

# **Southwest Wisconsin Workforce Development Board**

**LOCAL PLAN GUIDELINES SUPPLEMENT  
FOR THE  
AMERICAN RECOVERY AND  
REINVESTMENT ACT**

June 2009

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**TABLE OF CONTENTS**

Section Description		Page #
<b>I.</b>	<b>Overview</b>	
	A. Recovery Act Implementation .....	2
	B. One-Stop Readiness .....	3
<b>II.</b>	<b>Adult and Dislocated Worker Programs</b>	<b>5</b>
	A. Outreach and Recruitment .....	5
	B. Target Groups .....	5
	C. Services .....	7
	D. Training .....	8
	E. Coordination .....	11
<b>III.</b>	<b>Summer Youth Employment Program .....</b>	<b>12</b>
	A. Outreach and Recruitment .....	12
	B. Target Groups .....	12
	C. Services .....	14
	D. Training .....	16
	E. Selection of Service Providers .....	17
<b>IV.</b>	<b>Year-Round Youth Employment Program .....</b>	<b>18</b>
<b>V.</b>	<b>Accountability .....</b>	<b>18</b>
<b>VI.</b>	<b>Assurances and Signatures .....</b>	<b>21</b>
	<b>Forms and Attachments</b>	
	Form A – Debarment & Suspension Certification .....	
	Form B – Lobbying Certification .....	
	Form C – Youth Service Providers .....	
	Form D – Quarterly Enrollment and Budget Summary (Adult and Dislocated Workers) ..	
	Form E – Quarterly Enrollment and Budget Summary (Youth Program) .....	
	Form F – Budget Summary ( Adult and Dislocated Workers) .....	
	Form G – Budget Summary (Youth) .....	
	Form H – Staffing Plan (Adult, Dislocated Workers, Youth) .....	

## I. Overview

### A. Recovery Act Implementation

1. *Describe the WDB's vision to use Recovery Act funds to drive change throughout the local workforce system to meet 21<sup>st</sup> century workforce and economic challenges.*

The Southwest Wisconsin Workforce Development Board intends to use the Recovery Act funds to help increase local capacity to meet the demand for training services within the region. Blackhawk Technical College has seen over 50% increases in enrollments due to the large dislocated worker population in the WDA. This large increase in demand has necessitated the development of contracted class-sized efforts for training in demand industries within the WDA; the availability of Recovery Act funds will greatly enhance the Board's ability to contract for more class-sized training opportunities and increase the availability of these trainings to more individuals. The youth funding under the Recovery Act will be used primarily to provide work experience opportunities as well as to provide work-readiness training for those participating in the program. These activities should help to alleviate one of employer's biggest concerns; that youth do not understand what is required/expected of them in the working world. Additionally the work experience opportunities provided through Recovery Act dollars are providing income for youth, who due to the economic recession; would have a very difficult time finding opportunities for summer employment.

2. *Describe the WDB's involvement in designing and implementing the Recovery Act program.*

The requirements of spending defined by the Department of Workforce Development helped to guide the outline for ARRA spending for the Southwest WDA, for example the requirement that at least 70% of funding under the adult and dislocated worker program be spent on training and support services. The outline of activities within the Southwest WDA to be developed with Recovery Act funding was approved by the Southwest Local Elected Officials meeting held on May 26, 2009. The activities which were developed with input from SWWDB Board members will be ratified by the full board at their regular meeting on June 10, 2009.

3. *Describe the Youth Council's involvement in designing, selecting service providers, and implementing the Recovery Act Youth program.*

The Youth Council provided input on the types of services which SWWDB would provide under the Recovery Act for youth services at their March 25, 2009 meeting. The committee indicated their interest in offering summer youth employment opportunities first, to those already enrolled in WIA programming, and to utilize referrals from WIA partners to develop additional eligible participants. It was the intent of the committee at the March 25, 2009 meeting for SWWDB to be the employer of record for summer youth participants and to utilize the existing WIA youth Program Operators to provide services by modifying their existing contracts. As continued guidance from DWD became available it became clear that an RFP for services would be necessary. Due to that fact, SWWDB initiated its' emergency procurement procedures and issued an RFP for summer youth services on May 4, 2009. After review of proposals, contracts for service were awarded to CESA 2 and CESA 3 for summer youth services on May 18, 2009.

4. *Describe the current or planned communication and coordination activities with other agencies doing Recovery Act activity.*

SWWDB has well-established relationships with many agencies who will also be receiving Recovery Act funding such as County Economic Support agencies, Job Service/Wagner-Peyser, and Community Action agencies. Numerous conversations have already been initiated with these partners so that we may best utilize Recovery Act funds without creating unnecessary duplication of services or activities. Communication with our partners continues on a regularly scheduled basis. Information sharing occurs at Job Center Management Team meetings, and as opportunities reveal themselves with other partners and projects using Recovery Act funds. Workshops to encourage co-enrollment between WIA participants and the both the W-2 and TANF programs will begin this summer, to show participants all programs that may benefit them.

5. *Describe plans and policies to ensure emphasis on serving low-income, displaced, and under-skilled adults and disconnected older youth.*

Current SWWDB policies and procedures already emphasize the provision of services to low-income individuals, under-skilled adults and disconnected older youth as well as displaced workers. We are planning to increase our collaborative efforts with agencies who serve low-income populations to insure that they are utilizing WIA services, and that we in turn are ensuring that these individuals have information about all of the assistance programs which are available to them.

6. *Describe goals that reflect the need to expand services and increase the numbers of individuals trained and served.*

At the March 2009 Board meeting, SWWDB increased the amount of training and support services available to clients in the adult and dislocated worker programs. With the reduction in WIA adult funding in the WDA and the increased demands on financial aid resources, there had already been a waiting list for adults seeking services, and the availability of Recovery Act funds will allow those individuals access to training and support assistance. The economic slow down, and pending bankruptcy of major automotive corporations will also likely increase demand for re-training services within our WDA, as individuals who have not been in to seek services yet may now choose to do so. Due to the specific nature of their employment, most auto workers are finding that they lack the skills needed by regional employers in demand industries, meaning most need training of some kind in order to find employment.

Finally, SWWDB will be adding the availability of Needs-based support payments for individuals in training programs which will further enhance our ability to serve participants who are the most in need. The Board will review the addition of this new policy at their June 2009 meeting.

#### *B. One-Stop Readiness*

1. *Describe plans to ensure the Job Centers have the staff and systems, including bilingual staff, to serve the increased numbers of customers to meet Recovery Act expectations and local economic demand.*

The systems currently in place in the Comprehensive Job Center in Janesville have been

effective in dealing to date with the large volume of dislocated workers that the WDA has seen as a result of the loss of the General Motors facility and its' supplier companies. The WDA has instituted a workshop system which clearly defines the steps that the individual needs to complete if they are seeking training services, this begins with an orientation to the services of the Job Center and leads to the Future Trac Workshop which includes an aptitude assessment and information, financial information related to their personal situation and an overview of the regional economy and employment outlook. Other workshops include basic computer skills training, a job seeking workshop and workshops designed to help individuals deal with a job loss and the emotional effects it has on them and their families. Most workshops are held at least on a weekly basis to accommodate job seekers as they come to the facility, and can be increased if necessary.

In order to deal with the large number of dislocated workers, SWWDB has also opened the Job Center Annex at UAW Hall 95 in Janesville, which is just a block and a half from the Rock County Job Center, this additional facility offers additional workshop sessions, computer access, and basic computer skills training. There is a bilingual Job Service staff person in the resource room most days in both of these locations, and computers and materials are available in Spanish as well as English. We anticipate increased usage of the Job Centers beginning this summer with the start of the new RES unemployment workshops, and we believe that these sessions will also create more referrals to WIA programs for those who do not have the skills necessary to be successful for today's job market. The use of the General Information Form (GIF) in the resource room of the Job Centers should help us to identify all of the programs which may benefit an individual, and referrals to partner agencies are made from this form.

- 2. In the context of a low-growth economy, describe planned changes to training strategies that address longer-term unemployment.*

The slow economy continues to be a challenge as we look to place individuals, and it is expected that even those who have received training will have longer job searches, and may need to expand the area in which they are searching. Where possible SWWDB is working with the Technical Colleges to develop accelerated training programs within demand occupations such as nursing and industrial maintenance so that individuals can receive training in fields where we know there are job openings available. For those in long-term training we continue to work to place individuals in training programs that have been projected to have a large number of job openings based on information from the Wisconsin OEA. We believe that when the economy improves and the positions begin to open up, these individuals will be able to get right to work.

With the reduction in full-time job openings in the region, case managers are encouraging individuals where possible and within funding program restrictions to take part-time positions to help supplement their unemployment income. As stated before the Board will also be looking at adding Needs Based Payments support as an option for those with the greatest need. Referrals to partner agencies that can provide additional support services such as food share, TANF, and W2 will also be emphasized and participants will be encouraged to utilize all services for which they are eligible to help sustain them until they are again gainfully employed.

- 3. Describe how case managers will assist diverse customers, including TANF, low-income individuals, and other targeted populations such as veterans and persons with disabilities, along with dislocated workers, in matching skills competency training with job growth projections in the region.*

The referral of eligible participants between programs in our WDA has always occurred, and case managers are aware of the services available from various agencies. Case managers will be encouraged to work through DVOP and LVR's to coordinate case management for veterans; through county workers for low-income clients and through DVR and SWWDB's Disability Navigator for those individuals being served that have disabilities. Our driver industries in the region are already well defined and we have also identified numerous pathways of employment within those industries that should accommodate all job seekers, as the training and skills required for entry level employment in most drivers can be accessed by most. Those needing additional assistance to be successful will be directed to ABE services provided through the Technical College system to build their basic skills. There are several pending RISE projects in the region which will be providing basic skills remediation with technical skill training.

## **II. *Adult and Dislocated Worker Programs***

*It is the intent of the Recovery Act that WIA Adult and Dislocated Worker funds be used to provide the necessary services to substantially increased numbers of individuals to support their entry or reentry into the job market. WDBs should consider how assessment and data-driven career counseling can be integrated into their service strategies to support individuals in successful training and job search activities that align with areas of anticipated economic and job growth. Additionally, overall enrollments in training are expected to increase significantly. Recovery Act funds can be used on all activities specified under the WIA Adult and Dislocated Worker programs.*

### **A. *Outreach and Recruitment***

#### **1. *Describe strategies to identify and recruit participants to be served.***

Individuals will be referred to WIA from partner agencies, through their own inquiry into services by coming into a Job Center Resource Room; through their attendance at a Rapid Response session if they are a dislocated worker and through their participation in RES sessions which will be mandated by UI. We will also continue to make other community agencies and partners aware of the services provided through the Job Center, so they can as appropriate make referrals to the Job Centers.

#### **2. *The Job Service Reemployment Services (RES) are going to increase dramatically throughout the State. Under this statewide initiative, claimants will be triaged and offered services via one of four paths. One of those paths will be referrals, including those to WIA Title 1. Describe how Title 1 providers will communicate information about upcoming training opportunities (especially short-term training opportunities like boot camps and OJTs) to RES staff so they can make referrals as appropriate.***

Currently a monthly calendar of events of the activities and events in the Job Center are distributed to all staff of all partner agencies in the Job Center through email communication and are made available in print at other public sites in the community. The calendar is also printed and made available in the Resource Room. This same system for communication dissemination will be used to ensure that all staff are aware of any training opportunity which develops after the issuance of the monthly calendar of events. OJT is available to those enrolled in a WIA program, RES staff will be briefed on the process to become enrolled in a WIA program so that they can encourage interested participants to enroll in WIA.

### **B. *Target Groups***



*Priority use of the Adult funds shall be for services to recipients of public assistance and other low-income individuals as described in WIA section 134(d)(4)(E). Local workforce development strategies should include robust approaches to helping these workers access training and employment services that advance them along career pathways in high-growth industries.*

*1. Describe the Strategies to outreach, recruit and serve the following populations:*

*a. Public assistance recipients*

SWWDB will be holding workshops with county economic support to encourage co-enrollment between our programs, highlighting that co-enrollment will provide the individuals with maximum access to benefits. Our workshops will begin in the summer of 2009.

*b. Low-income individuals*

SWWDB will do the same as above, and we will also make sure that we have information available about WIA programs at the Technical Colleges and at local high schools, so that individuals already seeking training that may have financial need are aware of the WIA program, and how ARRA funds and WIA may be able to help supplement their educational expenses.

*c. Persons with disabilities*

SWWDB will work with the Department of Vocational Rehabilitation to co-enroll individuals that could benefit from WIA services. The SWWDB Disability Navigator will also make recommendations to enroll individuals into WIA programs where appropriate.

*d. Individuals deficient in basic skills*

Individuals that come in for services and show signs of needing additional assistance are referred to the technical college to receive basic skills remediation. Individuals are encouraged to go through the WIA enrollment process so that WIA services can be provided to them as appropriate.

*2. Describe the coordination efforts with organizations related to the above populations, and their coordinative roles. For example, describe collaborative partnerships with your area's Managed Care Organizations.*

Organization	Populations Served	Coordination Role
Department of Vocational Rehabilitation	Persons with Disabilities	Rep on SWWDB Board, Coordinates with Disability Navigator, serves on Job Center Management Team, refers to WIA, receives WIA referrals
County Human Services Agencies	Low-income individuals, Public Assistance Recipients	Serves on Job Center Management Team, refers to



		WIA, receives WIA referrals
Blackhawk Technical College and Southwest Technical College	Individuals deficient in Basic Skills	SWWDB Board member, Job Center Management Team
Community Action Agencies	Low-income individuals, Public Assistance Recipients, Individuals deficient in Basic Skills	SWWDB Board member, Job Center Management Team
Job Service Wagner-Peyser	All populations	Provides services/direction to those in Resource Room through GIF, RES workshops

*C. Services*

1. *Describe the planned use of funds for the Adult and Dislocated Worker programs, identifying where these plans represent services and strategies that are new, different or more expansive than those currently made available through the regular formula-funded programs. The response should also address the following:*
  - a. *Plans to implement expanded supportive services, including the identification of supportive services to be provided and increased local expenditure limits. Identify the broader range of supportive services, such as benefits counseling by credentialed practitioners, and other supports for improved service to all WIA/ARRA target populations. If the WDB has updated their current support service policy since submittal with the WIA Local Plan, submit the updated policy as an attachment.*

At this time the additional support service that will be added is the addition of Needs Related payments to those enrolled in training programs. The training and support service policy of SWWDB was just increased in March of 2009, therefore, no increases to training or support services are planned at this time. The Board will determine at the June 10, 2009 Board meeting how the addition of the Needs Related payments policy will affect funding limits for individuals, as well as the total amount of funding which will be allowed per client.

- b. *Plans to develop and implement a needs-related payment policy, including how the amount will be determined (for example, through a financial planning process) and the system for tracking and issuing payments. If the WDB has updated or developed a needs-related payment policy since submittal with the WIA Local Plan, submit the policy as an attachment. (Guidance on the provision of needs-related payments to adults and dislocated workers can be found in 20 CFR 663.815 – 663.840).*

The Policy is currently in development and will be presented to the SWWDB Board of Directors for their comments and approval at the June 10, 2009 Board Meeting. The payments would be issued and tracked through the SWWDB fiscal management system of PAS. The SWWDB policy will include the following eligibility language as directed in 20CFR 663.820-663.830:

Adult Eligibility

In order to be eligible, adults must be unemployed; not qualified for, or have ceased qualifying for unemployment compensation; and be enrolled in a program of training

services under WIA.

#### Dislocated Worker Eligibility

In order to be eligible for needs related payments, dislocated workers must:

- a. be unemployed;
- b. have ceased to qualify for unemployment compensation or trade readjustment allowances under TAA or NAFTA-TAA; and
- c. be enrolled in a program of training under WIA: 1) by the end of the 13<sup>th</sup> week after the most recent layoff that resulted in the determination of the worker's eligibility as a dislocated worker, or, 2) by the end of the 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed 6 months, or, 3) be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA.

It is likely that the policy for SWWDB will also require for dislocated workers that the total household income be at or below 150% of federal poverty levels in order to receive needs related payments. It will also be required that the participant register for all programs for which they would qualify before receiving Needs Related Payments, for example W-2 or TANF. It is also likely that weekly payments for all individuals will not exceed federal poverty level for the equivalent period.

2. *Describe the services and resources available to assist job seekers to obtain and retain employment. These services may include, among others, business services to facilitate connections between job seekers and employers, job fairs, and job seeking skills activities (resumes, interviewing, conducting online job searches, etc.), and should be made available for participants that complete training as well as those who already have the occupational skills to compete in the current labor market. Include in your description any augmented business services such as coordination with vocational rehabilitation to ensure only one-point contact with employers, and role(s) of the WIA Navigators to support Business Services Teams' efforts with participant support and in employer education.*

SWWDB provides numerous job seeking tools through the Job Centers in our WDA. Workshops on resume development, interviewing skills and on the “hottest” jobs available locally are delivered at the Job Center. With the recent addition of a full-time SWWDB Business and Employer Services Manager, SWWDB will making direct contact with local employers to stress the use of Job Center systems, and to promote the availability of OJT contracts to encourage the hiring of WIA participants. SWWDB will facilitate the activities of the Business Services Team in the WDA and coordinate with the Disability Navigator and other Job Center partners to ensure that there is one cohesive message from the Job Center, and that it is delivered by one person, we will do this be sharing information gathered in employer visits, so that every agency does not need to go out to each business.

#### *D. Training*

*It is the intent of the law that substantially increased numbers of adults and dislocated workers will be served with this infusion of formula funds, and that training will be a significant area of focus. Training services include occupational skills training, on-the-job training, programs that combine workplace training and related instruction, including registered apprenticeship, training programs operated by the private sector, skill upgrade and retraining, entrepreneurship training, job readiness training, adult education and literacy training, and customized training.*



1. *Describe the WDB's plans to implement expanded training services for adults and dislocated workers to address the following:*

a. *Promotion of assessment and training in advanced manufacturing, energy, weatherization and health care industries.*

We currently require individuals to take the Job Fit assessment as part of the WIA intake process, and use this information to help direct job seekers to employment for which they are best suited and meets local demand, which the above industries do. We continue to develop class-sized training efforts specifically in these demand sectors to try and provide workers with the skills needed for success in the above industries.

b. *Service to targeted populations*

We are providing additional offerings of contracted training at all levels to try and accommodate as many individuals in training regardless of their skill level, so we are creating pathway training opportunities so that individuals can easily enter and exit training for employment opportunities.

c. *Employer-based training options (On-the-Job Training and Customized Training)*

We firmly believe in the value of OJT contracts in our WDA and promote that option aggressively at WIA intake to encourage individuals that are not interested in classroom training to pursue this option. As for classroom training as employers show a need we will pursue this option wherever possible, however it is important to note that most training these days is provided by company trainers, making the need in customized training more for reimbursement of wages of the participants, then for costs of exterior training firms.

d. *Use of short-term training along career pathways*

As indicated previously, career pathways training plays very heavily into our training model. Many of our contracted class-sized trainings with technical colleges are for short-term courses that will then apply to either certificate or degree programs down the line for the individual. Examples in healthcare in our region are a combined Certified Nursing Assistant and Phlebotomy training course, and accelerated Medical Assistant and LPN training.

e. *Class-size projects*

We are already utilizing this aggressively as mentioned previously; we have operated 6 class-size projects in the last six months, and have plans for more.

f. *Credentials or work-ready certificates*

When using credentials and work-ready certificates such as MSSC, we combine that with the availability for OJT to ensure to the employer that the person will be prepared for the work for which they are hiring.

g. *Local policies, including plans to increase locally imposed limitations on training costs*

*or ITAs*

In March 2009 the Board raised the training and support limits to a combined \$9500 per client, we believe that this amount is high enough to get most clients through a 2 year Associate Degree program. Requests to exceed the limit are considered based on the financial situation of the participant.

- h. Provision of multi-program, integrated employment goals and other strategies for specific targeted populations.*

We are currently working on developing co-enrollment workshops for W-2 and FSET to describe the services and benefits available under those programs for individuals enrolled in WIA. We will aggressively encourage co-enrollment with these programs wherever possible to help ensure client success.

2. *Describe the WDB's plans to target Recovery Act funds for:*

- a. Adult Basic Education and basic skills training*

SWWDB is prepared to provide some additional contracted services for ABE staff in the Job Centers to accommodate additional need that could arise as the result of ARRA goals. We will also offer basic computer skill classes, which are increasingly needed, as nearly every training program requires computer skills.

- b. Filling skills gaps or remediation*

It is difficult to pre-plan for what skill gaps or remediation needs we may have, but we have set training funds aside in anticipation of this need.

- c. Bridge programs as defined in the Wisconsin RISE initiative*

SWWDB has initiated some bridge programs in the WDA already and will continue to explore this as an option where it makes sense.

- d. Course work related to preparation toward a career goal*

All WIA clients are required to state a career goal at intake, and all training must support that career goal.

- e. Co-enrolled participants in training and/or supportive services (e.g. WIA vets or WIA/DVR)*

SWWDB will co-enroll eligible participants as always so that we can support their successful completion of training.

3. *To maximize the reach of formula funds, eligible customers should be assisted in taking advantage of the significant increase in Pell Grant funds also included in the Recovery Act. Describe policies and procedures to ensure that all eligible customers apply for Pell Grants, and other financial assistance.*

All clients who attend schools which accept financial aid are required to complete the FAFSA so that they have access to financial aid such as Pell Grants.

4. *Describe plans to expand local training capacity, including the selection of alternative training providers (such as proprietary schools, community-based organizations and registered apprenticeship).*

SWWDB is beginning to explore additional training provider opportunities as they become available and they match with employer needs in the region.

5. *To increase the availability of training to workforce system customers, the Recovery Act allows local WDBs to award contracts to institutions of higher education, such as community colleges, or other eligible training providers, if the board determines it would facilitate the training of multiple individuals in high-demand occupations and if the contracts do not limit customer choice. Describe plans to award such contracts.*

SWWDB already has 6 of these contracts in place and will continue to develop them where appropriate based on customer and employment market demand.

6. *A minimum of 70% of both the WDB's Recovery Act adult and dislocated workers allocation must be spent on training. Describe how the WDB plans to meet this goal.*

SWWDB has set aside 75% of the allocated Dislocated Worker and Adult funds under ARRA for training.

*E. Coordination*

1. *Dislocated workers eligible for the Trade Adjustment Assistance (TAA) program are expected to be co-enrolled in the WIA Title 1 Dislocated Worker Program. This is to ensure that the resources available through each program are maximized and a comprehensive package of services is made available to each dislocated worker. Describe how Recovery Act funds will be used to expand co-enrollment of TAA eligible participants in the WIA program and the Recovery Act funded "wrap-around" services that will be made available to eligible dislocated workers. Include a description of customer flow and the role of each program in providing assessment, employability plan development, case management, placement, training and follow-up services. Also describe other co-enrollments to serve targeted populations, such as W-2 and vocational rehabilitation participants.*

This is already done in the Southwest area, dislocated worker funded staff currently do the enrollment, intake, plan development and assessment for individuals eligible for TAA funding. It is also expected that as the clients finish training services they will use the services available through WIA and ARRA funded staff which are conducted in the Job Centers. Finally the WIA/ARRA funded staff will provide follow-up services as needed for co-enrolled individuals. Because individuals are co-enrolled on the front end they have access to support services as they are needed through the training period. As mentioned previously plans to conduct co-enrollment workshops with county staff to promote co-enrollment with TANF and W-2 where possible will be conducted beginning in July 2009, individuals will be referred to this based on their income and use of support services under WIA.

2. *The Department of Labor expects that Unemployment Insurance claimants are provided with a full array of services through Reemployment Services (RES), Wagner-Peyser Act, and WIA grant funding via a comprehensive and integrated service delivery model. Describe how this statewide initiative will be integrated into the local service delivery structure.*

SWWDB has already facilitated planning measures with Wagner-Peyser and RES staff to develop a model of delivery that will provide adequate services without duplication of services. RES participants will be referred to WIA for additional services as appropriate.

### **III. Summer Youth Employment Program**

*While the Act does not limit the use of the Recovery Act funds to summer employment, the Congress is clearly interested in these funds being used to create summer employment opportunities for youth. The Department of Labor (DOL) strongly encourages states and local areas to use as much of these funds as possible to provide as many youth as possible with summer employment opportunities and work experiences throughout the year, while ensuring that these summer employment opportunities and work experiences are high quality. DOL is also particularly interested in and encourages the development of work experiences and other activities that expose youth to opportunities in “green” educational and career pathways.*

#### **A. Outreach and Recruitment**

1. *Describe the strategies to identify and recruit participants to be served.*

The Youth Council determined that priority for summer youth enrollment would be given to youth already being served by WIA programming. Relationships were also established with community based organizations which consistently serve troubled youth such as the Community Action Program. We have filled the 150 slots that we have available.

2. *Veterans age 21 to 24 have a particularly high incidence of unemployment immediately upon discharge. Describe plans to outreach, recruit and provide services to these individuals.*

Referrals to the Summer youth program will be considered with “high priority” and every effort to place those individuals in work experiences will be made, even though the program is currently fully enrolled.

#### **B. Target Groups**

1. *Describe new or additional strategies (since submittal of the WIA Local Plan) to target and serve youth most in need of services such as:*

- a. *Out-of-school youth and those most at risk of dropping out.*

We will be working with Community Action to target services to this population.

- b. *Youth in and aging out of foster care*

Most of these youth are already served in the youth program through referrals from the schools.



- c. Youth offenders and those at risk of court involvement*
- d. Homeless and runaway youth*
- e. Children of incarcerated parents*
- f. Migrant youth*
- g. Indian and Native American youth*
- h. Youth with disabilities*

SWWDB has no plans to do anything differently than in our plan with items c through g.

*2. The Recovery Act funding provides an opportunity to engage youth beyond those currently being served in the WIA youth program. Describe plans to coordinate and collaborate with the following:*

*a. Department of Corrections (Adult and Juvenile Corrections)*

Due to the rapid turn around required in order to get summer youth program off the ground, and the directive of the youth council to focus on those youth already enrolled in WIA programs to accommodate this shortened planning period, the coordination will be for the activities beyond the summer work experience with this population for eligible individuals not already enrolled in WIA. For example we will be expanding the number of workshops offered at the Job Centers, as well as increasing access and information about ABE, and short-term training programs such as MSSC.

*b. Department of Children and Families (Foster Care and Wisconsin Works)*

Due to the rapid turn around required in order to get summer youth program off the ground, and the directive of the youth council to focus on those youth already enrolled in WIA programs to accommodate this shortened planning period, the coordination will be for the activities beyond the summer work experience with this population for eligible individuals not already enrolled in WIA. For example we will be expanding the number of workshops offered at the Job Centers, as well as increasing access and information about ABE, and short-term training programs such as MSSC.

*c. DWD Veteran's staff*

Due to the rapid turn around required in order to get summer youth program off the ground, and the directive of the youth council to focus on those youth already enrolled in WIA programs to accommodate this shortened planning period, the coordination will be for the activities beyond the summer work experience with this population for eligible individuals not already enrolled in WIA. For example we will be expanding the number of workshops offered at the Job Centers, as well as increasing access and information about ABE, and short-term training programs such as MSSC. However, we will hold 5% of ARRA youth funds back to accommodate the needs of veteran's to offer work experience outside of the summer term.

*d. Youth apprenticeship*

Due to the rapid turn around required in order to get summer youth program off the ground, and the directive of the youth council to focus on those youth already enrolled in WIA programs to accommodate this shortened planning period, the coordination will be for the activities beyond the summer work experience with this population for eligible individuals not already enrolled in WIA. For example we will be expanding the number of workshops offered at the Job Centers, as well as increasing access and information about ABE, and short-term training programs such as MSSC.

*e. Division of Vocational Rehabilitation*

Due to the rapid turn around required in order to get summer youth program off the ground, and the directive of the youth council to focus on those youth already enrolled in WIA programs to accommodate this shortened planning period, the coordination will be for the activities beyond the summer work experience with this population for eligible individuals not already enrolled in WIA. For example we will be expanding the number of workshops offered at the Job Centers, as well as increasing access and information about ABE, and short-term training programs such as MSSC.

*f. Adult Apprenticeship*

Due to the rapid turn around required in order to get summer youth program off the ground, and the directive of the youth council to focus on those youth already enrolled in WIA programs to accommodate this shortened planning period, the coordination will be for the activities beyond the summer work experience with this population for eligible individuals not already enrolled in WIA. For example we will be expanding the number of workshops offered at the Job Centers, as well as increasing access and information about ABE, and short-term training programs such as MSSC.

*g. Department of Health Services*

Due to the rapid turn around required in order to get summer youth program off the ground, and the directive of the youth council to focus on those youth already enrolled in WIA programs to accommodate this shortened planning period, the coordination will be for the activities beyond the summer work experience with this population for eligible individuals not already enrolled in WIA. For example we will be expanding the number of workshops offered at the Job Centers, as well as increasing access and information about ABE, and short-term training programs such as MSSC.

*3. The Recovery Act increases the age eligibility to a maximum of 24 years old. Describe the additional services and strategies for youth ages 21-24.*

SWWDB received referrals from adult program operators on which clients in this demographic they thought could benefit from work experience. SWWDB is also serving individuals from the Fatherhood, and other programs of Community Action which serve this population.

*C. Services*

1. *Describe the planned use of funds for the youth program, identifying where these plans represent services and strategies that are new, different or more expansive than those currently made available through the regular formula-funded youth program.*

SWWDB will be offering a mandatory work readiness training for those enrolled in ARRA youth activities. This training will be intensive and designed to prepare participants as to what is expected and REQUIRED of them in the work world. The offering of summer youth work experience is also due solely to ARRA funds, while SWWDB offered this opportunity in the past, cuts to youth programming over the years necessitated its elimination.

2. *A minimum of seventy percent of the WDB's Recovery Act youth allocation must be spent by October 1, 2009. Describe how the WDB plans to meet this goal.*

SWWDB determined the amount of funding available and has made enough slots available for work experience to ensure that 70% of our funding will be spent by October 1, 2009.

3. *The Recovery Act allows some flexibility in program design for the summer months. Describe the WDB's plans for:*

- a. *Program elements offered during the summer*

We will offer the work readiness training a minimum of three times in the WDA, and will offer the work experience component. Those who need additional services will receive them through WIA funding.

- b. *Types of assessments utilized*

All participants will take Job Fit as a requirement, and to hopefully help them begin thinking about a career pathway. Basic skills assessments will also be utilized and will vary depending on the client's age.

- c. *Development of the Individual Service Strategy*

Service Strategy's will be developed for those clients who do not already have a Service Strategy, for those over 21 they will not be done, but an ITA based on intake and Job Fit will be developed if not already done.

- d. *Addressing academic need*

Clients with obvious academic needs will be referred to the appropriate agencies for services and will be strongly encouraged to enroll in the regularly funded WIA program for which they are eligible.

- e. *Providing follow-up services*

Follow-up services will be provided by the program operators under the ARRA funding.

4. *Describe plans to connect summer youth participants to other services or training opportunities available in the area, or to the year-round youth program.*

By tying the summer youth work experience to the occupational aptitude identified by Job Fit, we hope to encourage those not yet enrolled in the year-round youth program to do so. It will be the goal of the case managers to encourage every participant to take full advantage of all of the services available in the Job Center as well as through WIA. We believe that these work experience will reinforce the value of training in today's business world, and will encourage students to pursue additional training if they are not already doing so.

5. *Opportunities for skilled workers in the fields of solar, geothermal, wind power design, and the use of environmentally-friendly building materials will mean increased job opportunities for young people who have had exposure to work experiences that equip them with the appropriate "green" knowledge. Describe plans to incorporate "green" work experiences in the youth program.*

Many of the youth participants will be participating in the construction field and wherever possible will be exposed to "green" concepts and ideals. For example there will be a solar water heater installation at a Habitat for Humanity work site in green county, and we are working to make other such opportunities possible for participants.

6. *Describe plans to measure and document Work Readiness outcomes for youth funded through WIA youth Recovery Act funds.*

A mandatory 12 hour work readiness training workshop will be required for all participants in the summer work experience program, which will be completed prior to them actually working. At the conclusion of the workshop we intend to have students take the DPI Work Readiness test, and will document with scores of 45 or higher that the work readiness training was a success and will issue to those youth of appropriate age who pass the test, the DPI Work Readiness certificate.

7. *Describe and attach the WDB's policy for providing stipends to youth.*

Since SWWDB provides all youth funding under WIA directly to our program operators, we do not have a local policy on the issuance on stipends. The procedure for stipends for the summer youth program is to provide a stipend of \$150 to clients for their attendance at the 2 day work readiness training, and for the completion of all required materials required for the workshop. Individuals must attend both days of the work readiness training, and complete Job Fit in order to receive the stipend.

## *B. Training*

1. *Identify the planned number of worksites, including the number of public sector, private sector, and non-profit.*

To date we have 19 scheduled work sites 6 are private sector sites, and the rest are public non-profit locations.

2. *Describe any special projects or group activities.*

Mandatory work readiness training will be held on June 11 and 12 and again on June 15 and 16 in Rock County at the Job Center, and training will be held in Fennimore on June 17 and 18.

These sessions are mandatory so all summer youth participants will be present.

3. *Describe plans to expand work experience opportunities to registered apprenticeships offered by employers.*

At the current time there were no plans to expand the work experience opportunities to registered apprenticeships, as there was no local interest in doing so.

4. *Describe the WDB's strategy for ensuring that work experience agreements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.*

As part of the work site agreement all work sites must sign, there is a statement which indicates that the work experience participants are not taking work from existing employees or impairing existing collective bargaining agreements.

5. *Describe the WDB's strategy for ensuring the work experience of the participants does not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for non displacement requirements).*

None of our work sites have any workers on lay off, and they attest to that fact in the worksite agreement that they sign with the Board.

6. *Youth summer employment should be a work experience intended to increase work readiness skills of participants and not impact the profit margin of a for-profit company. Describe the selection criteria to ensure that one employer is not favored at the expense of another employer.*

Our work sites are developed and accepted based on the career interests of the participants in the program first and foremost. SWWDB is matching sites to the participant rather than participants to sites, which ensures that no employer is favored over another, as sites are selected based on the occupational interests of the participant.

7. *Describe the WDB's plans to deliver an orientation, including safety training; wage and hours provisions; and child labor laws to youth participants and worksite supervisors.*

The above information will be delivered as part of the work readiness orientation which is mandatory for all participants in the work experience program. Worksites with more than 5 employees are mandated to send their worksite supervisors to this training as well. The SWWDB Summer Youth Coordinator will personally go over the information with supervisors of less than 5 participants. All worksites will be monitored on a weekly basis throughout the work experience period to ensure that all provisions are adhered to.

8. *Has the WDB secured worker's compensation or other similar coverage for work-related injury or illness of trainees?*

SWWDB has adequate coverage in place.

*E. Selection of Service Providers*



1. *Describe the procurement process utilized to select the summer youth service providers*

A Request for Proposals was distributed on May 4, 2009 according to the requirements of the SWWDB Emergency Procurement Policy. Two applications were received by the Board to deliver summer youth services, and both providers were issued contracts to provide said services.

2. *Provide a list of service providers who will be providing youth services using WIA Recovery Act funds. The contact information provided in this chart will be posted on the DWD Recovery Act website (use Form C).*

Attached in Form C

#### **IV. *Year-Round Youth Program***

1. *Describe program components of the WDA's year-round youth services funded with Recovery Act funds.*

It is the intention of SWWDB to spend all but 15% of the summer youth allocation on summer work experience and work readiness training. Remaining funds are held to maintain priority of service to veterans.

2. *A minimum of twenty-five percent of the WDB's Recovery Act youth allocation must be spent on training with a focus on ABE, GED/HSED or work readiness certification. Describe how the WDB intends to meet this goal.*

SWWDB will spending the 25% of the work readiness training certification, and all participants will participate in the work readiness training program.

3. *Describe continued services that will be provided to support older/out-of-school youth during non-summer months.*

Through co-enrollment with the regular WIA funded programs youth will have access to a wide array of services from case management to training services.

#### **V. *Accountability***

##### **A. *Expenditures and Enrollments***

1. *Describe how the WDB will ensure that Recovery Act funds will supplement and not supplant existing resources which are spent on workforce programs and services.*

It is SWWDB's intention to use the ARRA funds primarily to pay for summer youth experiences and work readiness training, which are two items not currently available within the WDA.

2. *Complete the following forms:*

- a. *Quarterly Enrollment and Budget Summary-Adult and Dislocated Worker Programs (Form D)*



- b. Quarterly Enrollment and Budget Summary-Youth Program (Form E)*
- c. Budget Back-up Adult and Dislocated Worker Programs (Form F)*
- d. Budget Back-up Youth Program (Form G)*
- e. Staffing Plan – Adult, Dislocated Worker and Youth Programs (Form H)*

*B. Monitoring*

- 1. Describe plans for onsite monitoring of all summer worksites/projects, including wage and hour provisions, child labor laws, worksite supervision and safety.*

All work sites will be visited once per week by the Program Operator, and each participant will be required to speak with their case manager at least bi-weekly during the work experience. Spot checks by SWWDB staff at each employment location during unannounced times within the work experience contract. Program Operators will have one on-site file review during the summer as well to ensure accurate documentation in paper files and in ASSET.

- 2. Submit the WDB's timetable for conducting summer youth program monitoring.*

Site monitoring will occur weekly by the Program Operators, and SWWDB will conduct one unannounced monitoring site visit for each work location. The SWWDB monitoring will occur in week 3 or 4 of the work experience, so if issues arise they can be addressed or participants removed. SWWDB will conduct Program Operator monitoring by week 6 of the summer youth experience.

- 3. Oversight and monitoring should determine whether or not there is compliance with programmatic, accountability, and transparency provisions of the Recovery Act and Training and Employment Guidance Letter 14-08, as well as the regular provisions of WIA. Describe the process in place for monitoring and oversight of the additional funds provided under the Recovery Act. At a minimum, the response should address the following:*

- a. Monitoring expenditures and enrollments*

A fiscal monitoring will occur with the on-site program operator monitoring to be conducted approximately at the mid-point of the summer.

- b. Monitoring of service providers*

The same process as above will occur and will also include file monitoring to ensure that there is programmatic compliance and accountability.

- c. Monitoring worksites and special projects.*

As indicated previously program operators will be required to physically monitor each work site at least once per week. SWWDB will also conduct unannounced monitoring visit of each work site at some point during the summer work experience.



*VI. Assurances and Signatures*

- 1. The WDB, including the chief elected official of the area and providers receiving funds under Title I of the Workforce Investment Act, will comply with the Fiscal Controls established in Section 184 of WIA.*
- 2. The WDB and chief elected official assure that they will comply with the nondiscrimination provisions of WIA section 188, including an assurance that a Methods of Administration has been developed and implemented.*
- 3. The WDB assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA section 188.*
- 4. The WDB assures that veterans will be provided priority access to employment and training activities authorized in section 134 of WIA.*
- 5. The WDB assures that all WIA participants will be exposed to a full range of career choices including orienting and exposing them to training and jobs with family-supporting wages.*
- 6. The WDB assures that financial literacy training/information is made available for all participants.*
- 7. The WDB assures that no funds received under WIA will be used to assist, promote, or deter union organizing.*
- 8. The WDB assures that it will comply with section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990.*
- 9. The WDB assures that it developed this plan in consultation with the business community, labor organizations, and required partners.*
- 10. The WDB assures that funds will be spent in accordance with WIA legislation, regulations, written DOL Guidance, Division of Employment and Training (DET) Guidance and all other applicable federal and state laws.*
- 11. The WDB assures that no WIA funds will be spent on the development or operation of any data management systems that duplicate systems provided by the State of Wisconsin, especially ASSET, WorkNet, or Job Center of Wisconsin.*
- 12. The WDB assures that it will comply with state program priorities and directives set out in the state plan and any subsequent modifications.*
- 13. The WDB assures that 70% of the Recovery Act youth allocation will be spent by October, 1, 2009.*
- 14. The WDB assures that 25% of the Recovery Act youth allocation will be spent on ABE, GED, HSED or work readiness training for 18 to 24 year old youth.*
- 15. The WDB assures that all individuals served with Recovery Act funds will be tracked in ASSET.*



- 16. *The WDB assures that all employment opportunities generated by Recovery Act activities will be made available through the Job Center of Wisconsin website.*
- 17. *The WDB assures that Recovery Act funds will not be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.*
- 18. *The WDB assures that all costs will be tracked and reported in accordance with the line codes established in CORE reporting system for each contract.*
- 19. *The WDB assures that Recovery Act funds will be treated as a separate fund source to enable reporting of contract costs, subcontract costs and performance separate from other programs.*

*NOTE: Signatures are also required on the Certifications in the Forms C and D.*

*This plan has been developed for the Southwest Wisconsin Workforce Development Board in accordance with the terms of the WIA.*

**Approved for the Workforce Development Board**

**Workforce Development Board Chair**

Name (type or print): Scott Stocker

Signature:  Date: 5/29/09

**Approved for the Counties of the Workforce Development Area**

**Chief Local Elected Official**

Name (type or print): Art Carter

Title: Chairperson, Green County Board of Supervisors & Chief Local Elected Official

Signature:  Date: 5/29/09