

**WDC Meeting
 Agenda
 June 18, 2015
 3:00-5:00 p.m.
 WorkForce Central
 3650 S. Cedar St., Classroom 1**

Eric Hahn, Chair

Scott Haas, 1st Vice-chair

Joyce Conner, 2nd Vice-chair

Robin Baker

Michelle Bureson

April Gibson

Darci Gibson

Anne Goranson

Mike Johnson

Bruce Kendall

Dale King

Dave Lawson

Mark Martinez

Mary Matusiak

Wayne Nakamura

Sharon Ness

Tim Owens

Dona Ponepinto

Patty Rose

Sheila Ruhland

Ron Thalheimer

Blaine Wolfe

- 1. Welcome/Call to order**
- 2. Public Comment**
- 3. WorkForce Central Executive Board update – Eric Hahn**
- 4. Action items**
 - Approve May 21, 2015 minutes
 - PY15/FY16 Budget and Dashboard
 - Approve WIOA eligibility for Adult, Dislocated Worker and Youth
- 5. Jobfest 2015 Presentation – Andy Wells**
- 6. May 27th Executive Board and WDC meeting with WorkForce Central employees debrief**
- 7. WDC Committee Chairs/Vice Chairs Report out opportunity**
- 8. Brainstorm on future WDC agenda items and nominations for WDC membership representing advanced manufacturing sector**
- 9. Other business**
- 10. Adjourn**

WorkForce Central Staff

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WorkForce Central

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Future meetings:

WDC meeting – Eric Hahn, Chair	June 18, 2015	3:00-5:00 p.m.
WDC Business Services Committee – Dave Lawson, Chair	June 22, 2015	8:00-9:30 a.m.
WDC Youth & Young Adult Services Committee – April Gibson, Chair	June 23, 2015	9:30-11:30 a.m.
WDC Adult Services Committee – Robin Baker, Chair	July 1, 2015	2:30-4:30 p.m.
WDC One-Stop System Operator & Partner Committee – Ron Thalheimer, Chair	July 7, 2015	8:00-10:30 a.m.
WDC Coordinating Committee – Eric Hahn, Chair	July 14, 2015	3:00-4:30 p.m.

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Dona Ponepinto

Patty Rose

Ron Thalheimer

Blaine Wolfe

Attendees: Ron Thalheimer, Lind Nguyen, Pam Carter, Jan Adams, Anne, Goranson, Scott Haas, Eric Hahn, Dale King, Wayne Nakamura, Sharon Ness, Patty Rose, Robin Baker, Tim Owens, Mike Johnson, Sheila Ruhland, Dona Ponepinto, MaryEllen Laird, Blaine Wolfe, Dave Lawson, Cheri Loiland, Darci Gibson

1. Welcome/Call to order

Eric Hahn called meeting to order 3:03 pm. Thanked Ron Thalheimer for hosting the meeting last month.

2. Introduce new WDC members

1. **Dr. Sheila Ruhland, President, Tacoma Community College, replacing Ron Langrell**

2. **Michelle Bureson, Workforce Development & Integration Senior Manager, The Boeing Company**

Eric thanked Ron Langrell who will be leaving the council. Ron complimented Linda and her team for being so efficient and being so thoroughly connected in Pierce County. He introduced Sheila Ruhland and Eric welcomed Sheila thanking her for taking time to serve on the WDC. Sheila will miss Ron and added that she is looking forward to working with the Council. Eric also welcomed Michelle Bureson who was not able to attend. We will be talking with Jeff Moore who is the VP of Operations at Aim Aerospace who has a lot of strong interest and involvement in the community. He would fulfill the advanced manufacturing membership of the Council, which would make us fully staff. We will report out at next meeting.

3. Public Comment

None

4. WorkForce Central Executive Board update – Eric Hahn

The Executive Board met this morning. Eric gave update on the Executive Board which has met earlier in the date. He spoke about the action and approved items and other reports.

5. Action items

1. **Approve April 16, 2015 minutes**

Motion by Tim Owens; seconded by Dona Ponepinto. Approved

2. **Approve WDC committee members as recommended by the WDC Committee Chairs**

❖ WDC Adult Committee – Rachel Lewis

❖ WDC Youth & Young Adult Committee – Brandon Ervin

Motion to approve Rachel Lewis' appointment to Adult Committee by Robin Baker, Wayne Nakamura seconded. Approved

Motion to approve appointment of Brandon Ervin to the Youth & Young Adult Committee, made by Tim Owens; seconded by Dave Lawson. Approved

WorkForce Central Staff
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6. PY15/FY16 Budget Deliberation and PY15/FY16 Dashboard

Linda discussed the budget and dashboard. We received adjusted allocations from the state, which is why we are still working on the draft/projected. The Youth Dashboard will be available in June. Linda stated that no action is needed today, but will be in June. Sharon Ness asked on the WIOA funded FTEs – how does that compare to the current? Can you tell us if there are changes as we go into WIOA? Linda stated there are no changes at this point as we go to July 1. As people are leaving or retiring we are being very mindful of whether to refill the position or not. Sharon asked if you will let us know if there is going to be any decrease of staff. Linda confirmed that we will, with the decision make to transition WorkForce Central out of the business of operating that will be an impact, but we don't know what that will look like as we have an obligation to negotiate with Local 117. She did confirm that we will keep the Council in the loop all along the way. WIOA calls out service delivery via technology, we need to give more access to our community for all these services we have. Eric asked for questions. Robin Baker asked when we give the budget recommendations in June, what kind of feedback are you wanting? Linda responded with clarification of what kind of feedback is needed.

7. WIOA WFC Transition Plan

Eric emphasized that this is draft plan, it can change, but this is the transition timeframe as it stands today. We are going to be meeting with Teamsters Local 117 and going over this plan. We are already starting to satisfy the CBA with Local 117. He discussed the draft plan timeframe and also about the discrepancy in the wording of the law. Tim Owens discussed what was learned with the change last year from the Pierce County Youth Consortium to Rescare. Linda stated we want to make sure we have a seamless transition for all of our customers. Patty Rose asked if any of this plan has to be approved by anyone else or if we are free to adopt this plan and act on it. Linda confirmed we are free to plan the transition on how it works for us noting the important thing is to make sure we are at the table with Teamsters Local 117 to bargain the impact. Sharon asked what the total number of employees that will be affected? Linda said it would be somewhere in the 40s. Eric noted that Senator Murray was pretty clear that the WIBs move into the more strategic role. Dona Ponepinto asked for clarification, when you say operations are you specifically talking around delivery of service. Linda said there are two parts when we say operations, there is the one-stop operator and the other is the careers services and those would be the people who work with job seekers and Business Services Specialist that work with the businesses. Dona asked if all of what was, operations will now go into the RFP process? Linda stated the Board made the decision to move forward with the competitive selection of both of the bodies of work. Ron Langrell stated that there are other WDCs going through this also. Linda state that this law forcing us to put a big number out of work, but we will use our resources to help these people. Sharon Ness asked who the Local Elected Officials are. Linda listed the members of the WFC Executive Board.

8. Committee reports

1. WDC Adult Committee – Robin Baker

Newly appointed member Rachel Lewis attended. We had a lengthy discussion about budget and dashboard; discussed doing a joint meeting so we could share resources. Appointed a vice chair, Stephanie McWilliams. Mike Johnson said one of the things that came up was what form does our budget recommendations take, which was clarified earlier in this meeting.

2. WDC Business Committee – Dave Lawson

Met on Monday with Andy Wells, which was very informative. His notes will be on website. We spent time on dashboard and to ascertain if there are deliverables we are missing and to understand where we are but how we intersect with all the other dollars out there too.

3. WDC One-Stop System Operator & Partners Committee – Ron Thalheimer

Impressed with our team, we recognized weak area and spent time brainstorming what worked well and opportunities. We addressed personal agendas up front and came up with a couple tools i.e. Visio, doing flow identifying what happens when client comes in the door. Elected a vice chair, Susan Cable.

9. Anticipated letter from WTECB regarding Regional Planning

Linda talked about WIOA and how it requires regional planning and we have to submit a local plan, but also think about other regions. We already partner strategically, so do we really need to have separate plans. We don't think there is problem to solve, we already do it. However you decide we should, we can do a regional plan. Sharon Ness asked that because we have most of the veterans here, how much of our money from Pierce County goes to that program? Linda said we use quite a bit of our Dislocated Worker dollars to working with that population and we put a lot of effort to go

after those other competitive dollars. Wayne commented that potentially you could have western, central and eastern regional plan.

10. Thank you to Pam Carter for her years of service - last working day May 21

Farewell to Pam Carter, thanking her for her years of service, she will be missed. Welcome to Jan Adams who is Linda's new Executive Assistant.

11. Other business

Patty Rose asked for an update on Summer jobs 253... Columbia bank, State Farm, General Plastics have provided dollars to fund the program. The target is 150 kids and we are trying to get private sector to fund more this year. Scott Hass said one of the things he realized while attending the NAWB there are very few providing coding academies for the population. He wants to figure out how we can bring that to Pierce County region. Donna Ponepinto talked about the Centers for Strong Families. Wayne Nakamura talked about State Farm's program for education.

12. Adjourn

Motion to Adjourn by Ron Langrell, Seconded by Dona Ponepinto Adjourned at 4:28

**WIA Formula Adult & DW
Program Year 2015 / Fiscal Year 2016**

Draft Budget Version June 2015 Executive Board and WDC Deliberations

	ADULT	DW	Total
REVENUE			
Actual Formula Funding	\$ 1,637,828	\$ 1,908,203	\$ 3,546,031
PY14/FY15 Carry-in Funds - Projected	\$ 823,211	\$ 1,458,863	\$ 2,282,074
FY14 - Recapture		\$ (320,385)	\$ (320,385)
Less PY14/FY15 Carry-in Obligations - Projected	\$ (677,601)	\$ (1,183,314)	\$ (1,860,915)
PY14/FY15 Mitigation	\$ 161,254	\$ 167,233	\$ 328,487
PY14/FY15 Rapid Response Mitigation Funds	\$ -	\$ 242,599	\$ 242,599
Total Funds Available	\$ 1,944,692	\$ 2,273,199	\$ 4,217,891
INVESTMENT AREAS			
INVESTMENT TOTALS			
WIOA Mandated Responsibilities for CLEOs and WDC	\$ 450,000	\$ 600,000	\$ 1,050,000
Compliance/Monitoring/Contracting/Performance/Data Management	\$ 150,000	\$ 150,000	\$ 300,000
Sector Partnerships and Business Services	\$ 585,956	\$ 512,266	\$ 1,098,222
Demand Training	\$ 300,000	\$ 342,662	\$ 642,662
Targeted Sector Training	\$ 111,726	\$ 342,761	\$ 454,487
Incumbent Worker Training	\$ 94,519	\$ -	\$ 94,519
Resource Development	\$ 20,600	\$ 80,100	\$ 100,700
Service Delivery via Technology	\$ 100,000	\$ 100,000	\$ 200,000
Economic Development Partnerships	\$ 50,000	\$ 50,000	\$ 100,000
5% Mitigation PY15/FY16	\$ 81,891	\$ 95,410	\$ 177,301
Total Budget Need	\$ 1,944,692	\$ 2,273,199	\$ 4,217,891

DETAIL CARRY-IN OBLIGATIONS - PROJECTED

TARGETED SECTOR TRAINING

Bates Diesel Mechanic Cohort (18 trainees)	14,700	25,000	39,700
AJAC Manufacturing Academy PY 2014 (2 cohorts/34 trainees)	79,118	39,559	118,677
Bates Softskills (AJAC Academy) (4 cohorts/120 trainees)	8,640	4,320	12,960
Multicare - ITAs through Career Coach (60 ITAs)	58,533	-	58,533
Bates Technical - CDL Class A (12 trainees)	43,700	65,549	109,249
Sheet Metal Production(8 trainees)	16,550	24,824	41,374
Architectural Woodworking(8 trainees)	18,797	28,195	46,992
AJAC Manufacturing Academy 2015 (4 cohorts/68 trainees)	24,779	223,013	247,792
Bates Softskill (AJAC Academy) (4 cohorts/120 trainees)	2,880	25,920	28,800
Pierce College -NAC I-Best (6 Cohorts/60 Trainees)	100,588	150,883	251,471
JATC Ironworkers - Pre-apprenticeship (6 Cohorts/120 trainees)	103,964	155,945	259,909
Tool Center Pre-apprenticeship (3 cohorts/15 trainees)	38,142	-	38,142
Clover Park Tech - Pre Man.&Engineering Academy(3 Cohorts/60 trainees) Projected	61,312	91,968	153,280
Pierce County Library System (Computer Literacy Training/system connection)	-	83,300	83,300
Clover Park Tech - NAC (2 Cohorts/15 trainees) Projected	31,200	46,800	78,000
Sub-Total	602,902	965,277	1,568,179

DEMAND TRAINING

Hydroponics-Mimms Academy (15 trainees)	11,250	-	11,250
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ECONOMIC DEVELOPMENT PARTNERSHIPS

Chamber of Commerce PY 2014	-	47,520	47,520
World Trade Center - Tacoma 5+ events to connect businesses with system	-	36,121	36,121

SECTOR PARTNERSHIPS AND BUSINESS SERVICES

Fischer Veteran Assist Program (150 participants)	-	20,000	20,000
Boot 2 Shoes 4 outreach events to establish 40 mentorships	-	50,000	50,000
Boot 2 Work - Event Estimate 750 attendees	-	10,950	10,950
JobFit	10,500	12,000	22,500
Sub-Total	10,500	176,591	187,091

TOTAL TRAINING & PLACEMENT INVESTMENTS

624,652 1,141,868 1,766,520

OTHER OBLIGATIONS

Cedar Plaza Partners - Lease (11 months required)	18,714	18,358	37,072
NATIONAL CENTER FOR ARTS AND TECHNOLOGY	33,393	22,262	55,655
Kurt Jacobson Growth Partnership Branding	842	826	1,668
Sub-Total	52,949	41,446	94,395
TOTAL	677,601	1,183,314	1,860,915

WIA Youth Budget

Program Year 2015

Draft Budget June 2015 Executive Board and WDC Deliberations

	Out of School	In School	Total
REVENUE			
Actual Formula Funding	1,289,993	429,998	1,719,991
Mitigation for PY14/FY15	126,436	42,145	168,581
PY14 Carry-in Funds - Projected	686,420	235,828	922,248
Less PY14 Carry-in Obligations - Projected	(566,918)	(166,994)	(733,912)
Total Funds Available	1,535,931	540,977	2,076,908
INVESTMENT AREAS			
INVESTMENT TOTALS			
Sector Partnerships and Business Services	187,361	62,454	249,815
Compliance/Monitoring/Contracting/Performance/Data Management	77,930	29,310	107,240
WDC Youth Committee Staff Support	63,063	23,370	86,433
WIOA Mandated Responsibilities for CLEOS and WDC	67,500	12,500	80,000
Youth Operator - ResCare second year award	800,000	200,000	1,000,000
Workbase Training - required by law a min of 20%	100,346	43,449	143,795
Essential Skills Development Pilot	-	50,000	50,000
Sector Training	92,731	45,295	138,026
Annual JobFest	-	6,000	6,000
Summer 253	37,500	9,984	47,484
Career Link	22,500	7,500	30,000
Service Delivery System via Technology	22,500	29,615	52,115
5% Mitigation for more and/or future cuts	64,500	21,500	86,000
Total Budget Need	1,535,931	540,977	2,076,908
(Over)/Under budgeted funds			
% Budgeted Out of School/In School - percentage includes prior year funds	74.0%	26.0%	100.0%

DETAIL CARRY-IN OBLIGATIONS - PROJECTED			
	Out of School	In School	Total
Cedar Plaza Partners - Lease (11 months required)	7,867	2,622	10,489
Youth Operator - ResCare first year award	497,314	124,329	621,643
K-12 Youth Services		19,464	19,464
NCAT	41,741	13,914	55,654
Kurt Jacobson Consulting	354	118	472
JobFit	5,625	1,875	7,500
CareeLink	14,018	4,673	18,690
	-	-	-
Sub-Total	566,918	166,994	733,912

Adult/Dislocated Worker Strategic Dashboard Report for Program Year PY 2015 (July 2015 – June 2016)

Measures	Non-Formula Funds/ FTE	WIOA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/ Action Plans
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/%	
WIOA Mandated Responsibilities for CLEOs and WDC (\$ 1,050,000)										
<i>Objective: Support mandated changes for WIOA transition.</i>		9.1	<ul style="list-style-type: none"> Integrate and support mandated responsibilities for CLEOS and WDC WIOA calls for additional responsibilities. Below are expectations that will need to be supported primarily by staff and/or external experts: Develop a 4 year regional unified plan Conduct workforce research and regional labor market analysis Convene, broker and leverage stakeholders and assets, Lead employer engagement Lead Career pathways development and implementation with secondary and post secondary partners Lead efforts to identify and promote proven and promising practices Develop technology based strategies for service access, engagement and delivery Oversee the local service delivery system and programs Negotiate local performance accountability, Select one stop system operator(s) and provider(s), Select youth provider(s) Identify eligible training providers, Ensure consumer choice Coordinate with education providers Approve and oversee budget and comply with federal/state/local laws and regulations in the administration of WIOA) 	Narrative Only						
Compliance/Monitoring/Contracting/Performance/ Data Management (\$300,000)										
<i>Objective: Comply with federal, state and local regulations and policies.</i>		2.0	<ul style="list-style-type: none"> Comply with all WIA/WIOA regulations 	Narrative Only						
		1.0	<ul style="list-style-type: none"> Continue designation as low risk by the State Auditor's Office (SAO) No findings from annual monitoring by Employment Security Department Meet or exceed all federal and local performance measures 	Narrative Only						
		.40	<ul style="list-style-type: none"> Complete annual local monitoring of Youth, Adult and DW Programs, including EO 	Narrative Only						
Sector Partnerships and Business Services (\$1,098,222)										
<i>Objective: Develop and execute training programs within targeted industries specific to employers needs.</i>	\$146,017/ C2C 1.0		<ul style="list-style-type: none"> Partner with Pacific Mountain WDC to provide training opportunities to at least 100 transitioning military personnel participants through Camo2Commerce grant funding (cohort, academy, certificate, OJT) 	100	P/A	P/A	P/A	P/A	P/A	P/A

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					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/%	
<i>Objective:</i> Convene and facilitate sector partnerships to strengthen regional competitiveness, leverage resources and create jobs.	C2C .25		<ul style="list-style-type: none"> Convene quarterly forums with Pierce and Thurston County business leaders to oversee coordinated services offered to military personnel 	4	P/A	P/A	P/A	P/A	P/A	P/A
		.25	<ul style="list-style-type: none"> Partner with the Chamber of Commerce to promote the hiring of veterans and military spouses by Chamber members and other businesses 	Narrative Only						
<i>Objective:</i> Increase employer engagement with the workforce development system.		.25	<ul style="list-style-type: none"> Convene and facilitate 6 employer roundtables 	6	P/A	P/A	P/A	P/A	P/A	P/A
	\$173,200/ Construction Career day	.50	<ul style="list-style-type: none"> Provide 3 engagement activities per year with each partner council (PC Construction Partnership and PC Healthcare Council), while retaining 90% of their membership, and adding strategic partners as appropriate (6 total) 	3	P/A	P/A	P/A	P/A	P/A	P/A
	\$69,603 Healthcare Career day	.50	<ul style="list-style-type: none"> Enhance 3 sector partnerships (Career Day, IT, Healthcare) 	3						
<i>Objective:</i> Direct coordinated business services to support employer needs.		1.0	<ul style="list-style-type: none"> List 600 job openings for businesses and place 300 job applicants in open positions 	700	P/A	P/A	P/A	P/A	P/A	P/A
		.25	<ul style="list-style-type: none"> Provide \$50,000 of customized value-added services, which are not fully supported by public resources 	350 \$50,000	P/A	P/A	P/A	P/A	P/A	P/A
		1.25	<ul style="list-style-type: none"> Provide 600 employer services to 220 businesses 	630 230	P/A	P/A	P/A	P/A	P/A	P/A
<i>Objective:</i> Enable job seekers to identify pathways to career success.		1.25	<ul style="list-style-type: none"> Provide career development workshops to 1100 job seekers, and resume screening to 18,000 job seekers 	1100 18,000	P/A	P/A	P/A	P/A	P/A	P/A
		.50	<ul style="list-style-type: none"> Conduct 2 career fairs serving 1000 adult job seekers with an emphasis on veterans 	2 1000	P/A	P/A	P/A	P/A	P/A	P/A
<i>Objective:</i> Support job seekers to gain and retain employment.		1.0	<ul style="list-style-type: none"> Provide up to 12 months of follow-up services following exit to 190 WIA participants 	190	P/A	P/A	P/A	P/A	P/A	P/A
	LTU 1.0		<ul style="list-style-type: none"> Place 66 long term unemployed individuals into employment through Rapid Response LTU grant 	66	P/A	P/A	P/A	P/A	P/A	P/A
		1.25	<ul style="list-style-type: none"> Place 190 WIA job seekers in employment 	190	P/A	P/A	P/A	P/A	P/A	P/A

Adult/Dislocated Worker Strategic Dashboard Report for Program Year PY 2015 (July 2015 – June 2016)

Measures	Non-Formula Funds/ FTE	WIOA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/ Action Plans
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/%	
Demand Training (\$642,662)										
<i>Objective: Enable job seekers to identify pathways to career success.</i>		3.0	<ul style="list-style-type: none"> Provide funding opportunities, through the use of Individual Training Accounts (ITAs), for 180 students attending local colleges and technical schools 	180	P/A	P/A	P/A	P/A	P/A	P/A
Targeted Sector Training (\$454,487)										
<i>Objective: Support job seekers to gain and retain employment.</i>	C2C 2.0		<ul style="list-style-type: none"> Place 125 transitioning military personnel into employment through Camo2Commerce 	125	P/A	P/A	P/A	P/A	P/A	P/A
		Training and Support Services Only	<ul style="list-style-type: none"> Provide sector training opportunities for 85 new WIOA eligible individuals. 	85						
<i>Objective: Develop and execute training programs within targeted industries specific to employers needs.</i>	\$90,005/ McKinney Vento 1.0		<ul style="list-style-type: none"> Implement at least 10 sector training classes/ academies for in-demand industries. (The funding identified for carry -in obligations only covers part of the cost of the carry-in contracts. The budget allocation of \$454,487 will be used to augment the carry-in funding). 	10	P/A	P/A	P/A	P/A	P/A	P/A
Incumbent Worker Training (\$94,519)										
<i>Objective: Develop and execute training programs within targeted industries specific to employers needs.</i>	\$118,551/ Multicare 1.25		<ul style="list-style-type: none"> Provide training to 65 healthcare employees through the Career Coach Program Expand Career Coach Model into an additional high demand 	65	P/A	P/A	P/A	P/A	P/A	P/A
	Multicare .75		<ul style="list-style-type: none"> Provide career development services to 400 healthcare employees 	400	P/A	P/A	P/A	P/A	P/A	P/A
Resource Development (\$100,700)										
<i>Objective: Form and maintain strategic public and private partnerships to strengthen regional competitiveness, leverage resources and create jobs.</i>		1.3	<ul style="list-style-type: none"> Convene the Tacoma-Pierce County Growth Partnership (TPCGP) to implement strategies to maximize collaborative impact through alignment of services, messaging, and resource development 	Narrative Only						
Service Delivery via Technology (\$200,000)										
<i>Objective: Support job seekers to gain and retain employment.</i>		1.0	<ul style="list-style-type: none"> Develop relationships with 2 partners currently using technology to conduct outreach and training. 	2	P/A	P/A	P/A	P/A	P/A	P/A
		.50	<ul style="list-style-type: none"> Deliver services using technology 	Narrative Only						

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					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/%	
Economic Development Partnerships (\$100,000)										
Objective: Increase employer engagement with the workforce development system.		1.1	<ul style="list-style-type: none"> Receive 80 business referrals from the Economic Development Board (EDB) and partners and maintain the position as the most referred source for the EDB Partner with World Trade Center to meet the new and expanding needs of international and domestic businesses 	80	P/A	P/A	P/A	P/A	P/A	P/A
5% Mitigation PY15/FY16 (\$177,301)										
Objective: Address future cuts and/or support new opportunities.				Narrative Only						

Glossary			
B2S	Boots 2 Shoes	NEG	National Emergency Grant
B2W	Boots 2 Work	OJT	On the Job Training
C2C	Camouflage 2 Commerce	P/A	Planned / Actual
CLEOs	Chief Local Elected Officers	PY	Program Year
DOL	Department of Labor	RFP	Request for Proposal
DW	Dislocated Worker	RFO	Request for Quote
EDB	Economic Development Board	RRLTU	Rapid Response Long Term Unemployed
EO	Equal Opportunity	SAO	State Auditor's Office
ESD	Employment Security Department	TPCGP	Tacoma-Pierce County Growth Partnership
FTE	Full Time Employee	WDC	Workforce Development Council
FY	Fiscal Year	WFC	WorkForce Central
ITA	Individual Training Account	WEX	Work Experience
LTU	Long Term Unemployed	WIA	Workforce Investment Act
MA	Manufacturing Academy	WIOA	Workforce Innovation and Opportunity Act
NAC	Nursing Assistant Certified	WSSFL Summit	Washington State Service Member For Life Summit
NAWB	National Association of Workforce Boards		

WDC Strategic Dashboard Report for WIOA Youth & Young Adult Services for Program Year (PY) 2015 (July 2015-June 2016)

Measures	Non-Formula Funds/ FTE	WIA/ WIOA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/ Action Plans
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/ %	
Sector Partnerships and Business Services (\$249,815)										
Objective: <i>Support student career identification/exploration, increase graduation rates and employment opportunities, and provide a strong link between the workforce development and education initiatives with Tacoma Public Schools.</i>		1.5	YouthWorks Program: Strengthen Educational/Career Pathways for youth in partnership with Tacoma Public Schools (TPS)	200 students connect with Graduation Coaches for minimum of 10 hrs.						
				1,400 Identify Career Goals						
				1,400 students complete Career Cruising Assessment						
				80 In School WIA Youth Enrollments						
				5 TPS teacher externships (40 hrs/teacher)						
				150 student internships (90 hrs/student/school year)						
				4% increase in graduation rate for TPS schools						
Objective: <i>Build career exploration and work readiness opportunities for youth.</i>			Conduct 2 Career Fairs serving 2800 Pierce County youth Leverage \$40,000 in partner contributions for Pierce County Career Day, and \$25,000 in partner contributions for Health Career Day	PC Career Day (2000)						
				Health Career Day (800)						
				PCCD \$40,000 HCD \$25,000						
Compliance/Monitoring/Contracting/Performance/Data Management (\$107,240)										
Objective: <i>Comply with federal, state and local regulations and policies.</i>		1.3	Comply with all WIA/WIOA regulations	Narrative Only						
			<ul style="list-style-type: none"> Continue designation as low risk by the State Auditor's Office (SAO) No findings from annual monitoring by Employment Security Department Meet or exceed all federal and local performance measures 	Narrative Only						
			Complete annual local monitoring of Youth Programs, including EO	Narrative Only						
Objective: <i>Provide Technical Assistance</i>			Provide technical assistance to RWS as it relates to Federal, State and local performance and contractual obligations. <ul style="list-style-type: none"> Common Measure Report: Quarterly Provision Reports: Bi-Weekly Performance Roll-Up Reports: Monthly Invoice Packet Desktop Monitoring: Monthly Communicate and post policy revisions within 5 days of publication; provide training as needed 	Narrative only						

WDC Strategic Dashboard Report for WIOA Youth & Young Adult Services for Program Year (PY) 2015 (July 2015-June 2016)

Measures	Non-Formula Funds/ FTE	WIA/ WIOA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/ Action Plans
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/ %	
<i>Objective: Provide coordination and oversight of the Youth system.</i>			Manage contracts to include modifications, invoicing, corrective actions, performance monitoring and RFP process when applicable	Narrative only						
<i>WDC Youth Committee Staff Support (\$86,433)</i>										
<i>Objective: Provide staff support to Youth Council/ committees.</i>		1.0	Provide Youth Committee support including, but not limited to: Committee recruitment; strategic planning and implementation; respond to projects and requests on agreed-to turnaround times	Narrative only						
<i>WIOA Mandated Responsibilities for CLEOs and WDC (\$ 80,000)</i>										
<i>Objective: Support mandated changes for WIOA transition.</i>		1.0	<ul style="list-style-type: none"> • Integrate and support mandated responsibilities for CLEOS and WDC WIOA calls for additional responsibilities. Below are expectations that will need to be supported primarily by staff and/or external experts: <ul style="list-style-type: none"> • Develop a 4 year regional unified plan • Conduct workforce research and regional labor market analysis • Convene, broker and leverage stakeholders and assets, Lead employer engagement • Lead Career pathways development and implementation with secondary and post secondary partners • Lead efforts to identify and promote proven and promising practices • Develop technology based strategies for service access, engagement and delivery • Oversee the local service delivery system and programs • Negotiate local performance accountability, • Select one stop system operator(s) and provider(s), Select youth provider(s) • Identify eligible training providers, Ensure consumer choice • Coordinate with education providers Approve and oversee budget and comply with federal/state/local laws and regulations in the administration of WIOA) 	Narrative Only						

WDC Strategic Dashboard Report for WIOA Youth & Young Adult Services for Program Year (PY) 2015 (July 2015-June 2016)

Measures	Non-Formula Funds/ FTE	WIA/ WIOA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/ Action Plans
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/ %	
Youth Operator – ResCare second year award (\$1,000,000)										
Objective: Provide registered Pierce County youth with comprehensive and intensive employment and training services resulting in attainment of Federal and State performance measures; including WIOA requirement of using 75% of funds to serve Out of School Youth. *ResCare Management Incentive Plan Performance Outcomes			Meet all Federal Measures and Performance Targets							
			Placement in Employment or Education*	68.5%**						
			Attainment of Degree or Certificate*	68.3%**						
			Literacy Numeracy Gains*	47.3%**						
			Meet all Local Measures and Performance Targets							
			Number of Enrollments*	525 WIA/WIOA Youth						
			Number of Exits*	350 Youth Exited to employment and/or education						
			Tacoma/Pierce County residential split *	50% of enrolled youth reside in Pierce County(PC) 50% of enrolled youth reside within the City of Tacoma(COT)						
			In School/Out of School enrollment splits*	20% of enrolled youth are In-School (ISY) 80% of enrolled youth are Out-of-School (OSY)						
Workbase Training- required by law a min of 20% (\$143,795)										
Objective: Enhance employment opportunities youth with 20% of WIOA Funds. *ResCare Management Incentive Plan Performance Outcomes			Subsidized Summer Employment/Internships*	33						
			Other Subsidized Employment/Internship (WEX)*	80						
			On-The-Job-Training (OJT)*	10						
			Apprenticeship or other Advanced Training*	7						
Essential Skills Development Pilot (\$50,000)										
Objective: Develop and execute training programs within targeted industries specific to employers needs.										
Sector Training (\$138,026)										
Objective: Develop and execute training programs within targeted industries specific to employers needs.		.8								

WDC Strategic Dashboard Report for WIOA Youth & Young Adult Services for Program Year (PY) 2015 (July 2015-June 2016)

Measures	Non-Formula Funds/ FTE	WIA/ WIOA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/ Action Plans
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/ %	
Annual JobFest (\$6,000)										
Objective: <i>Build career exploration, work readiness and employment opportunities for youth.</i>			Conduct JobFest Career Fair for WA State youth	700 Youth						
Summer Jobs 253 (\$47,484)										
Objective: <i>Create credit retrieval and work experience opportunities for high school student.</i>	2.0 FTE \$34,710- COT		Provide Classroom Instruction and facilitation of Workplace Essential Skills and Financial Literacy Curriculum	150 Students						
Career Link (\$30,000)										
Objective: <i>Connect high school students with local businesses/careers.</i>			CareerLink Pierce County: Connect K-12 students with businesses for career exploration and development.	Engage 75 employers with high school students						
Service Delivery System via Technology (\$40,000)										
Objective: <i>Support youth in obtaining their employment and education goals.</i>		.3								
5% Mitigation PY15/FY16 (\$86,000)										
Objective: <i>Address future cuts and/or support new opportunities.</i>				Narrative Only						




* ResCare Management Incentive Plan Performance Outcomes

** Federal Measures achievement rate is the quotient when dividing the measure's actual rate by the target rate. The Federal Common Measures Report contains three different numbers; the Actual percentage of the target met; the Performance Measure Target percent; the Achievement percent of the Performance Measure target. The number captured on the Dashboard is the Achievement percentage rate of the Target performance measure.

WDC Strategic Dashboard Report for WIOA Youth & Young Adult Services for Program Year (PY) 2015 (July 2015-June 2016)

Measures	Non-Formula Funds/ FTE	WIA/ WIOA Funded FTE	Indicator	Annual Goal	Quarterly Outcomes					Comments/ Action Plans
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	YTD Total/ %	

Glossary			
B2S	Boots 2 Shoes	NAWB	National Association of Workforce Boards
B2W	Boots 2 Work	NEG	National Emergency Grant
C2C	Camouflage 2 Commerce	OJT	On the Job Training
CLEOs	Chief Local Elected Officers	P/A	Planned / Actual
DOL	Department of Labor	PY	Program Year
DW	Dislocated Worker	RFP	Request for Proposal
EDB	Economic Development Board	RFQ	Request for Quote
EO	Equal Opportunity	RRLTU	Rapid Response Long Term Unemployed
ESD	Employment Security Department	SAO	State Auditor's Office
FTE	Full Time Employee	TPCGP	Tacoma-Pierce County Growth Partnership
FY	Fiscal Year	WDC	Workforce Development Council
ITA	Individual Training Account	WEX	Work Experience
LTU	Long Term Unemployed	WIA	Workforce Investment Act
MA	Manufacturing Academy	WIOA	Workforce Innovation and Opportunity Act
NAC	Nursing Assistant Certified	WSSFL Summit	Washington State Service Member For Life Summit

Legend	Definitions
Exceeding Targets	 + Deviation or Meeting Performance Target
Meeting Targets	 -10% Deviation from Performance Target
Not Meeting Targets	 - 20% Deviation from Performance Target; Corrective Action Implemented



Workforce Innovation and Opportunity Act (WIOA) Transition Policy

WFC WIOA TITLE I-B ADULT ELIGIBILITY DETERMINATION POLICY

POLICY NUMBER: WIOA-TP-A-001

EFFECTIVE DATE: 7-1-2015

Supersedes: This policy does not supersede a previous policy. This is a modification of the current WIA Adult, Dislocated Worker and Youth Eligibility Policy, Policy Number WFC-WIA-08-26-2013ELIG/DOC and serves as a WIA/WIOA transition policy. This policy will be revised and reissued after the WIOA final rules are issued and as further DOL/ETA guidance is received.

PURPOSE

This policy communicates key provisions and changes authorized by the Workforce Innovation and Opportunity Act (WIOA) to determine eligibility for adults seeking services funded by WIOA Title I-B. The WFC WIA Adult, Dislocated Workers and Youth Eligibility & Documentation Policy Handbook, Revision 3, remains in effect except for the changes noted here until the release of the Final WFC WIOA Eligibility & Documentation Handbook.

This policy also includes the priority of service to specific groups of individuals mandated by WIOA.

BACKGROUND

WIOA Section 3 (2) defines the term adult as an individual who is age 18 or older. Under WIA, priority of service applies to low-income adults and public assistance recipients in local areas where funds are limited. Under WIOA, however, priority for individualized career services and training services automatically applies to low income adults, public assistance recipients and individuals who are basic skills deficient regardless of the availability of funds. (WIOA Section 134 (c) (3)(E)). Under WIOA, as was the case under WIA, veterans receive priority of service in all DOL funded employment and training programs. (38 U.S.C. 4215 and 20 CFR 1010)

Under WIA, career services were identified as core and intensive services and generally participants would go through each level of service in order to eventually receive training. WIOA clarifies that an individual receiving service in the one-stop centers must receive the service that is needed to assist the individual to meet his or her job search goals, and *does not need to follow a fixed sequence of services*.

WIOA merges the categories of core services and intensive services under WIA into the category of career services: basic and individualized career services.

Basic career services must be made available to all job seekers and include services such as labor exchange services, labor market information, job listings and information on partner programs. Individualized career services include services such as comprehensive skills assessment, career planning, development of an individual employment plan and training services.

Individuals who are primarily seeking information need not be registered in WIOA, however, when an individual seeks more than minimal assistance from staff, the person must be determined eligible and registered.

POLICY

Adults must meet the following eligibility criteria for the WIOA Adult Program:

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- Age 18 or older; and
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified.

Adults who receive services other than self-service and informational activities must be determined eligible, registered and considered a participant for WIOA Title I services.

WIOA establishes priority for certain populations (WIOA Section 134(c) (3)(E), proposed 20 CFR 680.600, proposed 20 CFR 680.640, and TEGL 10-09). For purposes of this section, the term “covered person (s) refers to veterans and eligible spouses per priority of service for veterans.

First Priority: Veterans and eligible spouses (covered persons) who are low-income or recipients of public assistance or who are basic skills deficient.

Second Priority: Individuals (non-covered persons) who are low-income or recipients of public assistance or individuals who are basic skills deficient.

Third Priority: Veterans and eligible spouses who are not low-income and are not recipients of public assistance or basic skills deficient.

Individuals who do not meet the above priorities may be enrolled on a case by case basis with managerial approval. The number of adults enrolled in WIOA who are not public assistance recipients, low-income or basic skills deficient cannot exceed 10% of all adults registered in the current program year.

Current WIA participants must be grandfathered into WIOA, even if the participant would not otherwise be eligible for services under WIOA. Additional reassessments are not required to be completed for participants already determined eligible and enrolled under WIA. Furthermore, these participants must be allowed to complete the WIA services specified in their individual service strategy and individual employment plan, even if the services are no longer allowable under WIOA. (TEGL 30-14)

DEFINITIONS

Basic Skills Deficient is an individual unable to compute or solve problems, read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

Public assistance means Federal, State, or local government cash payments of which eligibility is determined by a needs or income test.

Low Income means an individual who:

- a. Receives, or is a member of a family that receives, cash benefits under a federal, state or local income based public assistance program;
- b. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of-
 - (i) the poverty line, for an equivalent period; or
 - (ii) 70% of the lower living standard income level, for an equivalent period;

- c. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
- d. Qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- e. Is a foster child on behalf of whom State or local government payments are made; or
- f. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (a) or of subparagraph (b), but who is a member of a family whose income does not meet such requirements.

Refer to the WIA Adult, Dislocated Worker & Youth Eligibility & Documentation Handbook, Revision 3 for definitions of key terms and additional intake and eligibility requirements including:

- PARTICIPANT FILE DOCUMENTATION
- SKIES
- FOLLOW-UP SERVICES
- DEFINITION OF LOW INCOME
- DEFINITION OF SELF-SUFFICIENCY

NOTE: The WIA Adult and WIA Youth Program Income Guidelines for 2015 are applicable for WIOA adult enrollments. Eligibility Income guidelines are published annually and posted on WFC's website and SharePoint.

NOTE: Amounts paid while on active duty or paid by the Department of Veterans Affairs (VA) for VR, disability, or other related VA programs are not considered as income when determining low-income status for veterans.

INQUIRIES

Direct Inquiries To:

WorkForce Central
 3650 South Cedar Street
 Tacoma, WA 98409-5714
 (253) 472-8094 or 1-800-999-8168

APPROVED

APPROVED BY WDC

 Linda Nguyen, WFC CEO

Date: _____

Date: _____



Workforce Innovation and Opportunity Act (WIOA) Transition Policy

WFC WIOA TITLE I-B DISLOCATED WORKER ELIGIBILITY DETERMINATION POLICY

POLICY NUMBER: WIOA-TP-DW-001

EFFECTIVE DATE: 7-1-2015

Supersedes: This policy does not supersede a previous policy. This is a modification of the current WIA Adult, Dislocated Worker and Youth Eligibility Policy, Policy Number WFC-WIA-08-26-2013ELIG/DOC and serves as a WIA/WIOA transition policy. This policy will be revised and reissued after the WIOA final rules are issued and as further DOL/ETA guidance is received.

PURPOSE

This policy communicates key provisions and changes authorized by the Workforce Innovation and Opportunity Act (WIOA) to determine eligibility for dislocated workers seeking services funded by WIOA Title I-B. The WFC WIA Adult, Dislocated Workers and Youth Eligibility & Documentation Policy Handbook, Revision 3, remains in effect except for the changes noted here until the release of the Final WFC WIOA Eligibility & Documentation Handbook.

BACKGROUND

Under WIA, career services were identified as core and intensive services and generally participants would go through each level of service in order to eventually receive training. WIOA clarifies that an individual receiving service in the one-stop centers must receive the service that is needed to assist the individual to meet his or her job search goals, and *does not need to follow a fixed sequence of services*.

WIOA merges the categories of core services and intensive services under WIA into the category of career services: basic and individualized career services.

Basic career services must be made available to all job seekers and include services such as labor exchange services, labor market information, job listings and information on partner programs. Individualized career services include services such as comprehensive skills assessment, career planning, development of an individual employment plan and training services.

Individuals who are primarily seeking information need not be registered in WIOA, however, when an individual seeks more than minimal assistance from staff, the person must be registered and eligibility must be determined.

WIOA Section 3(15) includes in the definition of a dislocated workers, displaced homemakers and dependent spouses of the Armed Forces on active duty to ensure they have access to WIOA Title I services.

Proposed regulations at 680.660 (a) (b) (c) clarifies: that a notice of separation, a DD-214 from the Department of Defense, or other appropriate documentation that shows a separation or imminent separation from the Armed Forces qualifies as a notice of termination or layoff; that a separating service member meets the dislocated worker requirements concerning UC and the requirement that an individual is unlikely to return to his or her previous industry or occupation.

POLICY

Dislocated workers must meet the following eligibility criteria for the WIOA Dislocated Worker Program:

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified; and
- One of the Dislocated Worker categories:
 - a) General Dislocation
 - i. An individual, who was terminated, laid-off, or received a notice of termination or layoff; and
 - ii. Is determined unlikely to return to previous industry or occupation (defined by WDCs); and
 - iii. Is eligible for or has exhausted entitlement to unemployment compensation; or
Is not eligible for unemployment compensation but has performed work for a non-covered employer and/or has been employed for a duration to show attachment to the workforce
 - b) Dislocation from Facility Closure/Substantial Layoff
 - i. An individual, who was terminated, laid-off, or received a or received a notice of layoff from employment at a plant, facility, or enterprise as a result of permanent closure or substantial layoff; or
 - ii. An individual employed at a facility at which the employer has made a general announcement that such facility will close within 180 days. (Refer to Chapter 8 of this handbook for definition of “General Announcement”)
 - c) Self-employed Dislocation
 - i. An individual, who was self-employed but is unemployed as a result of:
 - General economic conditions in the WDA where the individual resides; or
 - A natural disaster
 - d) Displaced Homemaker
 - i. An individual, who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member and is no longer supported by the income of another family member; or
 - ii. The dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty or the service-connected death or disability of the member. The WDC has determined that if a service member’s family income is reduced, as evidenced by family or business financial records, such that the family is unable to meet current financial obligations; their income is considered to be “significantly reduced”; and
 - iii. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Veterans and other covered persons who qualify for the Dislocated Worker Program are given priority for services according to the Jobs for Veterans Act and WorkSource System Policy #1009 Rev 1-Priority of Service for Veterans and Eligible Spouses.

Retired veterans are excluded from being served in the Dislocated Worker Program. (Department of Labor Policy TEGL 22-04). However, retired veterans may be served under the WIOA Adult Program if determined eligible and are a member of a mandatory priority group or are determined eligible on a case by case basis.

Dislocated workers who receive services other than self-service and informational activities must be registered and considered a participant for WIOA Title I services.

Current WIA participants must be grandfathered into WIOA, even if the participant would not otherwise be eligible for services under WIOA. Additional reassessments are not required to be completed for participants already determined eligible and enrolled under WIA. Furthermore, these participants must be allowed to complete the WIA services specified in their individual service strategy and individual employment plan, even if the services are no longer allowable under WIOA. (TEGL 30-14)

Refer to the WIA Adult, Dislocated Worker & Youth Eligibility & Documentation Handbook, Revision 3 for definitions of key terms and additional intake and eligibility requirements including:

- SERVING MILITARY SERVICE MEMBERS AND THEIR SPOUSES
- ELIGIBILITY FOR EMPLOYED INDIVIDUALS, INCLUDING “STOP-GAP’ EMPLOYMENT
- PARTICIPANT FILE DOCUMENTATION
- SKIES
- FOLLOW-UP SERVICES

INQUIRIES

Direct Inquiries To:
WorkForce Central
3650 South Cedar Street
Tacoma, WA 98409-5714
(253) 472-8094 or 1-800-999-8168

APPROVED

Linda Nguyen, WFC CEO

Date: _____

APPROVED BY WDC

Date: _____



Workforce Innovation and Opportunity Act (WIOA) Transition Policy

WFC WIOA TITLE I-B YOUTH DETERMINATION POLICY

POLICY NUMBER: WIOA-TP-Y-001

EFFECTIVE DATE: 7-1-2015

Supersedes: This policy does not supersede a previous policy. This is a modification of the current WIA Adult, Dislocated Worker and Youth Eligibility Policy, Policy Number WFC-WIA-08-26-2013ELIG/DOC and serves as a WIA/WIOA transition policy. This policy will be revised and reissued after the WIOA final rules are issued and as further DOL/ETA guidance is received.

PURPOSE

This policy communicates key provisions and changes authorized by the Workforce Innovation and Opportunity Act (WIOA) to determine eligibility for youth seeking services funded by WIOA. The WFC WIA Adult, Dislocated Workers and Youth Eligibility & Documentation Policy Handbook, Revision 3 remains in effect except for the changes noted here until the release of the Final WFC WIOA Eligibility & Documentation Handbook

BACKGROUND

WIOA Section 3 (18) and 129 (a) (1)(B) and (C) describes eligibility for the WIOA Title I youth which includes in school youth (ISY) and out of school youth (OSY) program.

With few exceptions, the WIOA criteria for OSY are generally the same as those under WIA. WIOA increases the age of OSY from 21 to 24 years of age. Unlike under WIA, low income is not a requirement to meet eligibility for *most* categories of OSY under WIOA. However, low income is now a part of the criteria for youth who need additional assistance to enter or complete an educational program or to secure or hold employment. Also, WIOA has made youth with a disability a separate eligibility criterion.

In addition, WIOA includes a new criterion: a youth who is within the age of compulsory school attendance but has not attended school for at least the most recent school year calendar quarter.

WIOA clarifies that age is based on time of enrollment and as long as the individual meets the age eligibility at time of enrollment OSY can continue to receive WIOA youth services beyond the age of 24.

For ISY, eligibility criteria is essentially the same as under WIA but the disability criterion has been separated from the "needs additional assistance" criterion. As with OSY, age is based on time of enrollment and as long as the individual meets the age eligibility at time of enrollment, they can continue to receive WIOA youth services beyond the age of 21.

WIOA includes a youth as low-income if he or she receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.).

WIOA clarifies that there is no self-service concept for the WIOA youth program and every individual receiving services under WIOA youth must meet ISY or OSY eligibility criteria and be formally enrolled in the program.

POLICY

Youth eligible for services must meet the following criteria:

- U.S. citizen or otherwise legally entitled to work in the U.S.
- Registered for the Selective Service, if applicable

Out-of-School Youth must be aged 16-24, not attending any school, and meet one or more of the following:

- A school dropout (no High School degree, GED or equivalent)
- Within the age of compulsory school attendance (up to age 17 RCW 28A.225) but has not attended school for at least the most recent complete school year calendar quarter
- An individual in the adult or juvenile justice system
- Homeless, a runaway, in or aged out of foster care
- Pregnant or parenting
- Disabled
- Has a High School degree or its equivalent, is low income and is basic skills deficient, or an English language learner
- Low-income and requires additional assistance to enter or complete an educational program or to secure or hold employment. (Refer to the WIA Adult, Dislocated Worker & Youth Eligibility & Documentation Handbook, and Revision 3 for additional assistance criteria)

In School Youth must be aged 14-21, attending school (*as defined by State law which includes eligible students enrolled in a dropout reengagement program under RCW 28A.175.100, 28A.175.105 as in school*), low income and meet one or more of the following:

- Basic skills deficient (WIOA Sec 3 (5))
- English language learner
- An offender
- Homeless, runaway, in foster care or has aged out of the foster care system
- Pregnant or parenting
- Disabled
- Requires additional assistance to complete an educational program or to secure or hold employment (Refer to the WIA Adult, Dislocated Worker & Youth Eligibility & Documentation Handbook, Revision 3 for criteria)

Current WIA participants must be grandfathered into WIOA, even if the participant would not otherwise be eligible for services under WIOA. Additional reassessments are not required to be completed for participants already determined eligible and enrolled under WIA. Furthermore, these participants must be allowed to complete the WIA services specified in their individual service strategy and individual employment plan, even if the services are no longer allowable under WIOA. (TEGL 30-14)

For the following additional eligibility requirements, refer to the WIA Adult, Dislocated Worker & Youth Eligibility & Documentation Handbook, Revision 3:

5% WINDOW

- PARTICIPANT FILE DOCUMENTATION
- SKIES DATA ENTRY DEADLINES
- CONCURRENT ENROLLMENT
- FOLLOW-UP
- EXCEPTIONS TO FOLLOW-UP
- FOLLOW-UP DOCUMENTATION
- LOW INCOME (For WIOA, low income also includes receiving or is eligible to receive a free or reduced price lunch)

INQUIRIES

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Tacoma, WA 98409-5714
(253) 472-8094 or 1-800-999-8168

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