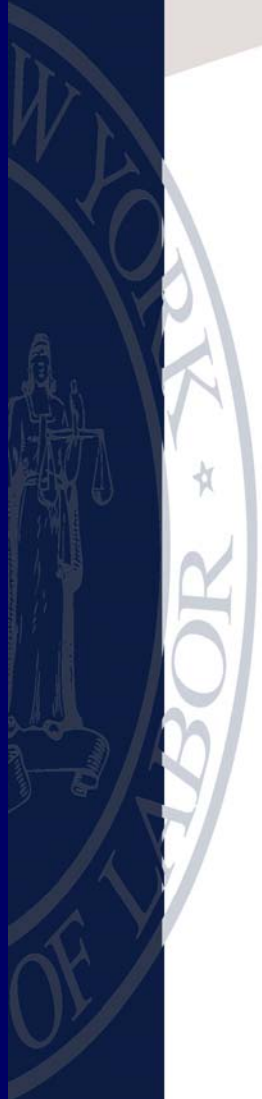


Local Plan Modification

July 1, 2009 – June 30, 2010

**Division of Employment and
Workforce Solutions**



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General Instructions for Modifying the Existing Local Plan

The Workforce Investment Act Local Plan Modification for Program Year 2009-2010, for Workforce Investment Act Title I-B and Wagner Peyser programs, must be submitted to the New York State Department of Labor (NYSDOL) no later than **September 18, 2009**, in accordance with the Planning Guidelines issued by NYSDOL on behalf of the State Workforce Investment Board and the Governor. The Plan Modification must be developed by the Local Workforce Investment Board (Local Board) in partnership with the Local Chief Elected Official(s).

The Plan Modification, generated through this process, will amend and extend: the approved Local Plan, which originally covered the period July 1, 2005 – June 30, 2008; the local area's approved Functional Alignment Addendum; and the local area's previous plan modification, which extended the existing Plan and Addendum to June 30, 2009. Therefore, this Local Plan Modification will extend the existing Plan and Addendum to June 30, 2010 and will become the basis for local area policy and monitoring.

Plan Modification Guidelines

The Plan Modification Guidelines are available and can be downloaded on New York's Workforce Development System website at:

http://www.labor.state.ny.us/workforcenypartners/wfnyp_index.shtm

The guidelines are attached to Technical Advisory # 09-16, dated May 26, 2009.

Publication

The Local Board must make copies of the proposed Plan Modification available for public comment through such means as public hearings, local news media, and local websites. The general public must have access to the proposed Plan Modification; there must be 30 days from the date of publication and/or availability in which the general public may comment. When the Plan Modification is submitted for approval, any comments received in disagreement must be attached. In addition, the Plan Modification must explain how those disagreements were addressed.

Submission

The draft Plan Modification is due **September 18, 2009**. NYSDOL requests local areas to complete the submittal process electronically by posting the draft Plan Modification, any comments received and the manner in which the comments were addressed, to the local area's workforce website. Specifically, local areas are required to **send an e-mail by cob September 18, 2009** to WDTDLocalPlans@labor.state.ny.us, with a copy to your state representative, which includes the following:

- Notice that the local Plan Modification, any comments received and information on the manner in which comments were addressed, are posted on the local website and available for State review;
- Indication of the URL and location of the Plan Modification document(s) on the website;
- Statement of the dates the Plan Modification was made available for public comment;
- Provision of contact information in the event there are problems accessing the Plan Modification; and

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- Affirmation that no changes will be made to the document once it has been posted for NYSDOL review.

Should a local area be unable to comply with this method of submission, email a request for assistance to: WDTDLocalPlans@labor.state.ny.us. Please use "Request for Assistance with Local Plan Submission" in the Subject line.

Time Table

Plan Modification Guidelines Issued	May 26, 2009
Latest Date for Publishing Plan for Public Comment	August 20, 2009
Local Plan Modifications due to NYSDOL	September 18, 2009
NYSDOL approval or request for information	No later than December 17,
2009	

Required Attachments

The required Attachments include:

- Attachment A: Signature of Local Board Chair
- Attachment B: Signature of Chief Elected Official
- Attachment C: Signature of WIB Director
- Attachment D: Units of Local Government
- Attachment E: Fiscal Agent/Grant Subrecipient
- Attachment F: One Stop Operator Information
- Attachment G: Federal and State Certifications

If any of the following have changed, please also attach:

- Chief Elected Official Agreement (if applicable)
- Local Board By-Laws
- One Stop Operator Agreements

Note: Hard copies of the required attachments and signature pages must be mailed to the address below. These attachments and signature pages must be received no later than September 18, 2009.


**Attn: Karen A. Coleman
Local Plan Modification**

New York State Department of Labor
Division of Employment and Workforce Solutions
Building 12 ~ Room 450
W. Averill Harriman Office Building Campus
Albany, New York 12240

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Instructions for Filling out the Plan Modification Document

There are two main sections of the Local Plan Modification, each beginning with a short narrative and followed by instructions and questions. **A shaded area is provided into which the details of your response should be typed.**

For the check boxes and forms, you may want to lock the form to easily tab from box to box and insert an “X” where appropriate. If the forms toolbar is not visible, click “**View**” - “**Toolbars**” - “**Forms**” and click on the  symbol to lock or unlock the form.

It is recommended that you save this document to your computer as your working document using the following naming convention: “LWIA NAME – Plan Modification.” Save your document frequently during its completion.

Technical assistance regarding the development of the Local Plan Modification should be directed to your State Representative. If you need any assistance with the form, please contact Sharon Zapp at (518) 457-5189.

**Workforce Investment Act Local Plan Modification
July 1, 2009 – June 30, 2010**

In compliance with the Workforce Investment Act (WIA), each local workforce investment area is required to have a Comprehensive Local Plan in place. With the passage of the federal American Reinvestment and Recovery Act (Recovery Act), NYSDOL has determined that each local Workforce Investment Board will develop a One-Year Plan Modification to extend the current plan to now cover the period July 1, 2005 - June 30, 2010. The Plan Modification will allow for short-term changes, development of strategies and efficiencies for effectively utilizing increases in funding, and alignment with updated Federal, State and local priorities.

New York State shares the vision outlined in the Recovery Act; creating and preserving jobs, promoting economic recovery, and assisting those most impacted by the recession. Workforce development activities will play an integral role in achieving these three goals for both New York State and the nation as a whole. As workers increasingly find themselves dislocated, unemployed, and underemployed, they will need assistance to find new jobs, better jobs, and training opportunities to prepare them for these jobs.

It is crucial to maintain transparency and accountability at all levels. Recovery Act funds must be tracked accurately and separately from other sources of funding, and frequent communication regarding the use of these funds will be required. Needless to say, the funding from the Recovery Act, used concurrently with normal sources of funding, will allow a substantial increase in the number of services provided to customers in the One-Stop system. In particular, the number and proportion of customers receiving training services will increase.

The need for economic recovery also comes with an opportunity to ensure economic competitiveness in the long term. To this end, New York State has designated three demand sectors which will provide many job openings and are believed to be important to economic growth in the future:

- **Green and Renewable Resources**

This sector is comprised of a wide variety of industries and occupations; New York is primarily focused on Solar Power, Wind Power, and Weatherization. Each of these industries offer career paths, with solar and wind power focusing on the installation of small-scale power generation and weatherization providing construction and building renovation jobs. With rising energy costs and commitments on all levels of government to prevent environmental damage, green jobs are expected to grow substantially in the coming years. Furthermore, as the alteration of existing buildings and construction of new buildings cannot be performed overseas, these jobs are highly resistant to outsourcing.

- **Health Care (including the Life Sciences and BioTech/BioScience Industries)**

A substantial amount of labor market information identifies health care as a rapidly growing sector, in part due to the aging population. There are a number of entry-level jobs with the potential for career advancement in this industry in fields such as nursing, pharmaceuticals, and home or hospice care.

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- Advanced Manufacturing

Manufacturing jobs that use high-tech processes, in industries such as Nanotechnology, Bioinformatics, and Medical Device manufacturing, are high growth and vital to the US economy, according to the US Department of Labor. The State also sees strong investment in such industries. This sector includes both high-tech jobs and lower-skill jobs that provide career ladders.

Many customers will have barriers to participating in training, such as transportation issues. It is expected that staff will work with customers to identify and remove barriers to participation through the provision of supportive services and needs-related payments. This is especially relevant for adults who are low-income, displaced, and under-skilled, as well as disconnected youth; in fact, many provisions in the Recovery Act are designed to target these populations, and there is a Priority of Service in effect for recipients of public assistance and other low-income individuals. These groups have been starkly affected by the economic recession and are greatly in need of assistance to get on a pathway out of poverty. Youth, also often at risk, can be served with a Summer Youth Employment Program. Given the fact that individuals up to age 24 can be considered “youth” for the purposes of spending Recovery Act funds, this presents an excellent opportunity to assist our young adult customers.

The Plan Modification will allow Local Boards the opportunity to re-evaluate their current system’s delivery of employment and training services in light of funding considerations, new initiatives and performance. In developing those new strategies and policies, local areas should consult with their region’s Labor Market Analyst to review updated data and trends that may impact planning efforts and to use demographic information provided to assure workforce related needs of special populations. In addition, occupational demand lists should be carefully reviewed with attention to current economic conditions. The Plan Modification consists of two parts, the Strategies and Policy Updates, and WIA Compliance sections.

Section I: Strategies and Policy Updates

The Strategies and Policy Updates section is in the form of questions that will address:

1. Priority of Service for recipients of public assistance, other low-income individuals, veterans, and eligible spouses of veterans;
2. Supportive services and needs-related payments;
3. Youth activities;
4. Reemployment services under the Wagner-Peyser Act;
5. Training; and
6. Continued emphasis on services for special needs populations.

Section II: WIA Compliance

The WIA Compliance section deals with the Local Board Policies that are regulated by the Workforce Investment Act. In this section, local boards are asked to verify that the policies contained in their current Plan and in their Functional Alignment Addendum remain in effect, or indicate that the policy has changed. Where policies have changed or new policies have been instituted, the policy must be attached.

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During the State review process, local areas may be asked for clarification or additional information. **Responses will become part of the local plan, and will be considered policy.**

Section I. Strategies and Policy Updates

1. Priority of Service

Local Boards must incorporate priority of service for veterans and eligible spouses as mandated under federal regulations that went into effect on January 19, 2009. In addition, the Recovery Act requires a statutory priority for recipients of public assistance and other low-income individuals.

It is important to understand that veterans' priority of service is not intended to displace the core mission of any particular program. More specifically, a priority of service within a priority is created for those programs that are derived from a federal statutory mandate (such as the Recovery Act) that requires a priority or preference for a particular group of individuals. As an example, when you collectively compare recipients of public assistance and other low-income individuals with veterans and eligible spouses of veterans, the following priority order is applicable:

1. The first population to receive intensive and training services is public assistance and low-income veterans (or eligible spouses of veterans);
2. The second priority is for public assistance and low-income non-veterans;
3. The third priority is for veterans (or eligible spouses of veterans) who are not low-income or receiving public assistance;
4. The last priority is for adults who are non-veterans who are not low-income or receiving public assistance.

To this end, Local Boards are required to show evidence that strategies and policies are in place (or will be in place) addressing priority of service.

a. Public Assistance and Low-Income Populations:

Priority use of WIA Recovery Act funds for intensive and training services must apply to recipients of public assistance and other low-income individuals. This requirement is a major shift from current state guidance for non-Recovery Act WIA Adult formula funds which gives the Local Board discretion to enact priority of service.

In order to better understand current guidance regarding priority of service it is helpful to look back at historical guidance on this topic. The "Planning Guidelines for the Comprehensive Three-Year Local Plan (Program Year 2005 to 2007)" issued by the Department in February 2005 required Local Boards to describe the criteria used to determine whether funds allocated for employment and training activities are limited, and the process by which any priority of service will be applied. This guidance did not mandate that priority of service be enacted. Subsequently, the "Local Plan Modification for Program Year 2008" required the Local Board to submit any changes to current priority of service policy (if applicable) and to indicate if the Local Board has since declared a priority of service to be in effect.

Based on this historical guidance, it is possible that a Local Board has never declared priority of service to recipients of public assistance and other low-income individuals. The Recovery Act now requires every Local Board to declare priority of service to recipients of public assistance and other low-income individuals. Only WIA Adult funds are covered under this provision of the Recovery Act, as priority of service to recipients of public assistance and other low-income

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individuals does not apply to youth, dislocated worker, Wagner-Peyser, and Reemployment Services grant funds.

The Local Board must show clear evidence that priority of service is provided for intensive and training services under Recovery Act WIA Adult funds to recipients of public assistance and low-income individuals. As such, please respond to the questions below. Additionally, the Local Board is encouraged to develop a separate policy guidance document to be distributed to all impacted One-Stop Career Center staff members. Please find a sample policy provided in Attachment I.

1. Describe the method(s) that will be used to identify an individual as a priority customer. Please include:

- a. A description of how the appropriate documentation is collected and maintained when an individual self-identifies as a public assistance recipient or other low-income individual;
- b. The parameters to be used that qualifies someone as an low-income individual (note – income earned while on active duty status is required to be disregarded in eligibility determinations); and
- c. The estimated percentage/number of WIA Adult customers that will qualify for priority of service during the program year.
- d. If applicable, indicate how it was determined there are sufficient local resources for employment and training activities to serve all customers, so that a priority of service does not need to be applied for customers served by non-Recovery WIA Adult funds.

- a. When an individual self-identifies as a public assistance recipient verification is obtained from the local social services district and kept with the file. If the individual is low-income verification of income is requested and kept on file.
- b. The OMB Poverty Level 200% guideline will be followed to determine low-income individuals
- c. The estimated percentage of WIA Adult customers identified that qualify for services is 10% in GLOW.
- d. In the event that Adult funding allocated to the GLOW Workforce Investment Area under the WIA Recovery Act is determined to be limited, the priority of services criteria for intensive and training services funded with the WIA Recovery Act Adult dollars will be:
 - 1) Public Assistance (PA) and Low Income Veterans (or eligible spouses of Veterans)
 - 2) Public Assistance and low income non-veterans
 - 3) Veterans (or eligible spouses) not low income or PA
 - 4) Adult non-veterans and not low income or receiving PA

2. If your local area will not be applying priority of service to all adults, describe the procedure(s) that will be used to differentiate between Recovery WIA Adult and non-Recovery WIA Adult customers for purposes of Priority of Service. [Note: depending on local policy, priority of service may not be mandatory when services are provided with non-Recovery WIA Adult funds]

GLOW will be applying priority of service to all Veterans first and will follow the priority of service described in Item 1.d.

3. Describe the internal monitoring process, including subrecipient monitoring, that will be initiated to ensure federal priority of service requirements under the Recovery Act are successfully implemented and adhered to.

Individuals are assessed for priority of service when they come into the GLOW One Stop Centers. We are tracking by initial assessment surveys used in all GLOW One Stop Centers.

4. Describe the modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

No modifications will be made to the Functional Alignment and/or Customer Flow as all offices currently have outstanding programs in place.

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing priority of service in the daily operations.

Through on going staff development everyone is kept informed of all new information and on going changes including priority of services policy and procedure. Through Webinars that are offered, staff is made aware of daily operations information.

6. Please include relevant information not mentioned above that supports the Local Board's strategy for providing priority of service to recipients of public assistance and other low-income individuals.

GLOW has a Business Services Representative to assist qualifying individuals with the targeted job tax credits for employers, which is an added incentive to hire someone with a questionable work history. Genesee, Livingston, and Orleans Counties contract with local DSS for Intensive Case Management services for individuals who are noncompliant or not fully participating in DSS countable activities. Case Management is part of the priority of service to insure all barriers are jointly addressed. In Wyoming County they have partnered with the faith-based community and business mentors to provide classes for individuals with barriers to employment.

b. Veterans & Eligible Spouses of Veterans:

The United States Department of Labor implemented veterans' priority of service via regulation that went into effect on January 19, 2009. As a result of this regulation, all One-Stop Career Centers will need to have clear strategies for providing veterans and eligible spouses of veterans with the highest quality of service at every phase of services offered. Comprehensive guidance has been provided by the Department under the Workforce Development System Technical Advisory #09-14 released on April 29, 2009.

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The federal regulation requires that Local Boards develop and include in their strategic local plans, policies implementing priority of service for the local One-Stop Career Centers and for service delivery by local workforce preparation and training providers. These policies must establish procedures to ensure that covered persons are given an opportunity to identify themselves as a veteran or eligible spouse at the point of entry thus allowing them to take full advantage of priority of service. Please note, federal regulations currently provide direction that verification of the status of an individual as a veteran or eligible spouse at the point of entry is not required.

More specifically, policies implementing priority of service shall ensure that covered persons are aware of: (1) their entitlement to priority of service; (2) the full array of employment, training, and placement services available under priority of service; and (3) any applicable eligibility requirements for those programs and/or services. Under this context, local policy should detail the strategies and procedures to be invoked that will satisfy the requirements as found in Federal regulation. For additional guidance, you are strongly encouraged to view the Federal regulations as found at 20 CFR Part 1010, published at *Federal Register* 78132 on December 19, 2008.

The Local Board must show clear evidence that priority of service is provided for veterans and eligible spouses of veterans. As such, please respond to the questions below. Responses become part of the local plan, and are considered policy. Additionally, the Local Board is encouraged to develop a separate policy guidance document to be distributed to all impacted One-Stop Career Center staff members.

1. Describe the policies that will be established to ensure covered persons are identified at the point of entry thus allowing them to take full advantage of priority of service. [Responses should include the procedures that are in place to ensure signage is properly displayed and the procedures that are in place to identify covered persons who physically access or virtually access service delivery points.]

Veterans are identified at the point of entry and are made aware of their entitlement to priority of services, the employment training and placement services available to them and eligibility requirements for programs and services. The GLOW WIB will facilitate existing policy statements to include Veterans Priority of Service based on Technical Advisory #09-14 concentrating on getting the word out and identifying all customers that are eligible. The NYSDOL signage will be an important part of this effort as well as Front Line and Center Staff verbally asking all customers if they are a Veteran or customers from other eligible populations. Registration forms also ask the Veteran status and any other eligible populations status. All One Stop customers sign in on an Initial Assessment Survey, which identifies their reason for being here. All One Stop Staff are required to identify if a customer is a Veteran or other eligible populations.

2. Describe the enhancements that will be made to local area websites advising self-service users of priority of service.

The local GLOW WIB website is linked to the US DOL Veterans Employment and Training Service (VETS) website. This will assist Veterans to all services available to them. The GLOW WIB website has the Priority of Services Policy included on the website.

3. Describe the procedures that are in place to ensure all contract templates, RFP, and sub-contract agreement language is revised to include priority of service language.

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There is specific language included in all contract templates, RFP, and Subcontract Agreements that state priority of service.

4. Describe modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

We identify Veterans at the point of entry and give priority of service to Veterans and other eligible populations in all ways. Modifications are being made to our existing GLOW customer flow procedure [TRIAGE] to ensure that each and everyone of our employees are aware of the new Technical Advisory (TA) #09-14. This will be addressed at the local office monthly meetings. Enhance is the key word here because we currently practice Veterans Priority at the offices but the 'Final Rule' does spell out additional 'Covered Persons' which may not be previously recognized by all government workers.

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing veterans' priority of service in the daily operations. [Training should include defining the terms "veteran", "eligible veteran", "covered person", "eligible spouse", and "qualified job training program". Technical Advisory #-09-14 provides specific guidance on the information that should be shared with staff.]

One Stop Center staff is trained to identify Veterans and eligible spouses at the point of entry. All One Stop staff at each GLOW location are being trained on the TA #09-14 so that they are aware of the definitions and importance of this program. They will also be issued a copy and all explanations discussed

6. Describe the outreach strategies (if any) that will be incorporated into local policy in an effort to "get the word out" about veterans' priority of service. [Outreach strategies may also be targeted to employers in an effort to gain support and interest for the hiring of veterans. In addition to the existing Work Opportunity Tax Credit veteran target group, the Recovery Act added "unemployed veterans" as a targeted category. An employer who hires an unemployed veteran (defined as discharged from active duty in the Armed Forces at any time during the five-year period ending on the hiring date, and receiving unemployment compensation for at least four weeks during the year prior to being hired by the employer) may qualify for a federal tax credit incentive.]

This can be implemented on a two pronged plan:

1) The local Employment and Training Directors and Department of Labor Manager are formulating a plan with all staff to spread the word about Veterans Priority of Service [TA #09-14] within their jurisdictions. This plan includes implementing a notice on their Website announcing TA #09-14 and its salient features. This will also be incorporated in newsletters and in monthly meetings.

2) With the signage coming from the NYSDOL strategically located in our resource rooms and our front line staff [receptionist] drawing attention to the sign and verbally communicating with our customers, it will also be a benefit to have a note on each and every 'sign-in' sheet alerting customers to our Priority of Service Program. The local ES Rep will continue to promote priority to Veterans and other eligible populations to employers in the outreach of business services and tax credits.

7. Describe the internal monitoring process that will be initiated to ensure federal veterans' priority of service requirements are successfully implemented and adhered to.

We are tracking by Initial Assessment Survey. The DOL Labor Services Veterans Representatives enter this information into OSOS and reports are generated and shared with staff.

8. Please include relevant information not mentioned above that supports the Local Board's strategy for providing veterans and eligible spouses of veterans with priority of service.

In the GLOW One Stop System, Veterans have always received priority of service with identification of Veteran status at the front desk and referral to the Veterans Representative who identifies all services available to them.

2. Supportive Services and Needs Related Payments

The Recovery Act places a strong emphasis on providing increased services and training for workers in need. Further, the Recovery Act and New York State policy require the use of funds for supportive services and needs-related payments that are necessary to ensure that participants are able to fully avail themselves of appropriate employment and training opportunities. Needs related payments must be made available to enable participants to pursue training of sufficient duration to acquire skills and credentials of value that will connect them to emerging jobs as the economy recovers.

As USDOL – ETA has acknowledged, differentiating between individuals served with Recovery Act and non-Recovery Act funds is challenging, since eligibility requirements are the same, and the funds must be spent concurrently. Accordingly, it is expected that local areas will make supportive services and needs related payments available to participants served by both Recovery Act and non-Recovery Act funds.

Local areas are therefore directed to develop policy guidelines for the administration of supportive services which include the following:

Definitions and Descriptions of Local Policy:

a. Supportive Services:

WIA §663.800 (Ref: §101(46) and 134(e)(2)) defines supportive services for adults and dislocated workers as those that include transportation, child and dependent care, housing and needs related payments which are necessary to enable individuals to participate (or continue to participate) in activities authorized under WIA Title 1B and which are not available through other programs.

Supportive services for youth are defined in the WIA Rules and Regulations at §664.440 as including, but not limited to:

1. linkages to community services;
2. assistance with transportation costs;
3. assistance with childcare and dependent care costs;
4. assistance with housing;
5. referrals to medical services; and

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6. assistance with uniforms or other appropriate work attire and work related tool costs, including such items as eyeglasses and protective eyewear.

Supportive Services can only be provided to individuals currently enrolled in a WIA program, except for Youth who may continue to receive Supportive Services during Follow Up at the discretion of the local area, per §664.450(a)(1).

1. Supportive service categories may be administered separately and distinctly from one another or disallowed completely by Local Boards. Describe how the Local Board will administer the following categories: Housing, Child and Dependent care, Transportation, Other payment categories, and Other supportive services specific to youth as defined in §664.440:

GLOW has provided supportive services since WIA was enacted. Primarily the GLOW One Stop Centers have reimbursed for childcare and transportation through a reimbursement policy to cover these costs while in training. Additionally customers have been reimbursed for licensing fees, work uniforms, and other costs that would have been a burden for the participants to cover while in training. The GLOW WIB will continue to require that its providers determine that these supportive costs need to be covered in order for the training to be completed and that required documentation is provided for the reimbursement. Youth payments would be determined and reimbursed in the same manner as for Adults and Dislocated workers.

2. Describe how the LWIA will establish initial and continuing eligibility for Supportive Services:

In the application process applicants are asked to provide information about whether they can afford to attend training and what expenses might prevent them from attending. Counselors will work with the customer to ascertain how much these costs are and if the levels of financial support we would provide would allow them to attend class. This eligibility would be reviewed annually.

3. Describe the following:

- a. Timing and frequency of services;
- b. Duration of services
- c. Priority of funding;
- d. Service adjustments;
- e. Exceptions; and
- f. Referrals to alternative sources of assistance, including use of local partnerships.

a. The services could commence immediately upon the start of training and reimbursement for expenses could be accomplished at least once a month up to maximum dollar amount of \$3000.00 as set by GLOW WIB

b. The duration of the services would be dependent on the level of expenses and reaching the \$3,000.00 threshold.

c. Priority of funding will follow the guidelines of DOL regarding services to veterans, and low income and public assistance individuals.

d. Adjustments may be made to the service amount based on an individual's verification of a change in status that would require a reassessment of their payments. Examples might be

having additional children in daycare from the date of application or having to go to a training or practicum site that is farther away than the original class site.

e. Exceptions may be made by the One Stop Director based on need and the availability of funds.

f. All of the GLOW counties are very aware of their partners such as Community Action and additional agencies that can provide services to our customers. Referrals are commonplace and a part of GLOW's strategy to meet the needs of the customer.

4. Describe the accountability measures and methods of documentation of supportive services (by funding category):

The process to assure that supportive services costs are allowable are the same regardless of funding category. Counselors review with the customers the support they will need to complete a training program. Once approved, the student will provide travel sheets signed off by teachers to ensure attendance on the days they need to cover transportation expenses. Daycare providers need to sign off on dates and level of childcare for the days the student is in class. All other expenses will be reimbursed upon the provision of receipts and determining the validity of the cost as a supportive expense. Some expenses may be paid directly to a vendor, again based on if it is a valid supportive service.

b. Needs-Related Payments (NRP):

The goal for One-Stop Career Centers should be that no individual approved to attend training should have to refuse or abandon such training because he or she cannot afford living expenses. Needs-related payments (NRPs), a sub-category of supportive services, are a means of allowing trainees to pursue or continue full-time training when they do not qualify for or have exhausted their Unemployment Insurance (UI) benefits. The Recovery Act and New York State policy require that these payments be made available to adult and dislocated worker trainees to enable them to complete the level of training that will make them more competitive in the job market.

Needs-related payments are defined in §663.815 as providing “financial assistance to participants for the purpose of enabling individuals to participate in training”. To qualify for NRPs, “adults must be unemployed; not qualify for, or ceased to have qualified for, unemployment compensation; and be enrolled in a program of training services under WIA §134(d)(4).” Please note that needs-related payments are not considered taxable income, according to USDOL.

Dislocated workers (DW) are additionally required to “have ceased to qualify for TAA or NAFTA-TAA; and be enrolled in a program of training services under WIA §134(d)(4) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker’s eligibility as a dislocated worker, or if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six months.” [Note: NYSDOL has requested a waiver to allow the dislocated worker requirements to be the same as the adult requirements. Upon approval, notice will be communicated to local areas.]

Needs-related payments may also be paid to youth who are enrolled in training, at the discretion of the local area.

A sample Training Support Analysis Form that can be used as a template when designing a method for determining an individual’s qualifications for NRPs is included as Attachment H.

Local needs-related payment policy should include provisions that such payments will not be offered to individuals who have another means of financial support, such as TANF.

1. Regarding the eligibility of participants:

- a. How many hours/credits must a participant be registered for in order to remain eligible for NRPs?
- b. What academic and attendance standards will be required for payments to continue and how will this be verified?
- c. Can and/or will payments be made to participants on sick, vacation, or holiday leave?
- d. How will Extended UI Benefits affect receiving NRPs?
- e. Will NRPs be suspended during periods of earned income and will participants have to re-qualify to start receiving NRPs again once the income ends? (How will income be calculated?)
- f. If an individual receives NRPs at the same time as supportive services from another program/partner, how will this be coordinated and documented?

The following would be required to be considered for NRPs:

- a. Must be enrolled for 12 credit hours or attending classes at least 4 days a week with at least 12 hours of class or practicum per week.
- b. The student must meet the schools requirements for attendance and academics to stay in school to receive NRPs. If the school does not have any requirements the WIB will require 90% attendance rate and at minimum a C average to maintain the receipt of NRPs. Attendance will be monitored by documents stating dates of attendance and signed off by the instructor. Grades must be provided to the WIB upon request and at least at the end of a course of study or semester.
- c. NRPs will not be provided if a student is on leave for more than 10 weekdays because of illness, vacation, holidays or school breaks.
- d. Anyone receiving UI benefits, regular or extended will not be eligible for NRPs.
- e. It is the intent of NRP's to provide financial benefits while someone is completing a full-time course of study and is unable to work because of school responsibilities. If income is being generated, the academic and financial situation of the student will be reviewed. If it is determined that the student can attend class and generate income without impacting school attendance and grades, and the income meets or exceeds the level of NRP, the NRP would be discontinued. If the income was less than the NRP level the student could petition to receive the difference of their pay and the NPR. Pay stubs would need to be provided to One Stop staff on a weekly basis to confirm the income level.
- f. At intake, the financial situation of the student is assessed to see if they have the financial stability to complete a course of study whether it be TAA/TRA, 599, UI, VESID, or family commitment to the educational plan. These partner agency commitments would be taken into consideration at that time. If the student's situation changes while in training we will reassess the situation to see if NRPs are necessary to continue the educational process.

2. Regarding the payments of NRPs:

- a. How will the payment amount of NRPs be determined?
- b. What is the maximum allowable individual payment?
- c. What is the limit on number of payments per individual?

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- d. How will overpayments (or the potential for overpayments) be monitored and recovered?
- e. What will the payment schedule for NRPs be?
- f. How will participants claim payments?

- a. GLOW WIB will provide a maximum of \$200 or the amount of the individual's discontinued UI benefit per week, whichever is lower. This would be paid at least monthly.
- b. The maximum NRP award per student will be \$3,000.00.
- c. The number of payments would be dependent upon the amount of payment to reach the \$3,000 lifetime limit.
- d. Students will need to meet with their counselor at least monthly to provide documentation for grades, attendance, and income. Other assurances by the student will be required to maintain the receipt of NRP.
- e. NRPs will be paid at least monthly, but may be paid biweekly if that option is available.
- f. A voucher system will be established for NRP claimants to sign and complete to receive benefits

3. Regarding the administration of the NRP program:

- a. Who will have the authority to approve participant requests for NRPs?
- b. Who will manage the NRP program?
- c. Who will respond to questions and complaints?
- d. Who will handle NRP form distribution, payment accounting, and payment processing?
- e. How will the requirements for and payments of NRPs be documented?

- a. NRPs will be approved by the Director of the One Stop Center overseeing the educational plan of the student.
- b. The WIA One Stop provider will oversee the program.
- c. The WIA One Stop provider staff will respond the questions and complaints.
- d. The WIA One Stop provider will process payments and oversee the accounting of the program.
- e. Operating procedures are attached

3. Youth Activities and Summer Youth Employment Programs

As cited in TEGL #14-08, the Recovery Act does not limit the use of the funds to summer employment, but the Congressional explanatory statement for the Act states that “the conferees are particularly interested in these funds being used to create summer employment opportunities for youth.” The Recovery Act also expands the eligibility criteria for the program to serve youth up to age 24.

ETA strongly encourages local areas to:

- Design age appropriate activities and work readiness goals;
- Establish worksites that offer meaningful work experience;

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- Incorporate green work experiences;
- Develop connections to Registered Apprenticeship programs;
- Integrate work-based and classroom-based learning activities;
- Link summer employment to academic learning for summer employment participants who do not have a high school diploma;
- Offer continued services to support older, out-of-school youth during non-summer months; and
- Focus on the neediest youth, including out-of-school youth and those most at risk of dropping out, youth in and aging out of foster care, youth offenders and those at risk of court involvement, children of incarcerated parents, and migrant and farm worker youth.

With that in mind, please answer the following questions:

1. Describe your PY 2009 summer youth employment program design and include the following:
 - a. Activities broken out by age groups:
 - i. 14 – 15
 - ii. 17 – 18
 - iii. 18 - 21
 - iv. 22 – 24
 - v. 18 – 24 for work experience only 10/1/09 through 3/31/10;
 - b. Work readiness component;
 - c. Definition of work readiness to be measured;
 - d. How measurable increases of work readiness will be determined;
 - e. How “green” work experience or training will be incorporated into your program;
 - f. Apprenticeship opportunities; and
 - g. Outreach and services to migrant and farm worker youth and other neediest youth populations. Describe the various strategies you employed to recruit these target populations.

The GLOW PY 2009 Summer Youth Program will feature work experience assignments at public and private worksites that relate to the youth’s individual career interests when ever possible. As youth age 14 to 15 experience the greatest barriers to securing summer employment due to labor law limitations, the program will focus on addressing this urgent employment need in the four county area. Some worksites utilize a crew of WIA youth, allowing the older youth age 18 to 24 the opportunity to work as crew leaders, providing youth mentoring relationships that build youth developmental assets in the younger youth. Opportunities will be offered at for-profit businesses, with the potential for these businesses to offer unsubsidized employment at the end of the Summer Youth Program. Work Experience positions in green careers will also being featured. Horticultural, forestry, energy conservation, alternative fuel sources, and other green jobs will be included in the list of job opportunities for the youth.

Each of the four counties will also host a TANF Summer Youth Program, providing a coordinated approach to ensure that the greatest number of youth will be served in the GLOW area. Recruitment will include at-risk youth from the Public Assistance and foster care programs, youthful offenders and PINS youth in collaboration with the Probation Departments, and migrant/farm worker youth from other community partner agencies.

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Work Readiness and the WIA Youth Common Measures will be tracked for the youth served. Work Readiness will be based on periodic assessments of a variety of elements such as Attendance, Punctuality, Job Performance, Attitude toward assignments, Relationships with co-workers, Initiative, and work related appearance. Supervisors will rate the youth and progress will be tracked over the length of the Program to determine the level of competency gain. A minimum of three evaluations will be done for those completing the Program.

2. Provide the following:

- a. What percentage of Recovery Act funds do you plan to spend on summer 2009 activities from 5/1/2009 through 9/30/2009 and how many participants will be served?
- b. What percentage of Recovery Act funds do you plan to spend on serving older youth participating in work experience only activities from 10/1/2009 through 3/31/2010 and how many participants will be served?

- a. 75% of the Recovery Act Youth funds will be initially committed to 2009 Summer Program. Work Experience assignments will be available through out the period with the majority of assignments beginning the week of July 6th. Out-of-school youth will be able to start work in May and end in September while in-school youth will participate in a shorter work period in July and August. Approximately 200 youth will be served in this component.
- b. 25% of the Recovery Act funds will be targeted for out of school youth continuing in programming between September 2009 and March 2010. Wage subsidy will be used to encourage employers to try out the youth with the intent to hire. Additionally, occupational skill training funding will be available through WIA Formula funds (Adult or Youth) to provide training through vendors from the Approved Training Provider List. These activities will be specifically focused on skill development and long-term career goals. Approximately 40 youth will be served in this component.

3. If the fiscal agent or grant recipient is not operating the summer employment program, please describe the Local Board's procedures for procuring summer employment providers.

The Counties of Genesee, Livingston and Orleans will be operating the Summer Youth Program based on their County's status of fiscal agent/grant recipient. The GLOW WIB conducted a Request For Proposal (RFP) for Wyoming County since the County does not operate youth programs directly. The RFP was issued April 15, 2009 and all respondents were required to submit their proposals by April 27, 2009. The GLOW WIB RFP Review Team only received one response to evaluate and rate. The Wyoming County Community Action was awarded the contract and will provide the Summer Youth Program in Wyoming County for PY 2009. This provider has a history of successful youth programming in the past and will also be operating the TANF Summer Program in Wyoming County.

4. Describe the type of summer program worksites that were identified, recognizing that youth worksites could not include casinos or other gambling establishments, aquariums, zoos, golf courses, or swimming pools when funded with Recovery Act funds:

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- a. How were/will worksites be selected?
- b. Identify the type of sites, i.e. public sector, private sector, non-profits that were/will be used.
- c. What is the local plan to ensure that adherence to current workplace safety guidance and applicable federal/state minimum wage requirements are observed?
- d. How will you ensure that the youth work experience does not unfavorably impact current employees and/or impair existing contracts for services or collective bargaining agreement, or replace laid off workers?
- e. Will youth be matched to work sites based on their goals and interest? If not, how will they be matched?
- f. Please identify the project-based or service learning that will be utilized.

- a. The GLOW region has a long history of operating successful Summer Youth Programs and therefore had many previous worksites that were interested in sponsoring youth again for the PY 2009 Summer Youth Program.
- b. While public and private non-profits make up the majority of the sites hosting youth, more recently private-for-profit businesses have also shown an interest in sponsoring youth as a way to try them out. These businesses will retain many of the youth after the Summer Program ends, hiring them on their own payrolls. Additional worksites have been recruited by doing presentations at area Human Services Meetings and business meetings such as the local Chambers of Commerce or Business Service Organizations.
- c. Each worksite is carefully pre-screened to determine that they are not one of the prohibited locations, that they meet minimum wage requirements, and that no current employees will be displaced or unfavorably impacted by hosting a youth.
- d. Each worksite receives an orientation on the program requirements and is provided information on the State/Federal Child Labor Laws. Our staff make routine visits to each worksite to check on progress and monitor compliance with labor laws. If a violation is discovered, the youth are immediately removed from the worksite until the violation can be resolved and corrective action taken
- e. and f. Each youth is assessed for their career goals and areas of work interest. When possible, each youth is placed at a worksite that will provide them a career exploration opportunity matching their interests, however that is not always possible in areas where youth have limited transportation. In those exceptions, assignments will be made at worksites that have jobs that contain transferable skill clusters. Project-based work experiences will be meaningful and mindful of work readiness goals.

5. Integration of Work-Based and Classroom-Based Learning Activities, Academic and Occupational Learning are two options to complement work experience. Describe the following:

- a. Did your local area offer classroom-based learning along with the work experience during the summer youth employment program? If so, please detail to whom and how it was offered.
- b. Did your local area provide a direct link between summer employment and academic learning? If so, how was this accomplished?

In the GLOW region classroom based learning is being offered along with work experience for the Summer Youth Employment Program. This is being offered in the Vocational Exploration and Life Skills (VELS) Program, which is a project based learning/work program. Incorporated into the work environment are reading, writing, math, and soft skills such as problem solving, creative thinking, and decision making. Additional programs in GLOW include partnerships with Literacy Volunteers where older youth give reading instruction to elementary youth as well as one-on-one reading tutors. Also, training on labor market information, job search, resume writing, and any other necessary skills for workplace success are done as well.

6. Describe what your year-round program design for Recovery Act funds includes. Indicate whether you are reserving your Recovery Act funds to support summer youth employment and extended work experience only activities for older youth.

The year-round Older Youth Program will combine WIA formula funds with 25% of the Recovery Act Youth funds to provide a larger pool of funding to support extended work experience. Utilizing WIA Formula funds older youth will also have the opportunity for occupational skill training. The final goal will be assisting the older youth to obtain unsubsidized job placement and long-term job retention.

7. Briefly describe how you are coordinating the expenditure of your WIA Formula funds and Recovery funds to optimize program flexibility and ensure adequate expenditure rates for both funding sources.

As indicated previously, both TANF Summer funds and WIA Formula funds will be used to leverage the Recovery Act funding, ensuring the maximum number of youth can be assisted with these combined funds, while supporting coordinated youth programming with similar goals. In the past, we were required to establish a waiting list to serve youth, targeting only the hard to serve as the first priority. Leveraging the combined funds has reduced the number on the waiting list and increased the number of youth that can now participate, providing greater financial benefit to our youth in difficult economic times. Additionally, Recovery Act funds not expended during the PY2009 Summer Program can now be utilized for serving the older youth in the year-round Recovery Act program component.

8. Describe your local strategy for continued services supporting older, out-of-school youth during non-summer months including:

- a. Any supportive services, daycare, incentives, and needs-based payments; and
- b. Co-enrolling youth in adult training services.
- c. Promoting the availability of employer tax credits to hire disconnected youth, ages 16-24, during 2009 or 2010.

- a. The GLOW WIB will use the Recovery Act funding to complement the out-of-school youth activities that are currently being provided. Current GLOW policies provide for occupational skill training, books, fees, transportation reimbursement, daycare payments and other supportive services that assist the customer to successfully complete their program.
- b. WIA Adult or Youth Formula funds will be used to cover these payments for Recovery Act out-of-school youth enrolled in occupational training. The GLOW

Needs Based Payment Policy will be applied to these youth as well.

- c. Employer tax credits are always promoted to qualifying candidates and the tax credits are administered by our Center partners who are trained in these programs.

4. Reemployment Services under the Wagner-Peyser Act

The Recovery Act provides dedicated funding for allowable reemployment services including, but not limited to: occupational and labor market information, in-person staff assisted services, initial and comprehensive assessment; career guidance; group and individual counseling; development of individual employment plans/training plans; identification of skills gaps and transferable skills; as well as job search assistance and referral to jobs.

Local plans are required to address the following issues as they relate to reemployment services:

1. Describe how the LWIA will ensure that a full array of reemployment services is provided to UI customers, including skill assessment, career planning and training.

UI customers are brought in for Reemployment Services Orientations where customer's services and responsibilities are explained. Auxiliary and partners give presentations and customers are exposed to one-on-one Assessments where Career Planning, and Training Opportunities are explained by One Stop Staff. All Services, Assessments and Referrals to outside agencies are documented in OSOS. Customers are brought back every 6 to 8 weeks to reiterate the services that are offered.

We invite customers into the Center by offering numerous workshops on various topics such as resume/cover letter writing, interviewing skills, networking, coping with job loss, organizing your job search, using the internet, employment agencies, skills identification, and job fair information. We also offer Work Keys and Metrix to identify skills and training needs.

Those UI customers who are not scheduled for these orientations are sent letters offering one stop services and available workshops.

2. With the emphasis on training in the Recovery Act, explain how you are promoting training to UI customers, including the Section 599 provisions of the UI Law.

The Training Opportunities and Section 599 Provisions are explained both during the Reemployment Services Orientations and during the Periodic Interviews that customers are scheduled for after the initial Orientation. We encourage customers to upgrade skills and offer the opportunity after the Orientation to meet with staff for training options and funding information including PELL.

3. Describe any specialized services or training opportunities that will be developed to meet the needs of UI Customers.

In the course of the UI Customers periodic interview, specialized individual service opportunities are discussed and customers are referred to appropriate agencies and given information and proper paths to follow within the UI procedures.

The GLOW partners have worked closely with BOCES and GCC to provide specialized training in Computer skills and Six Sigma training, and other specialized training to increase customer skills. We continue to look into other venues that will help to fulfill the needs of employers and future employees.

4. Explain how your area is dealing with increased numbers of UI customers in a functionally aligned/integrated manner.

We have cross trained staff in the offices so that when a customer has a specific need any member of the office can offer assistance on ITA's, TAA, Section 599, customer assessments and job search and referral assistance. These are areas of common ground which both DOL and Partner Agencies are providing services.

5. What strategies is the LWIA using to keep UI customers engaged for an increased length of time as a result of the currently recessed job market? In particular, discuss the amount of time that is allowed to lapse before a call-back for services.

Center staff usually schedule UI customers within 4 weeks of filing their claims and then on a 6 – 8 week schedule thereafter. In this manner, reinforcement of information can be accomplished and services can be further explained. Very often customers that did not want training in the beginning of their claim realize the difficulty in finding a job with outdated skills and begin to take training seriously. Customers are encouraged to sign up for relevant workshops and to visit the One Stop regularly. Customers are offered Resume workshops, Interviewing Skills Workshops, Three Day Job Search Workshops, Referrals to Auxiliary Agencies and Partner Agencies.

5. Individual Training Accounts (ITA), Customized Training and OJT

The American Recovery and Reinvestment Act provides an unprecedented opportunity for expanded access to training and related services for workers. This infusion of additional formula funds should result in a substantial increase in the number of adults and dislocated workers receiving training services. Additionally, LWIAs have the authority to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations, so long as the contract does not limit customer choice. As indicated in TEGl 14-08, institutions of higher education, including community colleges, do not need to be on the state list of eligible training providers. Other training providers, which are not institutions of higher education, must be on the state eligible training providers list in order to be awarded a contract.

In anticipation of the receipt of Recovery Act funding, the Department issued Technical Advisory #09-2, *Individual Training Account (ITA) Approval Policy*, which required every local area to develop a written ITA policy and procedures.

1. Provide a copy of your local area's written ITA policy and procedures (which should include the demand occupations/skills targeted for training services). Please reach out to all available resources, including your area Labor Market Analyst and business services representatives, to secure the most current local and regional labor market data on occupations that are in demand.

The GLOW WIB ITA Policies and Procedures are attached. Working closely with our Regional Labor Analyst and Business Service Representatives, we have identified the fastest growing occupation with the most annual openings and our GLOW policies reflect that data.

2. Discuss how the ITA cap was established for the local area. Explain whether the cap was recently increased due to the receipt of additional funds through the Recovery Act and how this increase will impact training numbers and increase training opportunities in your area.

Our ITA cap was established based on discussion within the Program Evaluation Committee and analysis of local tuition and needs. The cap was increased for ARRA funds only on April 14, 2009 to allow \$5,000 to Adult and Dislocated Workers annually up to \$10,000 maximum and an additional \$3,000 in Support Services. The original policy was \$5,000 annual maximum for ITA and Support Services. Based on Counselor feedback in the One Stops who have stated that many customers did not pursue training due to daycare and transportation costs, we offer support to ensure we can assist them into successful training and self-sufficiency.

3. Discuss whether the local area intends to enter into contracts with institutions of higher education or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations. If pursuing this option, describe the occupations and identify the training providers from which you will be purchasing training. If your area will not enter into such contracts, please explain why not.

In the GLOW area we have entered into contracts with higher education providers. Genesee Community College has been contracted to provide LPN, C.N.A. and Computer Classes. Finger Lakes Community College is providing PCA and C.N.A Certification training; and we've contracted with BOCES as well.

4. Describe how all career counseling staff that are conducting comprehensive assessment (both WIA-funded and non-WIA-funded) are developing Individual Employment Plans/Training Plans that include approval for ITAs.

Counseling staff develops IEP's in consultation with the customers. Training plans are determined and customers are counseled on training process for ITA.

5. Describe the processes in place to determine Pell grant eligibility. Explain how the local area intends to utilize Pell grants and coordinate them with other financial aid resources. If the local area has processes in place to notify customers of Pell eligibility, please describe them.

All the GLOW offices have the PELL icon on the desktops of each resource room computer and customers are directed to the application online. In addition, partner providers direct customers to the Adult Education Opportunity Center Technical Assistant who is on site at the GLOW Once Stop Centers to provide assistance in applying for PELL and other financial applications.

6. Using the table below, provide the numbers of individuals that received training services in PY 2008 (see Attachment J for PY 2008 data to date provided by Research and Statistics) and project the number of participants that are anticipated to receive training services in PY 2009. Any planned training for participants through contracted classroom training and or through contracts with community based organizations for special populations should be counted under the ITA category.

PY 2008 Estimated Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	290	167	255	26
Total # - ITA	225	152		26
Total # - OJT	32	15		
Total # - Skill Upgrading	290	167		
Total # - Customized	33	0	0	
Total # - Rec'd NRPs	0	0	0	0
Total # - Rec'd Supp. Services				
Total Training Expenditures (ITA, OJT and Customized)				
Total # of Participants in Training				
Total # - ITA				
Total # - OJT				
Total # - Skill Upgrading				
Total # - Customized				
Total # - Rec'd NRPs				
Total # - Rec'd Supp. Services				
Total Training Expenditures (ITA, OJT and Customized)				

6. Service Delivery to Targeted Populations

Federal policy under the Recovery Act, as articulated in TEGL No. 14-08, recognizes the significant impact the recession has had on low-income, displaced and under-skilled adults and disconnected youth. Local policy under the Recovery Act should place emphasis on enabling these populations to acquire the knowledge and skills necessary for success in the workplace.

In addition, Program Year 2009 federal planning guidelines call for assurances that the full range of high quality employment and training services, delivered through the One-Stop delivery system, will be accessible to, and meet the needs, of the following groups: dislocated workers, displaced homemakers, low-income individuals, migrant and seasonal farm workers, women, minorities, individuals training for non-traditional employment, veterans, public assistance recipients and individuals with multiple barriers to employment, including older workers, individuals with limited English proficiency and persons with disabilities. In addition, LWIAs need to assure that effective outreach and recruitment strategies are in place through local partnerships to reach all targeted population groups.

LWIAs are requested to describe local priority of service to low income individuals and recipients of public assistance in Section 1 of this plan. Note that if the Local Board currently has such a policy in place, it should be reviewed for consistency with the guidelines established in TEGL No. 14-08, adjusted as necessary and submitted with this planning document. LWIAs are also asked to describe local priority of service to veterans and eligible spouses of veterans in Section 1.

The Other Service Strategies section of local planning guidance for Program Year 2008 requested an explanation of strategies and initiatives to serve various special populations, which included:

- Individuals with Limited English Proficiency
- Low Income, Low-Skilled Workers
- Other Individuals with Barriers to Employment
- Individuals with Disabilities (including the role of the Disability Program Navigator)

As noted above, federal policy as outlined in TEGL 14-08 continues the emphasis on providing high quality services to these groups. Local areas should review their current strategies and initiatives for service to these populations, update them as warranted under Recovery Act guidelines and attach them to this plan submission. In addition, describe local service delivery strategies that will address the workplace needs of:

1. **Dislocated Workers, including Displaced Homemakers:** Describe assistance provided to dislocated workers to assure they have the necessary skills to reconnect with the workplace. Describe how comprehensive One-Stop services are fully available to Displaced Homemakers and any linkages with area Displaced Homemaker Centers.

To ensure Dislocated Workers and Displaced Homemakers can retool their skills and reestablish themselves in viable career paths, the GLOW One Stop functionally aligned WIA/Wagner Peyser staff are providing all DLW customers with resume preparation, job search resources, development of job search plans as well as workshops, referral and placement assistance, skill assessment, career counseling, and training services where

applicable.

2. **Migrant and Seasonal Farm Worker Adults:** Explain the means by which the full range of WIA and Wagner-Peyser Services are available to Migrant and Seasonal Farm Worker adults in your area.

The GLOW Policies require that all customers who enter the One Stops receive Core Services. They are also offered workshops, referral and placement assistance and Career Counseling by functionally aligned WIA/Wagner Peyser staff. Special populations receive enhanced services as appropriate.

The Orleans County One Stop has staff fluent in Spanish, the most common language after English in this area. For other needs the GLOW has contracted with a translation service.

All counties have access to Spanish translation through the Rural Employment Aid (Spanish) assigned to Albion as well other languages through Interpretive Services available in the DOL affiliate sites.

A major industry in GLOW is Agriculture and there is one Rural Labor Service Representative and one Rural Spanish speaking Employment Aide assigned to GLOW. The Albion One Stop is one of six Migrant and Seasonal Farmworker Significant Offices in New York State. The Rural Employment Aide is fluent in Spanish and the Supervising Labor Service Representative in the Albion One Stop can assist in Spanish as well. Pathstone, Inc. is the Section 164 Partner and has representation on the WIB and provides supportive services for the Migrant Seasonal Farmworkers. The GLOW Department of Labor Manager and the Labor Service Representative are working with Pathstone, Inc. to better serve the Migrant Seasonal Farmworkers in GLOW.

3. **Women:** Describe service strategies that assure women have access to labor market information and the skills development and supportive services necessary to enable them to acquire and retain high-wage jobs and maintain self-sufficiency. Include approaches used to eliminate possible barriers to employment in non-traditional occupations.

To ensure women have access to labor market information and services necessary to enable them to acquire and retain high wage jobs, the functionally aligned WIA/Wagner Peyser GLOW One Stop staff provide all women with job search services, interviewing skills, job referral, resume writing, career exploration, financial aid options, vocational assessment, and career counseling.

4. **Minorities:** Describe how services, including those provided through partner agencies, will be coordinated to assure that minority customers receive the full range of employment and training programs and services, especially those that lead to employment in high-wage, high-growth occupations.

Our GLOW One Stops will ensure that all customers including minorities will have access to participation in job search activities, training information, transportation support, career counseling, and the full range of high quality employment and training services and referrals as necessary delivered by our GLOW functionally aligned WIA/Wagner Peyser Staff in our One Stop Delivery System.

5. **Individuals Training for Non-Traditional Employment:** Explain how information on area demand occupations, high-growth industries and related training opportunities, including occupational skills training, are made available to individuals interested in training for non-traditional employment.

All GLOW One Stop customers can utilize our Resource Rooms where a variety of job and training websites are available including Career Zone, Career Builder, O'Net, etc. All customers have access to labor market data which assists in identifying regional demand occupations as well as high growth industries. We assist customers in many assessment tools (Prove It, Work Keys, etc.) to better determine well suited training opportunities for customers, non traditional employment is always considered as staff are always looking for ways to address transferable skills from one occupation to another and also to open up potential opportunities for customers where demand may be in non-traditional areas for them.

6. **Older Individuals:** Describe how services offered through your local One-Stop system are accessible to, and meet the needs of, older individuals (age 55+).

The GLOW WIB Policies require that all customers who enter the One Stops receive Core Services. They are also offered workshops, referral and placement assistance and Career Counseling. Special populations receive enhanced services as appropriate. In addition to the service provided to all customers, Older Workers are assisted by Experience Works who have a presence in our One Stops as well as Title V Program coverage.

7. **Other:** Indicate any other population groups specifically targeted in your local area, such as persons in need of English as a Second Language (ESL) instruction, and individuals who are preparing to re-enter the workforce.

Section II WIA Compliance

The Local Plan Modification will extend the existing Local Plan and Functional Alignment Addendum to June 30, 2010 and will become the basis for local area policy and monitoring.

It is anticipated that many of the local board’s policies and procedures have remained constant since implementing the approved 2005-2009 Plan and Functional Alignment Addendum. Therefore, the purpose of this Compliance Section is to capture and publish local information about policies that may have changed or been updated. The local board is asked to certify as to whether a policy change has occurred and, where that has happened, provide the new policy.

Please complete the following chart (which follows the same order as the Compliance Section of the 2005-2009 Plan) indicating the status of your governing policies and attach new policy where appropriate.

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2009?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
1. Selecting and Certifying One Stop Operators	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Contracting for Service Providers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Priority of Service	Updated Policy attachment required	X Yes
4. Self-Sufficiency	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Supportive Services and Needs-Related Payments	Updated Policy attachment required	X Yes
6. Grievances and Complaints	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>	<u>Tammy Schmidt, GLOW WIB Sr. Coordinator/ LWIA EO Officer GLOW WIB 587 East Main Street, Suite 100, Batavia, NY 14020</u>	
7. Youth Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Design Framework</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Youth Council</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Recovery Act Provisions</i>	Policy attachment required	<input type="checkbox"/> Yes
8. Adult, Dislocated Worker and Wagner-Peyser Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Rapid Response</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Business Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<i>Integration of Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Reemployment Services Recovery Act Provisions</i>	Policy attachment required	X Yes
9. Training		
<i>Individual Training Accounts (ITA)</i>	Updated Policy attachment required	X Yes
<i>Customized Training</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>OJT</i>		
<i>Trade Act Strategies</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. WIA IB & Wagner-Peyser PY 09 Performance and System Indicators	NA	NA
11. Local Monitoring	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Open Meetings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Public Comment on Local Plan	NA	NA

Required Signatures

	<i>Required Signatures</i>	<i>Attached?</i>
Attachment A	Signature of Local Board Chair	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment B	Signature of Chief Elected Official(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment C	Signature of WIB Director	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment D	Units of Local Government	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment E	Fiscal Agent/Grant Subrecipient	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment F	One Stop Operator Information	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment G	Federal and State Certifications	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any of the following documents have changed in whole or in part, please attach.

	<i>Changed?</i>	<i>Attached?</i>
Chief Elected Official Agreement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Local Board By-Laws	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
One Stop Operator Agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that this Plan Modification was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Date:		Signature of Local Board Chair:	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local Board Chair:	
Ms. <input type="checkbox"/>		Tim Anderson, Account Executive	
Other <input type="checkbox"/>			
Name of Board:	Genesee, Livingston, Orleans Wyoming Workforce Investment Board		
Address 1:	587 East Main Street, Suite 100		
Address 2:			
City:	Batavia		
State:	NY	Zip: 14020	
Phone:	(585) 344-2042	E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input checked="" type="checkbox"/>		Mary Pat Hancock	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairperson, Genesee County Legislature		
Address 1:	7 Main Street		
Address 2:			
City:	Batavia		
State:	NY	Zip:	14020
Phone:		E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
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- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		James Merrick	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman, Livingston County Board of Supervisors		
Address 1:	Government Center		
Address 2:	6 Court Street		
City:	Geneseo		
State:	NY	Zip:	14454
Phone:	(585) 243-700	E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		Henry Smith	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman, Orleans County Legislature		
Address 1:	Court House Square		
Address 2:	3 South Main Street		
City:	Albion		
State:	NY	14411	
Phone:	(585) 589-7053	E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		Douglas Berwanger	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman, Wyoming County Board of Supervisors		
Address 1:	143 North Main Street		
Address 2:			
City:	Warsaw		
State:	NY	Zip:	14569
Phone:	(585) 786-8877	E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT C: SIGNATURE OF WIB DIRECTOR

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan Modification was developed through consultation and dialogue between the local area’s representative(s) and the New York State Department of Labor’s Regional Labor Market Analyst.

By virtue of my signature, I:

- attest that dialogues were conducted between the WIB’s representatives and the LMA which provided the WIB with data and the demographic characteristics of the LWIA’s resident population
- assure that service delivery and design, resource allocation, and other planning decisions were made by the WIB as a result of a careful consideration of the implications of the data and demographics as provided

Date:		Signature of Local WIB Director:
Mr. <input type="checkbox"/>		Typed Name of Local WIB Director: Mary Lou Hamm
Ms. <input checked="" type="checkbox"/>		
Other <input type="checkbox"/>		
Name of Board:	Genesee, Livingston, Orleans, Wyoming Workforce Investment Board	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

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ATTACHMENT D: UNITS OF LOCAL GOVERNMENT

Where a local area is comprised of multiple counties or jurisdictional areas, provide the names of the individual governmental units and identify the grant recipient.

Unit of Local Government	Grant Recipient	
	Yes	No
Mary Pat Hancock, Genesee County Legislature	<input type="checkbox"/>	X
James Merrick, Livingston County Board of Supervisors	X	<input type="checkbox"/>
Henry Smith, Orleans County Legislature	<input type="checkbox"/>	X
Douglas Berwanger, Wyoming County Board of Supervisors	<input type="checkbox"/>	X
	<input type="checkbox"/>	X

ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

*Identify the Fiscal Agent or a Grant Recipient to assist in the administration of grant funds.
Provide the names of the agent and/or subrecipient.*

Entity	Fiscal Agent	
	Yes	No
Livingston County Board of Supervisors	X	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
Livingston County Board of Supervisors	X	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: Genesee County Career Center	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	587 East Main Street, Suite 100 Batavia, NY 14020
Operator Phone: (585) 344-2042	
E-Mail:	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: Livingston County Office of Workforce Development	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	6 Court Street, Room 105 Geneseo, NY 14454
Operator Phone: (585) 243-7047	
E-Mail: ckmittell@co.livingston.ny.us kathleen.marnell@labor.state.ny.us	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: Orleans Center for Workforce Development	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	458 West Avenue Albion, NY 14411
Operator Phone: (585) 589-5335	
E-Mail: kathleen.marnell@labor.state.ny.us carol.miller3@dfa.state.ny.us	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: Wyoming County Community Action	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	6470 Route 20A Perry, NY 14530
Operator Phone: (585) 237-2600	
E-Mail: mmucher@wccainc.org	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by either the United States Department of Labor or the United States Department of Health and Human Services which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

C. DRUG FREE WORKPLACE. By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C,

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pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

For contracts funded by the U.S. Department of Labor

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

For contracts funded by the U.S. Department of Health and Human Services

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

- (1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;

(2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled "Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance" which prohibit discrimination against qualified individuals with disabilities;

(3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled "Nondiscrimination on the Basis of Age in Programs and Activities Reviewing Federal Financial Assistance", which prohibits discrimination on the basis of age;

(4) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and

(5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

The grant applicant also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

STATE CERTIFICATIONS

E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1) No principle or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- 2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- 3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

F. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership

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interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

Yes No

If Yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

Yes No

G. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:
Title:
Date:

ATTACHMENT H: TRAINING SUPPORT ANALYSIS FORM:

NEEDS-RELATED PAYMENTS

Please note that a "no" response to questions 1 through 3 disqualifies you for needs-related payments (NRP).

1. Are you unemployed or have you received notification of layoff?
 Yes No

2. Have you ceased to qualify for UI benefits or Trade Readjustment Allowances (TRA)?
 Yes No

3. Are you currently maintaining satisfactory progress in training? Attach most recent grades.
 Yes No

Please note that a "yes" response to questions 4 and 5 disqualifies you for needs-related payments (NRP).

4. Are you currently participating in a work experience, On-the-Job Training (OJT) or work study?
 Yes No

5. Do you intend to claim any type of unemployment insurance benefits or receive any payments for work or vacation?
 Yes No

6. Do you need income support beyond your "other resources" available in order to participate in training? Examples of other resources include but are not limited to severance pay, TANF, other family income (spouse's income), etc.
 Yes No

If yes, explain:

Needs-Related Payments are not intended to provide the entire amount of income support you may need to complete your training. These payments are made to temporarily help you while making satisfactory progress during your participation in full-time training. Needs-Related Payments are subject to your on-going eligibility for the program and funding availability.

All answers and statements are true and complete to the best of my knowledge. I understand that untruthful or misleading answers may cause my determination to be rejected. I further understand that any payments made based on such statements may require Needs-Related Payments provided to be returned.

Participant Signature: _____

Date: _____

ATTACHMENT I: PRIORITY OF SERVICE SAMPLE POLICIES

**LOCAL WORKFORCE INVESTMENT BOARD
POLICY ISSUANCE NUMBER:**

TO: All One-Stop Career Center Staff and Providers

SUBJECT: Priority of Service for Recipients of Public Assistance & Other Low-Income Individuals under the Recovery Act WIA Adult Funding Stream

ISSUANCE DATE: XXXXXX

EFFECTIVE DATE: XXXXXX

EXPIRATION DATE: XXXXXX

Purpose: To issue priority of service policy for adults who are recipients of public assistance and other low-income individuals who require intensive and training services under the Recovery Act WIA Adult funding stream.

Background: The American Recovery and Reinvestment Act of 2009 (The Recovery Act) signed by President Obama on February 17, 2009 is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the recession. On March 18, 2009, the United States Department of Labor's, Employment and Training Administration released guidance (Training & Employment Guidance Letter No. 14-8) for implementing Workforce Investment Act and Wagner-Peyser Act funding under the Recovery Act. The Recovery Act contains several provisions designed to target services to certain populations. One such provision mandates that priority of service must be enacted for recipients of public assistance and other low-income individuals who receive intensive and training services under the WIA Adult funding stream.

Policy: The local workforce investment board should craft language that provides clear direction to successfully ensure priority of service is provided for intensive and training services under Recovery Act WIA Adult to recipients of public assistance and low- income individuals. Points to consider are:

1. What defines a low-income individual?
2. What criteria will be used to differentiate between Recovery WIA Adult and non-Recovery WIA Adult funds? (Depending on local policy, Priority of Service may not be mandatory when services are provided with non-Recovery WIA Adult funds).
3. What criteria will be used to designate a priority customer?
4. What monitoring criteria will be enacted to ensure federal requirements are being successfully implemented?

Inquiries: Please direct any questions to XXXXXXXX.

Chair LWIB or Chief Elected Official

Date

Amended 8/11/09

**LOCAL WORKFORCE INVESTMENT BOARD
POLICY ISSUANCE NUMBER:**

TO: All One-Stop Career Center Staff and Providers

SUBJECT: Veterans Priority of Service

ISSUANCE DATE: XXXXXX

EFFECTIVE DATE: XXXXXX

EXPIRATION DATE: XXXXXX

Purpose: The purpose of this policy is to implement veterans' priority of service as mandated in Federal regulation (Final Rule, 20CFR Part 1010) that went into effect on January 19, 2009.

Background: The Jobs for Veterans Act, enacted into Public Law 107-288 on November 7, 2002 made a number of amendments to encourage military veterans' access to services within an integrated one-stop service delivery system. One such amendment creates a priority of service for veterans (and some spouses) "who otherwise meet the eligibility requirements for participation" in DOL training programs. As mandated in Federal regulation, One-Stop Career Centers are required to implement priority of service and will need to have clear strategies for providing veterans and eligible spouses of veterans with quality service at every phase of services offered.

Policy: The local workforce investment board should craft language that provides clear direction to successfully ensure priority of service is provided to Veterans. Points to consider are:

1. What defines a veteran, eligible veteran, covered person, eligible spouse, qualified job training program?
2. What procedures are in place to ensure signage is properly displayed?
3. What procedures are in place to identify covered persons who physically access or virtually access service delivery points?
4. What outreach strategies (if any) will be incorporated in local policy?
5. What website design policy will be implemented?
6. What procedures are in place to ensure the revision of all contract templates, RFP and sub-agreement language to include priority of service language?
7. What customer flow process will be implemented to make use of DVOPs and LVERs?
8. What modifications to Functional Alignment (if any) will be made to enhance implementation of priority of service?
9. What procedures are in place to ensure all impacted staff are made aware of and assist in the implementation of priority of service?

Inquiries: Please direct any questions to XXXXXXXX.

Chair LWIB or Chief Elected Official

Date

ATTACHMENT J: PY 2008 PARTICIPANT TRAINING DATA

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
Albany/Rensselaer/Schenectady Counties	WIA Dislocated Worker Local	448	428	14	56	0	31	25	320
Albany/Rensselaer/Schenectady Counties	WIA Adult Local	410	389	19	120	0	13	0	258
Albany/Rensselaer/Schenectady Counties	OOSY	19	0	0	1	0	0	0	18
Albany/Rensselaer/Schenectady Counties	ISY	37	0	0	35	0	0	0	2
Allegany/Cattaraugus Counties	WIA Dislocated Worker Local	94	76	17	0	0	4	0	73
Allegany/Cattaraugus Counties	WIA Adult Local	253	170	80	0	0	0	0	173
Allegany/Cattaraugus Counties	OOSY	34	0	5	0	0	0	0	29
Allegany/Cattaraugus Counties	ISY	13	0	0	0	0	0	0	13
Broome/Tioga Counties	WIA Dislocated Worker Local	449	248	56	0	0	1	0	391
Broome/Tioga Counties	WIA Adult Local	920	623	86	8	0	0	0	826
Broome/Tioga Counties	OOSY	54	0	0	0	0	0	0	54
Broome/Tioga Counties	ISY	6	0	0	0	0	0	0	6
Cayuga/Cortland Counties	WIA Dislocated Worker Local	91	86	2	0	0	0	0	89
Cayuga/Cortland Counties	WIA Adult Local	120	97	1	12	0	0	0	107
Cayuga/Cortland Counties	OOSY	6	0	0	0	0	0	0	6
Cayuga/Cortland Counties	ISY	2	0	0	1	0	0	0	1
Chautauqua County	WIA Dislocated Worker Local	102	100	0	0	0	1	0	101
Chautauqua County	WIA Adult Local	143	61	0	1	0	0	79	62
Chautauqua County	OOSY	5	0	0	0	0	0	0	5
Chautauqua County	ISY	2	0	0	0	0	0	0	2
Chemung/Schuylers/Steuben Counties	WIA Dislocated Worker Local	218	72	47	6	0	0	0	166
Chemung/Schuylers/Steuben Counties	WIA Adult Local	976	24	449	70	0	0	328	130
Chemung/Schuylers/Steuben Counties	OOSY	58	0	0	5	0	0	0	53
Chemung/Schuylers/Steuben Counties	ISY	12	0	0	0	0	0	0	12
Chenango/Delaware/Otsego Counties	WIA Dislocated Worker Local	94	76	8	5	0	4	0	77
Chenango/Delaware/Otsego Counties	WIA Adult Local	162	95	22	1	0	1	43	95

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
Chenango/Delaware/Otsego Counties	OOSY	14	0	2	0	0	0	0	12
Clinton/Essex/Franklin/Hamilton	WIA Dislocated Worker Local	32	13	18	0	0	0	0	14
Clinton/Essex/Franklin/Hamilton	WIA Adult Local	128	85	38	2	0	0	0	88
Clinton/Essex/Franklin/Hamilton	OOSY	4	0	0	0	0	0	0	4
Columbia/Greene Counties	WIA Dislocated Worker Local	83	72	2	0	0	18	0	62
Columbia/Greene Counties	WIA Adult Local	78	48	1	0	0	13	26	37
Dutchess County	WIA Dislocated Worker Local	125	119	6	0	5	1	0	113
Dutchess County	WIA Adult Local	98	94	5	0	5	2	0	86
Dutchess County	OOSY	20	0	0	0	0	0	0	20
Dutchess County	ISY	1	0	0	0	0	0	0	1
Erie County	WIA Dislocated Worker Local	671	403	236	11	0	1	4	419
Erie County	WIA Adult Local	704	497	98	44	0	0	59	503
Erie County	OOSY	8	0	0	0	1	0	0	7
Erie County	ISY	65	0	0	0	55	0	0	10
FINGER LAKES - Ontario/Seneca/Wayne/Yates	WIA Dislocated Worker Local	120	104	13	1	0	0	0	106
FINGER LAKES - Ontario/Seneca/Wayne/Yates	WIA Adult Local	257	164	52	24	0	0	5	176
FINGER LAKES - Ontario/Seneca/Wayne/Yates	OOSY	2	0	0	0	0	0	0	2
FINGER LAKES - Ontario/Seneca/Wayne/Yates	ISY	5	0	0	0	0	0	0	5
Fulton/Montgomery/Schoharie Counties	WIA Dislocated Worker Local	72	54	14	0	0	18	0	40
Fulton/Montgomery/Schoharie Counties	WIA Adult Local	312	73	0	1	0	14	234	62
GLOW -Genesee/Orleans/Livingston/Wyoming	WIA Dislocated Worker Local	156	145	11	0	0	1	0	144
GLOW -Genesee/Orleans/Livingston/Wyoming	WIA Adult Local	348	253	44	0	0	31	41	232
GLOW -Genesee/Orleans/Livingston/Wyoming	OOSY	24	0	0	1	0	0	0	23
Hempstead/Long Beach	WIA Dislocated Worker Local	373	251	1	6	0	12	0	354
Hempstead/Long Beach	WIA Adult Local	108	94	1	2	0	0	1	103

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
Jefferson/Lewis Counties	WIA Dislocated Worker Local	62	44	18	0	0	23	0	22
Jefferson/Lewis Counties	WIA Adult Local	158	110	46	1	0	37	0	74
Monroe County	WIA Dislocated Worker Local	288	252	2	29	0	2	1	253
Monroe County	WIA Adult Local	671	443	5	206	0	4	11	445
Monroe County	OOSY	100	0	0	0	0	0	0	100
Monroe County	ISY	203	0	0	0	0	0	0	203
New York City	WIA Dislocated Worker Local	1282	1278	0	0	0	38	2	1241
New York City	WIA Adult Local	3708	2918	98	0	0	59	712	2839
New York City	OOSY	NA	NA	NA	NA	NA	NA	NA	NA
New York City	ISY	NA	NA	NA	NA	NA	NA	NA	NA
Niagara County	WIA Dislocated Worker Local	132	118	6	0	0	0	0	126
Niagara County	WIA Adult Local	168	151	8	1	0	0	1	157
Niagara County	OOSY	11	0	0	0	0	0	0	11
Niagara County	ISY	1	0	0	0	0	0	0	1
NYSDOL - CO	WIA Dislocated Worker Local	2	2	0	0	0	0	0	2
Oneida/Herkimer/Madison Counties	WIA Dislocated Worker Local	270	194	76	0	0	6	4	185
Oneida/Herkimer/Madison Counties	WIA Adult Local	391	114	142	1	0	1	106	142
Oneida/Herkimer/Madison Counties	OOSY	34	0	8	0	0	0	13	12
Oneida/Herkimer/Madison Counties	ISY	5	0	0	0	0	0	1	4
Onondaga County	WIA Dislocated Worker Local	254	242	8	0	0	20	0	226
Onondaga County	WIA Adult Local	301	176	25	0	0	28	102	146
Onondaga County	OOSY	29	0	1	0	0	0	0	28
Onondaga County	ISY	10	0	0	0	0	0	0	10
Orange County	WIA Dislocated Worker Local	176	166	11	0	0	0	0	166
Orange County	WIA Adult Local	142	124	14	1	0	0	0	126
Oswego County	WIA Dislocated Worker Local	107	92	13	0	0	0	0	94
Oswego County	WIA Adult Local	232	113	48	26	0	2	31	124

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)								
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC	
Oswego County	OOSY	25	0	0	0	0	0	0	25	
Oswego County	ISY	13	0	0	0	0	0	0	13	
Oyster Bay/North Hempstead/Glen Cove	WIA Dislocated Worker Local	577	222	0	4	0	1	0	572	
Oyster Bay/North Hempstead/Glen Cove	WIA Adult Local	186	119	0	0	0	1	0	185	
Oyster Bay/North Hempstead/Glen Cove	OOSY	13	0	0	0	0	0	0	13	
Putnam/Westchester Bal.	WIA Dislocated Worker Local	224	212	0	12	0	1	0	211	
Putnam/Westchester Bal.	WIA Adult Local	179	176	0	4	0	0	0	175	
Putnam/Westchester Bal.	OOSY	49	0	1	0	0	0	0	48	
Putnam/Westchester Bal.	ISY	6	0	0	0	0	0	0	6	
Rockland County	WIA Dislocated Worker Local	46	42	0	1	0	1	1	42	
Rockland County	WIA Adult Local	38	32	0	0	0	2	2	34	
Rockland County	OOSY	25	0	0	0	0	0	0	25	
Rockland County	ISY	30	0	0	0	0	0	0	30	
Saratoga/Warren/Washington Counties	WIA Dislocated Worker Local	26	24	1	1	0	1	0	23	
Saratoga/Warren/Washington Counties	WIA Adult Local	74	66	1	4	0	4	0	66	
St. Lawrence County	WIA Dislocated Worker Local	120	90	17	1	0	0	0	102	
St. Lawrence County	WIA Adult Local	263	203	31	4	0	0	0	228	
St. Lawrence County	OOSY	11	0	0	0	0	0	0	11	
St. Lawrence County	ISY	2	0	0	0	0	0	0	2	
Suffolk County	WIA Dislocated Worker Local	953	937	0	5	0	4	0	944	
Suffolk County	WIA Adult Local	961	959	0	7	0	78	0	876	
Suffolk County	OOSY	53	0	1	0	0	0	0	52	
Suffolk County	ISY	12	0	0	0	0	0	0	12	
Sullivan County	WIA Dislocated Worker Local	34	19	5	0	0	13	0	16	
Sullivan County	WIA Adult Local	43	40	5	0	0	0	0	38	
Sullivan County	OOSY	4	0	0	0	0	0	0	4	
Sullivan County	ISY	1	0	0	0	0	0	0	1	
Tompkins County	WIA Dislocated Worker	42	41	0	1	4	0	0	37	

Amended 8/11/09

ACTIVE CUSTOMERS WITH ACTIVE SERVICES FROM JULY 1, 2008 - APRIL 30, 2009		PY08 12-month Projection (added 20% to original numbers)							
WIB	FUND	TRNG	ITA	OJT	SKLUP	ENT	AED	CUST	OCC
	Local								
Tompkins County	WIA Adult Local	55	53	2	5	1	0	0	47
Ulster County	WIA Dislocated Worker Local	74	71	0	0	0	5	0	70
Ulster County	WIA Adult Local	154	150	4	0	0	0	0	150
Ulster County	OOSY	29	0	0	0	0	0	0	29
Ulster County	ISY	2	0	0	0	0	0	0	2
Yonkers City of	WIA Dislocated Worker Local	49	47	1	0	0	0	1	47
Yonkers City of	WIA Adult Local	73	62	7	0	0	5	0	61
Yonkers City of	OOSY	59	0	0	0	0	0	0	59
Yonkers City of	ISY	14	0	0	0	0	0	0	14