

ATLANTA REGIONAL WORKFORCE BOARD INSTRUCTION 12-15

DATE: October 24, 2012

SUBJECT: Policy Updates Approved by Atlanta Regional Workforce Board October 18, 2012

PURPOSE: Distribute Three Approved Policy Updates to Career Resource Center Staff and Youth Providers:

1. ARWB Self-Sufficiency Policy including Attachment E1 2012 ARWB Priority of Service Policies
2. ARWB Occupational Training Options Update with explanation of deletions and additions
3. Policy for Procuring Skills Training in Basic Law Enforcement

REFERENCES: SDA Instruction 12-02, April 17, 2012, Revised Income Guidelines for Youth and Adult Services under WIA During Periods of Limited Funding; ARWB Policies and Procedures; and HOPE Grant Revisions

BACKGROUND: Review of Labor Market Information, funding limitations, and current economic climate in Metropolitan Atlanta. Effective December 31, 2011, The HOPE grant will no longer be available to Regional Law Enforcement Academies for the Basic Mandate Program. All students starting the Basic Mandate class in 2012 will be responsible for the full tuition plus fees.

POLICIES: New policies replace old policies.

ACTION REQUIRED:

1. All one-stop staff must be familiar with the new policies and implement the procedures in general customer activities.
2. All involved staff must read, initial and date this Instruction and this Instruction filed with SDA Instructions.

EFFECTIVE DATE: October 24, 2012



Mary Margaret Garrett
Chief, Workforce Development

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Attachment: ARWB Self Sufficiency Policy with Attachment E1, 2012 ARWB Priority of Service Policies
ARWB Occupational Training Options (Revised 10-12)
Policy for Procuring Skills Training in Basic Law Enforcement

cc: All WFD staff
All Career Resource Centers, Youth Providers

ARWB Self-Sufficiency Policy

Lacks self-sufficiency: is defined an individual who has one or more of the following characteristics:

1. An individual who has a personal or family income that is at or below 100% of the Lower Living Standard Income Level (LLSIL) for metropolitan Atlanta, **or**
2. Food stamp or TANF recipient (current or within last six months), **or**
3. Supplemental Social Security Income recipient, **or**
4. *An individual (**single family of one**) who is employed, but in a job earning **\$10.10** an hour or less, **or**
5. Dislocated workers may be considered to lack self-sufficiency if they are employed, but in a job/occupation that is at a wage or skill level that is significantly less than the job of dislocation, **or**
6. Dislocated workers may be considered to lack self-sufficiency if they are employed, but in a job/occupation that is at a wage or skill level that is **significantly less than the jobs of dislocation** and demonstrated level of educational attainment or they have a baccalaureate degree in a low demand discipline.

**In the Metropolitan Atlanta Region the sufficient wage level that a full-time worker would need to provide the necessities and comforts essential to an acceptable standard of living allowing a family to meet its basic needs without resorting to welfare or other public assistance is above federal poverty line, ranging from 100% to 130% of the poverty measurement.*

Under-employed Adults and Youth: An individual, who is currently employed, meets the definition of "lacks self-sufficiency" and whose situation or employment has one or more of the following characteristics:

1. **Is in need of intensive services to obtain and retain employment that allows for self-sufficiency**
2. Is temporary, seasonal or interim in nature
3. Is in an occupation/industry that is subject to or has a history of repeat layoffs
4. Is in an industry/occupation that is listed as declining
5. Is with a company that offers no health insurance benefits
6. Is with a company that offers little or no career advancement opportunities
7. Is working part-time, but desires full-time employment
8. Is working in employment not commensurate with the individual's demonstrated level of education
9. **Is employed in a low skill/low wage job**

Dislocated workers: An individual who is employed in a position that is interim or for the purposes of income maintenance, but is at a wage or skill that is significantly less (**less than 85%**) of the job of dislocation (this may include the job's total compensation such as medical benefits, retirement, etc.);

1. Is working part-time/**short-term contract**, but desires full-time employment;
2. Is working in employment not commensurate with the individual's demonstrated level of education

Incumbent Workers: There is no requirement that incumbent workers must be determined to be in need of training services to obtain or retain employment that allows for self-sufficiency as described in WIA sec. 134(d)(3)(A)(ii) and § 663.230. Frequently, incumbent worker training is an economic development or business retention strategy developed by a State where the employer is involved in the arrangement of the training curricula and usually has a role in selecting the training provider.

The Poverty In America Living Wage Calculator

In many American communities, families working in low-wage jobs make insufficient income to live locally given the local cost of living. Recently, in a number of high-cost communities, community organizers and citizens have successfully argued that the prevailing wage offered by the public sector and key businesses should reflect a wage rate required to meet minimum standards of living. Therefore we have developed a living wage calculator to estimate the cost of living in your community or region. The calculator lists typical expenses, the living wage and typical wages for the selected location.

The original calculator was modeled after the Economic Policy Institutes's metropolitan living wage tool. Users should know there are many researchers contributing tools and resources to the movement to achieve living wages. Our tool is designed to provide a minimum estimate of the cost of living for low wage families. **The estimates do not reflect a middle class standard of living. The realism of the estimates depends on the type of community under study. Metropolitan counties are typically locations of high cost. In such cases, the calculator is likely to underestimate costs such as housing and child care.** Consider the results a minimum cost threshold that serves as a benchmark, but only that. Users can substitute local data when available to generate more nuanced estimates. Adjustments to account for local conditions will provide greater realism and potentially increase the accuracy of the tool.

Living Wage Calculation for Atlanta, Georgia

The living wage shown is the hourly rate that an individual must earn to support their family, if they are the sole provider and are working full-time (2080 hours per year). The state minimum wage is the same for all individuals, regardless of how many dependents they may have. The poverty rate is typically quoted as gross annual income. The chart below converts it to an hourly wage for the sake of comparison. Wages that are less than the living wage are shown in red.

Hourly Wages	1 Adult	1 Adult, 1 Child	1 Adult, 2 Children	1 Adult, 3 Children	2 Adults	2 Adults, 1 Child	2 Adults, 2 Children	2 Adults, 3 Children
Living Wage	\$10.10	\$19.00	\$22.63	\$27.37	\$15.15	\$18.14	\$19.52	\$22.41
Poverty Wage	\$5.21	\$7.00	\$8.80	\$10.60	\$7.00	\$8.80	\$10.60	\$12.40
Minimum Wage	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25

Typical Expenses

These figures show the individual expenses that went into the living wage estimate. Their values vary by family size, composition, and the current location.

Monthly Expenses	1 Adult	1 Adult, 1 Child	1 Adult, 2 Children	1 Adult, 3 Children	2 Adults	2 Adults, 1 Child	2 Adults, 2 Children	2 Adults, 3 Children
Food	\$242	\$357	\$536	\$749	\$444	\$553	\$713	\$904
Child Care	\$0	\$417	\$633	\$850	\$0	\$0	\$0	\$0
Medical	\$128	\$398	\$415	\$395	\$272	\$394	\$370	\$379
Housing	\$757	\$912	\$912	\$1,110	\$820	\$912	\$912	\$1,110
Transportation	\$318	\$618	\$712	\$764	\$618	\$712	\$764	\$777
Other	\$82	\$172	\$215	\$272	\$137	\$172	\$194	\$219
Required monthly income after taxes	\$1,527	\$2,874	\$3,423	\$4,140	\$2,291	\$2,743	\$2,953	\$3,389
Required annual income after taxes	\$18,324	\$34,488	\$41,076	\$49,680	\$27,492	\$32,916	\$35,436	\$40,668
Annual taxes	\$2,683	\$5,039	\$6,002	\$7,251	\$4,019	\$4,812	\$5,176	\$5,946
Required annual income before taxes	\$21,007	\$39,527	\$47,078	\$56,931	\$31,511	\$37,728	\$40,612	\$46,614

Typical Hourly Wages

These are the typical hourly rates for various professions in this location. Wages that are below the living wage for one adult supporting one child are marked in red.

Occupational Area	Typical Hourly Wage
Management	\$42.45
Business and Financial Operations	\$29.70
Computer and Mathematical	\$34.05
Architecture and Engineering	\$31.65
Life, Physical and social Science	\$26.91
Community and Social Services	\$17.55
Transportation and Material Moving	\$13.00
Education, Training and Library	\$20.71
Arts, Design, Entertainment, Sports and Media	\$19.89
Healthcare Practitioner and Technical	\$25.82
Healthcare Support	\$11.06
Construction and Extraction	\$15.83
Food Preparation and Serving Related	\$8.65
Building and Grounds Cleaning and maintenance	\$9.96
Personal care and Services	\$8.97
Sales and Related	\$11.10
Office and Administrative Support	\$14.24
Installation, Maintenance and Repair	\$18.64
Production	\$13.16

**Poverty In America Living Wage Calculator
Reference: <http://livingwage.mit.edu>*

Attachment E1

2012 ARWB Priority of Service Policies

Priority for training services for adults may be implemented by ARWB direction during periods of limited funding for training services. **As of August 6, 2012, limited-funding status for Adults was declared. When PY2012 grants are received, sufficient funding will be available for PY2012.**

Priority will be given to individuals who have met minimum eligibility requirements, but have **one or more** characteristics that indicate they have low income and/or receive public assistance. These include:

- *Veterans and Eligible Spouses (see 20 CFR Part 1010 for specific definitions) who are also recipients of public assistance or low-income*
- An individual who has a personal or family income that is at or below the 100% of the poverty level (Lower Living Standard Income Level) for metropolitan Atlanta, or

Adult Low-Income Workforce Investment Act (WIA) Guidelines Effective Date: April 13, 2012		
Family Size	Annual Income	Six Month Eligibility Period Income (Must submit proof of income for 6 month period prior to date of training application)
One	\$11,744	\$5,872
Two	\$19,247	\$9,623
Three	\$26,430	\$13,215
Four	\$32,617	\$16,309
Five	\$38,493	\$19,247
Six	\$45,014	\$22,507
Additional family members	\$6,521 for each additional family member	\$3,260 for each additional family member

- An individual **(single family of one)** who is employed, but in a job earning **\$10.10** an hour or less **or**
- An individual who is employed in health care services earning less than \$12.50 per hour and is suitable for career pathway training in health care high demand occupations
- Food stamp or TANF recipient (current or within last six months), **or**
- Supplemental Social Security recipient, **or**
- Is incarcerated in a prison, correctional setting, and/or other court-ordered 24-hour residential facility.

ARWB target groups include Individuals that have one or more of the following characteristics that act as barriers to employment or other factors that may limit an individual's ability to seek and maintain employment. These include:

TANF	Lacks a high school diploma or GED
Unemployed, Underemployed or Discouraged Worker	Poor employability skills
Offender	Poor work history
Disabled	Poor basic skills
Older Worker	Limited English proficiency
Dislocated Workers who also meet low-income eligibility	Lacks self-sufficiency (working poor)

Customers applying for training services with recent training or attainment of a recognized technical school certificate, college degree or diploma (1 year or less) may not be considered for training services. This is particularly relevant for customers with recent training or education in areas considered to be "in-demand". Career pathways in healthcare may be approved on a case by case basis. A case-by-case determination will be

ARWB Occupational Training Options (Revised 10-12)

Please note that deletions are noted in Red and new information is noted in Blue.

Occupations in Administrative Specialization -

- Was changed to Finance to more clearly reflect the occupational areas included. Financial Analyst was added. Administrative assistant removed as covered in Occupations in office Support.

Occupations in IT/Engineering

- Systems Analyst added to more clearly reflect the growth the expanse of system management.

Occupations in Machine Trade

- Clarification of demand for machinist related to green technology.

Occupations in Medicine, Health, Life Sciences

- Nursing - Removed nursing support from this listing and created occupation area for nursing support.
- Number 5 – Recent review of job search data has resulted in a moratorium on enrollments into Medical Assistant and CNA. While the LMI supports growth in these areas, ARWB data shows that there is an issue with individuals being in job search for an extended time and a lower percentage of training related placements. With the extended time in job search the individuals are compromising their newly acquired skills and then may not be at a level to compete in the labor market. A task group, including representatives from the training providers in these areas, is scheduled to meet to develop solutions for this issue and changes to the Training List will be forwarded as developed..

A review of recent the Burning Glass report completed for Metro Atlanta Chamber Workforce Committee supports our current training efforts in Health Information, IT, Logistics, Digital Media and Gaming and Advanced Manufacturing. The report provides in-depth analysis with regard to skill sets and specific software, languages and platforms. ARWB list provides general occupational areas as opposed to specific industry certification providers.

ARWB Occupational Training Options (Revised 10-12)

<p>Occupations in Administrative Specialization Finance Accountants & Auditors Administrative Assistants Financial Analyst/Managers</p> <p>Occupations in Education** Teachers - STEM subject matter only</p> <p>Occupations in Green Technology (1) Research & Development Production, Assembly, Installation Construction and Regulatory Assurance</p> <p>Occupations in Information Technology/Engineering (2) Business/ Data Analyst Computer Engineers, Software, Systems Computer Programmers/Application Developers Computer Security Analysts Computer Systems, Networks Administration Digital Media/Production Electrical & Electronics Engineering Technicians Gaming/Entertainment Computer System Design Network/Data Analysts Systems, Analyst/ Information Managers</p> <p>Occupations in Machine Trade Automotive Mechanic/ Service Technicians Diesel and Truck Mechanics Maintenance/Machinery Mechanics Industrial Maintenance Machinists (related to green technology)</p> <p>Occupations in Management Operations Managers (Black Belt) (3) Entrepreneurial Financial Managers Logistics/Material Management Management Analyst Project Managers (4)</p>	<p>Occupations in Medicine, Health and Life Sciences ** Biological or Chemical Technicians Dental Assistants Emergency Medical Technicians Health Information Technicians Home Health Aides, Personal Care Aides Medical & Clinical Laboratory Technicians Medical Assistants (5) Nursing – CNA, PCT, LPN, RN Nursing Support - CNA, PCT (5) Pharmacy Tech Physical Therapists Radiological Technicians, Technologist Research Technicians Regulatory Affairs Respiratory Therapists</p> <p>Occupations in Office/Business Support Accounting/Auditing Clerks Office Technology/ Software Secretaries (excluding Legal and Medical)</p> <p>Occupations in Structural Work (6) Carpenters Construction (Highway/Road) Electricians HVAC Technician Plumbers, Pipe fitters & Steamfitters Welders & Cutters</p> <p>Occupations in Transportation ** Truck Drivers /Tractor Trailer (CDL) Truck Drivers/ Delivery & Route</p> <p>Service Related Occupations Cooks (Fast Food, Institution, Restaurant) Landscape/Groundskeepers Police/Sheriff Patrol Officers (Excludes Security Guards)</p>
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**** Background check required and results may impact availability of training in these specific areas.**

The Atlanta Regional Workforce Board provides occupational specific skills training for industries that are stable or have projected growth. Skills training will not be provided in declining industries. Skills' training is only provided for jobs and careers where hourly rates and salaries are paid. Commission and fee based occupations will not be approved (this includes but is not limited to: real estate, cosmetology, massage therapy and nail technicians). Lists of additional sources of financial aid are available for clients who wish to pursue these careers.

This listing serves as a guide, and is not meant to be all-inclusive. There may be additional occupations in which demand occurs based on the job market or specific opportunities within the broad spectrum of occupations. The ARWB may provide training for a job where demand is limited, but current openings exist. **Local bona fide job offers may be required for training in limited demand areas.**

1. **Green Technology encompasses many occupational categories and may include but is not limited to: research, development and manufacturing of sustainable material/products, installation of eco-friendly and sustainable devices/systems, developing and producing alternative energy sources and products, recycling/reuse technologies. Skills Training involving "green" technology will be assessed and approved on an individual basis and consistent with current labor market demands.**
2. **Intermediate or higher level IT training requires previous IT related work experience and related "Prove IT" Assessment.**
3. **Black Belt training will be provided only to those holding Green Belt Certification. Combo Package approved rarely on case by case basis with extensive work history.**
4. **Project Management Certification training requires extensive previous full scale project management experience, validation of experience required for certification, and Project Management "Prove IT" assessment.**
5. **Current moratorium on enrollment for Medical Assistant and CNA training based on long term job search data and impact on acquired skills.**
6. **Due to the continued slowdown in residential and commercial construction, occupational training in Structural Work will be reviewed individually.**

Policy for Procuring Skills Training in Basic Law Enforcement

Regional Law Enforcement academies are located throughout the state with several located in close proximity to the ARWB area: The comprehensive website with listings of academies is www.georgia.gov.

Go to Georgia Public Safety Training Center, then Regional Academies to see the listing.

The Police Officer Academies are operated under the auspices of the Georgia Public Safety Training Center in Forsyth and **are the only accepted training for Police Officers certified by the State of Georgia**. Candidates must attend and take training at a certified academy.

Participation in the “pre-service candidate” program/Basic Law Enforcement Training supplies the candidate with the skills and certificate of completion necessary to apply for the Georgia Peace Officer Standards and Training Council (GPOSTC) certification once hired by a law enforcement agency.

As of December 31, 2011, The HOPE grant will no longer be available to Regional Law Enforcement Academies (RLEA) for the Basic Mandate Program. All students starting the Basic Mandate class in 2012 will be responsible for the full amount of \$3093 and an additional \$900 in fees.

Technical College training in law enforcement is not considered a “certified training”, therefore, candidates having attended a technical college would have to attend a police academy to become a certified law enforcement officer. The Basic Law Enforcement Training Course consists of 404 hours of training which satisfies the requirements of O.C.G.A. 35-8-1.

In addition to the standard WIA procedures for orientation and assessment, interested candidates must schedule an orientation appointment with the academy of their choice. After the orientation, the perspective candidate must pay the \$900 fee requirement and complete the required evaluations before a determination of admission is made by the academy. Fees vary by location of academy, but generally consist of the following:

Psychological Exam, Background Check, Physical Training Gear Fee, Finger Print Fee, Post-Application Fee

Candidates must provide proof of medical insurance coverage for the duration of the training course. Candidates must also be responsible for the purchase of firearms necessary for the training. Additional charges for equipment, excluding weapons, may be reimbursed.

After acceptance by the academy, candidates may be enrolled in WIA training and information input in GWS. The additional fees may be reimbursed upon presentation of receipts. The individual would be “tracked” as a regular WIA training participant through placement at a law enforcement agency.