
DeKalb	31
Fulton	40
<u>OUTLYING AREA RESIDENTS</u>	<u>28</u>