

**North Carolina Instructions  
for Local and Regional  
Workforce Development Area Plans**

**Workforce Innovation and Opportunity Act**

**Title I**

**PY 2018 Plan Update  
July 1, 2018 – June 30, 2019**

*North Carolina Department of Commerce  
Division of Workforce Solutions  
4316 Mail Service Center  
313 Chapanoke Road, Suite 120  
Raleigh, NC 27699-4316*

## Instructions

### Introduction

The Workforce Innovation and Opportunity Act (WIOA) requires each Workforce Development Board (WDB) to develop and submit, in partnership with the local chief elected official a comprehensive four-year plan. Four-Year Plans were submitted in May 2016. Annually, each WDB is to provide updates to the Comprehensive Four-Year Plan (PY 2016). The WIOA Program Year (PY) 2018 Plan is to provide current information and be effective July 1, 2018 - June 30, 2019 and will include all current local policies. The Comprehensive Four-Year Plan (PY 2016) should be maintained and updated, as appropriate.

### Federal and State Requirements for Local Administration of the Workforce Innovation and Opportunity Act

Local Workforce Development Boards should reference the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014. Additional information is available at the U.S. Department of Labor Employment and Training Administration website: [www.doleta.gov](http://www.doleta.gov)

North Carolina policy information is available at <http://www.nccommerce.com/workforce/workforce-professionals/policy-statements>. Local Workforce Development Boards may reference the North Carolina WIOA Unified State Plan.

### Plan Submission and Due Date

The Local Plan must be submitted through Workforce Information System Enterprise (WISE). ***The due date is April 30, 2018.*** Each attachment must be submitted separately in Word or PDF format. Attachments not submitted separately will not be accepted. Forms requiring original signatures may be mailed to the local Board's assigned Planner at: N.C. Division of Workforce Solutions, 4316 Mail Services Center, Raleigh, NC 27699-4316. Hand delivered documents may be left at 313 Chapanoke Road, Raleigh, NC 27603.

## Workforce Development Board Overview

*The Local Area Overview provides important contact information that is used throughout the Division. It is important this section remain current during the Program Year. Updates should be submitted to the local Board's assigned Division Planner when changes occur, especially to contact names and addresses in the Local Board Overview Section.*

1. Provide the Local Area's official (legal) name as it appears on the local Consortium Agreement established to administer the Workforce Innovation and Opportunity Act (WIOA) or, if not a Consortium, in the formal request for Local Area designation. If the Local Area is a Consortium, attach a copy of the current Consortium Agreement. Name document: **Western Piedmont Jobs Training Consortium Agreement. Uploaded**
2. Provide the name, title, organization name, address, telephone number and e-mail address of the Workforce Development Director. **Wendy Johnson, Director Workforce Development, Western Piedmont Council of Governments, PO Box 9026 Hickory NC, 28603; [wendy.johnson@wpcog.org](mailto:wendy.johnson@wpcog.org)**
3. Provide the name, elected title, local government affiliation, address, telephone number and e-mail address of the Local Area's Chief Elected Official. **Barbara Pennell, Mayor Town of Gamewell, 3407 Spencer Heights Place, Lenoir NC 82645, (828) 850-2813. [bcp4him@gmail.com](mailto:bcp4him@gmail.com)**
4. Provide the name, title, business name, address, telephone number and e-mail address of the individual authorized to receive official mail for the Chief Elected Official, if different than question 3. **N/A**
5. Provide the name, address, telephone number of the Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds. This is the entity responsible for the disbursement of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)]. **Western Piedmont Council of Governments, PO Box 9026, Hickory, NC 28603 (828) 322-9191.**
6. Provide the name, title, organization name, address, telephone number and e-mail address of the Administrative/Fiscal Agent's signatory official. **Anthony Starr, Executive Director, Western Piedmont Council of Governments, PO Box 9026, Hickory, NC 28603, (828) 322-9191, [anthony.starr@wpcog.org](mailto:anthony.starr@wpcog.org)**
7. Attach a copy of the Administrative Entity/Fiscal Agent's organizational chart with an 'effective as of date'. Name document: **Western Piedmont COG Organizational Chart. Uploaded**
8. Provide the Administrative Entity's Data Universal Numbering System (DUNS) number and assurance that the 'System for Award Management' (SAM) status is current. Administrative Entities must register at least annually on the SAM website

(<https://www.sam.gov/portal/SAM/##11>) to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7]. **DUNS # 602653529, our SAMs Status is current March 2018 - March 2019.**

*Composition of the local Workforce Development Boards shall comply with WIOA Section 107. Local Workforce Development Board Membership Requirements have been provided as reference at [Appendix A](#).*

9. Provide each Workforce Development Board members' name, business title, business name and address, telephone number and e-mail address on the provided form. The first block is reserved to identify the Board chairperson ([form provided](#)). Indicate all required representation and indicate if vacant. [WIOA Section 107(b)(2)]. Name document: **Western Piedmont WDB List**. See [Appendix A](#) for Local Area Workforce Development Boards membership requirements. **Uploaded – All 2018 re-appointments will be approved by the WPJTC at the 05/22/18 WPCOG Policy Board meeting. Change Term dates**

**Note:** Check the block on provided form certifying compliance with required WIOA local Workforce Development Board business nomination process.

\* Use and identify categories as indicated on the form. Do not change required category names.

10. Attach the Workforce Development Board By-laws including date adopted/amended. List any recent changes here. Name document: **Uploaded Western Piedmont Workforce Development Board WDB By-laws.**

*Sunshine Provision - The Local Board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board, including information regarding the Local Plan prior to submission of the Plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Local Board. [WIOA Section 107(e)]*

11. Describe how the Workforce Development Board meets the Sunshine Provision.  
**The Western Piedmont Workforce Development holds open board meetings. The board meeting calendar is located on the local area workforce website: [www.westernpiedmontworks.org](http://www.westernpiedmontworks.org), Activities such as RFP's and the local plan are made part of the boards meeting agenda items and/or listed on [www.westernpiedmontworks.org](http://www.westernpiedmontworks.org).**

*Public Comment - The Workforce Development Board shall make copies of the proposed Local Plan available to the public through electronic and other means, such as public*

*hearings and local news media; allow for public comment not later than the end of the 30 day period beginning on the date the proposed plan is made available; and, include with submission of the Local Plan any comments that represent disagreement with the Plan. [WIOA Section 108(d)]*

12. Describe how the Workforce Development board will make copies of the proposed Local Plan available to the public. [WIOA Section 108(d)]

**The local plan is made part of the boards meeting agenda items and will be listed on [www.westernpiedmontworks.org](http://www.westernpiedmontworks.org) for the required 30 days for public comment. WP Jobs Training Consortium/CEO and WD Board members will be made aware via email that the plan is available on the website.**

13. Attach a copy of the Local Workforce Development Board's organizational chart with an 'effective as of date.' Include position titles. Name document: **Uploaded - Western Piedmont Local Area's Organizational Chart.**
14. Complete the following chart for the PY18 Local Workforce Development Board's planned meeting schedule to include time, dates and location. *[Expand form as needed.]*

<b>Date</b>	<b>Time</b>	<b>Location (include address and room #)</b>
August 23, 2018	8:30 am	WPCOG, 1880 2 <sup>nd</sup> Avenue NW, Hickory, NC 28601 - Conference Room A1
October 25, 2018	8:30 am	WPCOG, 1880 2 <sup>nd</sup> Avenue NW, Hickory, NC 28601 – Conference Room A1
December 6, 2018	8:30 am	WPCOG, 1880 2 <sup>nd</sup> Avenue NW, Hickory, NC 28601 – Conference Room A1
February 28, 2019	8:30 am	WPCOG, 1880 2 <sup>nd</sup> Avenue NW, Hickory, NC 28601 – Conference Room A1

April 25, 2019	8:30 am	WPCOG, 1880 2 <sup>nd</sup> Avenue NW, Hickory, NC 28601 – Conference Room A1
May 23, 2019 (tentative)	8:30 am	WPCOG, 1880 2 <sup>nd</sup> Avenue NW, Hickory, NC 28601 – Conference Room A1
June 27, 2019	8:30 am	WPCOG, 1880 2 <sup>nd</sup> Avenue NW, Hickory, NC 28601 – Conference Room A1

- 15.** Attach a copy of the signed ‘Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions’ ([form provided](#)). [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants’ responsibilities.] Name document: **Uploaded, Western Piedmont Debarment Form.**

**Note:** Document must bear the original signature of the Administrative Entity signatory official. Mail the signed [Certification form](#) original to Division Planner.

- 16.** Submit the original Workforce Development Board and Chief Elected Official (CEO) Signatory Page (form provided), bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman, and attach a copy of the signed document. Name document: **Uploaded, Western Piedmont Signatory Page.**

**Note:** Mail the signed original [Signatory Form](#) to Division Planner.

## **NCWorks Career Centers**

1. Identify NCWorks Career Center location(s) including Tier 1, Tier 2, Affiliate, and Specialized sites; On-site partners; how NCWorks Career Center operator(s) are designated; provider(s) of WIOA career services and method of selection; whether youth services provider is on-site and, if so, youth services offered. Use the NCWorks [Career Center Chart](#). [WIOA Section 121(b)(1)(A) and (b)(1)(B)] Name document: **Western Piedmont NCWorks Career Centers.**
2. Provide the date and process for when the competitive procurement of the One-Stop Operators(s) occurred. Include the expected length of the contract (one-four years).

Competitive procurement of the One-Stop operator began on December 16, 2016. The full timeline went as follows: Public Notice – Letter of Intent to Bid December 16, 2017, Letter of Intent Due January 13, 2017; RFP Release Date (if necessary) January 20, 2017; Bidders Conference (if necessary) January 27, 2017; Proposal Deadline (if necessary) February 24, 2017 by 4:00pm Formal Review of Proposals (if necessary) Begins March 3, 2017; WPWDB Notice of Selection April 27, 2017; Contract Negotiations May 2, 2017; Contract Start Date July 1, 2017. Contract Extensions for PY18 will be negotiated with approval at the April 26, 2018 WDB meeting.

3. How do you coordinate services with WorkFirst (Temporary Assistance for Needy Families)?

Services are coordinated through a referral process between the NCWorks Career Center and TANF and vice versa. TANF staff attend the NCWorks Career Centers HIRE meeting each month so ongoing discussion of referred candidates and services takes place when applicable.

4. How is the Career Center used outside of regular business hours?

In the event of a mass lay-off the Western Piedmont Area NCWorks Career Centers would make the needed adjustment to business hours to accommodate individuals that need services beyond the normal business hours.

When customers notify staff that they need services or to drop off paperwork after hours, staff accommodates those sessions in an on-demand process.

Also given that [www.ncworks.gov](http://www.ncworks.gov) is a virtual one-stop, resume creation, job searching, and job postings can all be done 24 hrs a day seven days a week online.

## WIOA Title I Programs

### Adult and Dislocated Worker Services

1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensures an arm's-length relationship between the Workforce Development Board and service delivery. Identify any service provider contract extensions.

**Note:** While Final Regulations Section 679.410 (b) and (c) provide exceptions to the competitive procurement process, WDBs *must* have an arm's-length relationship to the delivery of services.

Competitive procurement of the Adult and Dislocated Worker services began on January 27, 2017. The full timeline went as follows: January 27, 2017 Public Notice of RFP Release Date went out stating the RFP would be released February 3, 2017 with a Bidders conference date of February 10, 2017. Proposal Deadline was listed as March 10, 2017 by 4:00pm. Formal Review of Proposals began March 13, 2017; WPWDB Notice of Selection April 27, 2017; Contract Negotiations May 2, 2017; Contract Start Date July 1, 2017. The contract is for one year with the possibility of an extension at the end of the program year for up to three years. PY18 AD/DW

**Contract Extensions with ROSS Innovative Employment Solutions will be negotiated with approval at the April 26, 2018 WDB meeting.**

2. Attach the Local Workforce Development Board's Adult and Dislocated Worker (DW) service providers chart effective July 1, 2018 using the [Adult/Dislocated Worker Service Provider List](#) provided. Name document: **Western Piedmont Adult and Dislocated Worker Services Providers 2018.**
3. Describe how and when eligible training providers are reviewed at the local level and how customers are informed they have choices in choosing their providers. Define what "significant number of competent providers" means in the local area. Include whether the local Workforce Development Board uses more strict performance measures to evaluate eligible training providers. Attach if a separate policy. Name document: **Western Piedmont Approval of Additional Training Providers/Programs.**

Training providers are reviewed for eligibility when they initially apply to provide training services for the Western Piedmont Workforce Development area. To be approved in the WPWDA and receive WIOA funds, the training provider must be listed on the Eligible Training Providers List (ETPL) and the Local Training Provider List (LTPL), which is maintained and available on NCWorks Online. If a training provider is not listed, they may apply using the NCWorks Online ETPL module at [www.ncworks.gov](http://www.ncworks.gov). Once a training provider is listed on both the ETPL and the LTPL, they may provide training services to Western Piedmont customers. To assure that significant numbers of competent the training providers, offering a wide variety of training programs and occupational choices are available to customers, the Western Piedmont WDB requires that training providers update their information and reapply after the first year of providing services and every two (2) years thereafter. The Western Piedmont WDB will also take into account performance accountability measures as identified in WIOA Section 122 (b)(1)(A-J) when determining eligibility of training providers. Once a training provider is listed on the ETPL and LTPL, the Western Piedmont WDB will provide Individual Training Accounts (ITAs) for training programs that support a career pathway for the customer in growing, in-demand and/or priority industry sectors identified on the approved Occupational Training List. In instances where it can be determined that there is a demand for workers in the field of employment being sought by the customer, and that training will result in increased earnings and career pathway opportunities, ITAs can be issued to those training programs. Potential WIOA participants are referred to NCWorks On-Line to search for training providers. If they are interested in a training provider or program that is not approved by the local area, they may request that the training provider/program be added and/or approved by the Western Piedmont Workforce Development Board according to the WPWDA Policy Statement "Approval of [Additional Training Providers/Programs](#)" dated July 1, 2015.

The Western Piedmont WDB understands that there is a group of workforce staff from various areas of NC who are working on a training provider policy in order to



build consistency across NC and local workforce development areas. Many training providers offer services across workforce development lines so consistency is important. We await the results of this collaborative effort and any policy that may result.

4. What strategies are in place to ensure Local Workforce Boards meet or exceed federal Adult and Dislocated Worker Performance Measures?

The Western Piedmont WDB has implemented performance measures for each career center to ensure adequate services are being provide to both jobseekers and employers. Performance Measures are collected monthly and shared with all Center managers and staff to ensure everyone has a finger on the pulse in regards to meeting performance. The Western Piedmont WDB had a new Adult/DW service provider in place for PY2017. To ensure federal measures are met, a WDB staff member performs random desk monitoring of files to ensure that data entry is complete and correct and that data validation documents are present. Two weeks prior to exit, files are reviewed to ensure that performance data is entered. As the program year end approaches, the performance cohorts are reviewed as well for last minute corrections/changes that may have been missed during the year.

5. Describe how the Board uses local funds for Incumbent Worker Training (IWT). If the Board does not use local funds for IWT, please state why and what would be needed to incorporate IWT as a locally offered service.

For PY17, WPWDB did not use IWT funds for a local program. Beginning July 1 2018 WPWDB will have in place a local IWGP policy and will begin marketing that program to economic developers, chambers of commerce, community colleges and business and industry. WPWDB local funds available for IWGP will be determined once the PY18 WIOA local funds have been revealed.

6. Complete the following chart (by placing an X in each applicable box) to demonstrate what work-based learning opportunities are available in the local Workforce Board area.  
*[Expand form as needed.]*

On-the-Job Training	Local Incumbent Worker Training	Internships	Job Shadowing	Paid/Unpaid Work Experience	Specify Others:
X	X	N/A	N/A	N/A	N/A

7. Please describe the efforts the Workforce Development Board has made to deliver business services on a regional basis.

**WPWDB Business Services are delivered daily by a WDB staff member, Business Services Consultant. The BSC's roles and responsibilities include:**

- Outreach and education to employers and jobseekers of the opportunities the OJT training program offers. The BSC monitors the OJT program and contracts that are produced and processed by the AD/DW Service Provider
- Oversees and coordinates the local Incumbent Worker Grant Program (in effect as of July 1, 2018)
- Works closely with the NCWorks Career Centers employers and employment services teams to monitor OJT contracts, examines outreach opportunities for Labor Market Intelligence, and recruitment and retention efforts.
- Coordinates bi-monthly Business Services meetings that include employer/employment services teams from NCWorks Career Centers, Vocational Rehabilitation and the Community College. These meetings provide networking capability for the system as a whole, as well as sets up team building and business recruitment efforts particularly when planning Job Fairs, Veterans Standdowns and Rapid Response events.

8. Describe follow-up services provided to Adults and Dislocated Worker.

*Per Training and Employment Guidance Letter (TEGL) 19-16 and Section 134(C)(2)(A), funds described shall be used to provide career services, which shall be available to individuals who are adults or dislocated workers through the one-stop delivery system and shall, at a minimum, include—...(xiii) follow up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.*

**Once employed, Adult and Dislocated Worker participants are required to receive 12 months of follow-up services. The type of follow-up and the frequency of follow-up is based on the needs of the participant during the follow-up year. Follow-up services continue to support the participant as they move forward toward self-sufficiency and career advancement. The follow-up services are provided as needed to provide a successful outcome for the participant.**

**Some participants will need more frequent and intensive follow-up services than others. Follow-up should occur quarterly at a minimum. All follow-up services are recorded in NCWorks.gov by adding the F20 activity and case notes as appropriate. Services that may be offered during follow-up include referral to community resources, tracking progress on the job, assistance securing better paying job, and assistance with job/work related problems, etc.**

## Youth Services

1. Does the Workforce Development Board have a standing committee to provide information to assist with planning, operational and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)]

If no, describe how oversight to planning, operational and other issues relating to the provision of services to youth will be provided.

**The WPWDB will continue to have a formal Youth Council to promote youth development as a broad public responsibility and to seek ways to serve youth in Alexander, Burke, Caldwell and Catawba counties. The WPWDB will provide oversight and approval of all activities of the Youth Council. The WPWDB will provide oversight to planning, operational, and any issues relating to the provision of services to youth. Youth Council updates and activities will be part of WPWDB discussions and agenda items throughout the year.**

If yes, please provide a response to the following questions.

- a) Provide the committee's purpose/vision.
- b) Attach the list of members to include members' agency/organization, one of which must be a community-based organization with a demonstrated record of success in serving eligible youth. Provide the Committee's Chair information in the first block (who must be a Workforce Development Board member.) Name document: *Local Area Name Youth Committee Members. N/A see #1 above* [WIOA Section 107(b)(4)(A)(ii)]
- c) Complete the following chart for the PY18 Youth Committee's planned meeting schedule to include dates, time and location. *[Expand form as needed.]*

Date	Time	Location (include address and room #)

2. Provide the date and process for when the competitive procurement of the Youth Programs were completed, to include any contract extensions.

**Competitive procurement of Youth services began on January 29, 2016. The full timeline went as follows: January 21, 2016 Public Notice of RFP Release Date went out stating the RFP would be released January 29, 2017 with a Bidders conference date of February 05, 2016. Proposal Deadline was listed as March 04, 2016 by**

**4:00pm. Formal Review of Proposals began March 07, 2016; WPWDB Notice of Selection April 29, 2016; Contract Negotiations May 2, 2016; Contract Start Date July 1, 2016. The contract was extended for one year beginning July 1, 2017 and there is a possibility for an additional one year extension beginning July 1, 2018.**

3. Attach the Local Workforce Development Board Youth service provider's chart, effective July 1, 2018, using the provided [Youth Service Provider List](#). Complete each column to include specifying where Youth Services are provided. Name the document: **Western Piedmont Youth Services Providers 2018.**
4. What strategies are in place to ensure Local Workforce Boards meet or exceed federal Youth Performance Measures?

**Quarterly meetings with our service provider was established and continue during which we discuss performance in addition to challenges, issues, and celebrations related to the previous quarter(s). This has provided a sustainable track to address continuous improvement. Once we see an issue, we can discuss solutions right away and put in place actions, which can get us back on track. Ross/youth performance measures have steadily increased over the two years that we have had them as our youth provider. In PY2017, we are on track to meet and exceed performance.**

**We have other safeguards in place to monitor and recheck data entry to ensure that information entered correctly gets the participants into the correct performance pools with the appropriate outcomes. These safeguards include quarterly desk monitoring of files, review of all files that are soon to exit and reviewing reports in NCWorks Online and cross-referencing with FutureWorks throughout the year and particularly as we come to the 4<sup>th</sup> quarter. In addition, the youth lead for Western Piedmont WDB is active on the state youth leads group that meet regularly to share information and discuss issues with NCWorks Online keying/changes to assist each other with issues that could affect performance.**

5. Specify if the Local Workforce Development Board plans to offer incentives for youth. If yes, attach the Youth Incentive Policy to include: a) criteria to be used to award incentives; b) type(s) of incentive awards to be made available; c) whether WIOA funds will be used and d) whether the Local Workforce Development Board has internal controls to safeguard cash/gift cards. Name document: **Uploaded, Western Piedmont Youth Incentive Policy.**

**Note:** Federal funds may not be spent on entertainment costs.

### **Local Innovations**

1. List additional funding received by the local Workforce Development Board to include special grants, National Dislocated Worker Grants, YouthBuild, outside funding and others to include a brief description of the source and the amount. **N/A**

2. Describe one local Workforce Development Board best adult/dislocated worker program practice.

**The Western Piedmont WDB value the training and sharing of information with all staff. WDB staff meet 3-4 times a year, more often if needed, with the provider staff to give updates on changes in NCWorks Online, local policy and/or directives given by NC or DOL which impact services or performance. This allows everyone to hear the same message and any questions or discussions that occur. In addition, trainings on topics that will help us to assist various segments of our customer base are offered throughout the year to all career center staff. This year we have offered resume, AARP and Mental Health Awareness training in addition to the required EEO training.**

3. Describe one local Workforce Development Board best youth program practice.

**Each year the Western Piedmont WDB has a local youth summit to benefit youth in our four county area. We work with the local school systems, youth providers, vocational rehabilitation and other local partners to plan and carry out a local youth summit. We discuss skills that youth need as they move into adulthood and build our youth summit around those ideas. Over the past several years, we have done events such as Shark Tank, recreational activities focused on employability and team building skills, and using their creative minds to create something useful from random everyday items and then market it. The committee works hard to gather donations for the youth and to offer door prizes for those in attendance. We have received great feedback from the youth each year. We are careful to place youth in groups with youth from other schools/counties to promote networking and development of social skills. It is amazing to watch the groups develop and come together toward a common goal.**

4. Describe a local Workforce Development Board regional strategy that has yielded positive results.

**Currently the Future Workforce Alliance Business Services Consultants (High Country, Region C, Western Piedmont) are working on developing a regional Incumbent Worker Policy since we know we serve clients across county/workforce board lines. We feel this will give us a solid foundation to carry out IWGP in a consistent manner when we market this opportunity to businesses. We anticipate positive results going into PY18 and beyond.**

## **PY 2018 Local Area Plan Required Policy Attachments**

1. The following policies must be attached as separate documents in the PY 2018 Plan. Name documents: Local Area Name, Policy Name.

Please make a notation below if the Policy has been revised for Program Year 2018.

*Example: Competitive Procurement – Revised*

1. Adult/ Dislocated Worker Work Experience Policy (PS 10-2017) – **Not Applicable for Western Piedmont Workforce Development Board**
  2. Competitive Procurement Policy (PS 19-2017)
  3. Conflict of Interest Policy (PS 18-2017)
  4. Equal Opportunity Procedures (PS 05-2015)
  5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I (PS 20-2017)
  6. Individualized Training Account Policy
  7. On-the-Job Training Policy (PS 04-2015)
  8. Oversight Monitoring Policies and Tools
  9. Priority of Service Policy (PS 03-2017)
  10. Supportive Services Policies
  11. Youth Work Experience Policy (PS 10-2017)
2. Designate whether or not you have the following Optional Policies. If yes, attach the policy as a separate document. Name documents: Local Area Name, Policy Name. [Example: IWT Policy – Yes. Attached as *Workforce Development Board, IWT Policy*.
    1. Local Area Incumbent Worker Training Policy – **LA working on to have in place by June 30, 2018**
    2. Local Area Needs-Related Policies – **N/A**
    3. Local Area Transitional Jobs Policy – **N/A**
    4. Local Area Youth Incentive Policy - **Yes**

3. Individual Training Accounts (ITAs) are required [Regulations Section 680.300] to pay the cost of training provided with Adult and Dislocated Worker funds and limitations on duration and amount may be included [Regulations Section 680.320]. Please provide the following ITA elements in summary:

<b>Individual Training Accounts (ITA) Summary</b>	
<b>Dollar Amounts</b>	\$7,600 Lifetime \$5,000/year
<b>Time Limits</b>	Up to 2 years
<b>Degree or Certificates allowed (Associate's, Bachelor's, other)</b>	Industry recognized certificates/credentials Associate's Degree
<b>Procedures for determining case-by-case exceptions for training that may be allowed</b>	When customer seeks costly training, the customer must provide ample documentation that the training will benefit them in relation to employment and they must provide documentation that there is a plan in place to cover any costs beyond what WIOA Title I funds will cover.  When the customer seeks training not on the Occupational Training List, they must provide employer documentation that the training is indeed being required for employment and will increase the probability of employment. This is done by getting letters/documentation from employer's stating that if the customer had a particular training that they would consider them for employment if there is a position open at the location.
<b>Period of time for which ITAs are issued (semester, school year, short term, etc.)</b>	Semester Short term
<b>Supportive Services covered by ITA (uniforms, tools, physical exams, etc.)</b>	Uniforms, tools, physical exams/required shots, Industry required exams/licenses or preparation for such exams/licenses
<b>Other</b>	

4. Please specify the supportive services provided by the local Board Supportive Services Policy. List specific items under Supplies, Emergency and Other, as identified in the local Policy. *[Expand form as needed.]*

<b>Transportation</b>	<b>Childcare</b>	<b>Supplies</b> <i>(include examples)</i>	<b>Emergency</b> <i>(include examples)</i>	<b>Other</b> <i>(include examples)</i>
Mileage Reimbursement	Daycare	N/A	Car Repairs	
Bus Tickets	Before/After School Care			



**Required Attachment Checklist from Plan Instructions:**

- ☐ Signed copy of Consortium Agreement (if applicable)
- ☐ Administrative Entity Organizational Chart
- ☐ Workforce Development Board List ([\*form provided\*](#))
- ☐ Workforce Development Board By-laws
- ☐ Local Area Organizational Chart
- ☐ Local Area Certification Regarding Debarment \* ([\*form provided\*](#))
- ☐ Local Area Signatory Form\* ([\*form provided\*](#))
- ☐ Local Area NCWorks Career Center System ([\*form provided\*](#))
- ☐ Local Area Adult and Dislocated Worker Services Providers ([\*form provided\*](#))
- ☐ Local Area Eligible Training Providers (*optional*)
- ☐ Local Area Youth Committee Meeting Schedule (*optional*)
- ☐ Local Area Youth Committee Members (*optional*)
- ☐ Local Area Youth Services Providers ([\*form provided\*](#))
- ☐ Local Area Youth Incentive Policy (*optional*)

\*Mail signed and unfolded *originals* to assigned Division Planner at N.C. Division of Workforce Solutions at:

313 Chapanoke Road, Suite 120, 4316 Mail Services Center, Raleigh, NC 27699-4316