

# *Local Workforce Investment Area 26 Workforce Innovation Opportunity Act Plan*

September 5, 2017

*(Excerpted from the Southern Economic Development Region 8 Workforce Innovation Opportunity Act Plan)*



## **Southern Economic Development Region Vision**

*Collaborate with education, workforce, economic development, and partner agencies serving the unique and diverse nature of southern Illinois to: 1) provide program participants the ability to pursue a career pathway leading to long-term employment with a family-sustaining wage and 2) assist area businesses to be competitive in a global economy.*

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## Chapter 4: LWIA 26 Operating Systems and Policies

This section provides the local component for LWIA 26 per WIOA Sec. 121 (c) (2) (i), Governors Guidelines Section I, 2, MOU Part V-VII, IX, XI.

### 4.A. LWIA 26 One-Stop Delivery System

This section describes the LWIA 26 one-stop delivery system.

#### 4.A.1 LWIA 26 WIOA Title 1B – Adult, Dislocated Worker, Youth, Trade

- **Basic Services** - Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs; Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system; Initial assessment of skill levels including literacy, numeracy, and English; Labor exchange services, including - (i) Job search and placement assistance, and, when needed by an individual, career counseling, including - (A) Provision of information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA); and (B) Provision of information on nontraditional employment; and (ii) Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system; Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, when appropriate, other workforce development programs; Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including - (i) Job vacancy listings in labor market areas; (ii) Information on job skills necessary to obtain the vacant jobs listed; and (iii) Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs. Provision of performance information and program cost information on eligible providers of training services by program and type of providers; Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system; Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program; Provision of information and assistance regarding filing claims for unemployment compensation, by which the one-stop must provide meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. (i) "Meaningful assistance" means:
  - (A) Providing assistance on-site using staff who are well trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or

(B) Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time. (ii) The costs associated in providing this assistance may be paid for by the State's unemployment insurance program, or the WIOA adult or dislocated worker programs, or some combination thereof; and Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

- **Individualized Services** - Services, if determined to be appropriate in order for an individual to obtain or retain employment; Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include - (i) Diagnostic testing and use of other assessment tools; and (ii) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals; Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, the eligible training providers; group counseling; individualized counseling; career planning; Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training; Internships and work experiences that are linked to careers (as described in § 680.170); Workforce preparation activities; Financial literacy services as described in sec. 129(b)(2)(D) of WIOA; Out-of-area job search assistance and relocation assistance; English language acquisition and integrated education and training programs.
- **Adult Education/Literacy** - Referrals to local community colleges Frontier Community College (Fairfield), Wabash Valley College, (Mt. Carmel), Southeastern Illinois College (Harrisburg), Shawnee Community College (Ullin) that offer a grant funded program which offers classes and supportive services at no cost to students. The program offers curriculum and instruction that are aligned with the current high school standards and career-and-college-readiness expectations.
- **Wagner-Peyser** - Illinois Department of Employment Security (IDES) serves all 14 counties in LWIA #26 and provides outreach, intake, orientation, labor exchange services, program coordination and referral, labor market information, performance information for the local area, information and referral on supportive services.
- **Vocational Rehabilitation** - Referrals to the local Department of Human Services/Vocational Rehabilitation offices who help people with disabilities find and keep jobs. DHS-ORS staff talks to people about their employment needs and help them find a job or get ready to go to work. They also make sure that people have the supports they need to stay on the job. DHS-ORS offers specialized VR services for people who are:
  - Blind or Visually Impaired
  - Deaf or Hard of Hearing
  - Hispanic or Latino with disabilities
  - They also offer the following programs to persons with disabilities:
  - Transition and STEP programs for high school students.

- Work Incentive Planning and Assistance Program (helps people who receive SSDI/SSI benefits understand how working will affect their benefits).
- Supported Employment Program (SEP) (serves eligible people with significant disabilities who want to go to work and need on-going support services to succeed on the job).

Offices that serve LWIA #26 are:

- Anna DRS Office Rehabilitation Services 1000 North Main Street, Willow Hall - Suite A, Anna, IL 62906
- Harrisburg DRS Office Rehabilitation Services 323 South Maple Street, Box 348, Harrisburg, IL 62946
- **Continuing Technical Education (Perkins)** - Referrals to agencies that provide the Carl D. Perkins Grant in LWIA #26.
  - Location that serves Gallatin, Hamilton, Hardin, Pope, Saline and White is Southeastern Illinois College, 3575 College Road, Harrisburg, IL 62946;
  - Locations that serve Edwards, Wabash and Wayne counties are Illinois Eastern Community College (IECC) Frontier Community College 2 Frontier Drive, Fairfield, IL 62837-2601; and Wabash Valley College 2200 College Drive, Mt. Carmel, IL 62863-2699
  - Location that serves Alexander, Johnson, Massac, Pulaski & Union is Shawnee Community College 8364 Shawnee College Road, Ullin, IL 62992
- **Trade Adjustment Assistance (TAA)** - Southern 14 Workforce Investment Board, Inc. - WIOA TAA Client services will be contracted out to the following local service providers:
  - Wabash Area Development, Inc. (serving customers in Edwards, Wabash, Wayne and White counties);
  - Mid 5 Employment & Training, Inc. (serving customers in Gallatin, Hamilton, Hardin, Pope and Saline counties); and
  - Shawnee Development Council, Inc. (serving customers in Alexander, Johnson, Massac, Pulaski and Union counties).
- **Temporary Assistance for Needy Families (TANF)** - Illinois Department of Human Services (IDHS) serves all 14 counties in LWIA 26. The Division of Family & Community Services (FCS) has local offices across the state. These offices are known as Family Community Resource Centers (FCRCs) and they provide many types of services and information. FCS improves the health and well-being of families and individuals through partnerships and services that build community competence. We work with our customers, providers, and advocates to achieve high standards of service. While SNAP, WIC, cash assistance, and medical programs are the services that are most well-known, there are many other programs and services offered through the division.

Locations in LWIA #26 DHS-TANF services include:

- DHS Family Community Resource Center in Pulaski County-422 South Blance Street, Mounds, IL 62964. Phone: 618-745-9411

- DHS Family Community Resource Center in Massac County, 2301 Metropolis Street, Metropolis, IL 62960 Phone: 618-524-2631
- DHS Family Community Resource Center in Saline County - 320 Raymond Street, Harrisburg, IL 62946. Phone: 618-253-7161
  
- **Senior Community Services Employment Program** - Referrals are made to agencies in our area that provides qualified seniors employment preparation, job search assistance and a paid public service assignment that provides on-the-job training. Agencies in LWIA #26 who provide the SCSEP are:
  - Shawnee Development Council, Inc. serves eligible individuals in the counties of Alexander, Johnson, Massac, Pulaski and Union in LWIA #26. Their main office is 530 West Washington, Karnak, IL 62956-1503
  
- **Community Service Block Grant** - Referrals to local agencies that offer CSBG programs (such as Scholarships, Emergency Services for Shelter, Food, Fuel, Clothing, Employment Assistance, Medical/Dental Program). Agencies that provide these services in LWIA #26 are:
  - Wabash Area Development, Inc. (for those eligible in the counties of Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne and White). Office locations are listed below:
  - Shawnee Development Council, Inc. (serving the counties of Alexander, Hardin Johnson, Massac, Pope, Pulaski and Saline)
  
- **Unemployment Insurance Compensation (UI)** – IDES provides assistance with Unemployment Insurance claims.
  
- **Veterans Job Counseling** – IDES Provides outreach, intake and orientation, availability of supportive services and referrals.
  
- **National Farmworkers Jobs Program** - Referrals to providers of The National Farmworker Jobs Program. NFJP is a nationally-directed, locally-administered program of services for migrant and seasonal farmworkers (MSFWs) and includes 52 employment and training grants, as well as 17 housing grants across the United States and Puerto Rico. The program partners with community organizations and state agencies to counter the chronic unemployment and underemployment experienced by farmworkers who depend primarily on jobs in agricultural labor performed across the country. The NFJP is an integral part of the public workforce system and a partner in the nationwide network of One-Stop Career Centers. The NFJP program was created under the 1964 Civil Rights Act and is currently authorized under Section 167 of the Workforce Innovation and Opportunity Act (WIOA). Agency that offers the National farmworkers Jobs Program is:
  - Illinois Migrant Council 335 South Main Street Anna, Illinois 62906 serving the following LWIA #26 counties: Alexander, Gallatin, Johnson, Pulaski, Saline, and Union.

#### 4.A.2 LWIA 26 Career and Other Program Services Locations

The chart below includes the comprehensive one-stop and affiliate locations. There are no specialized workforce centers in LWIA 26.

LWIA	Type	Location	Services
26	Comprehensive One-Stop	Illinois workNet Center – Harrisburg 701 North Commercial, Suite 6A PO Box 505 Harrisburg, IL 62946 618-252-6020 800-526-0844 TTY	<ul style="list-style-type: none"> <li>• WIOA Title 1 – Adult, Dislocated Worker, Youth               <ul style="list-style-type: none"> <li>○ Basic Services</li> <li>○ Individualized Services</li> </ul> </li> <li>• Adult Education (Title II)</li> <li>• Career and Technical Education (Perkins / Continuing Technical Education)</li> <li>• Community Service Block Grant (CSBG)</li> <li>• IDES Job Matching (Title III (Wagner-Peyser))</li> <li>• IDHS Vocational Rehabilitation (Title IV)</li> <li>• Job Corp Referrals</li> <li>• Migrant Seasonal Farm Workers</li> <li>• National Farmworkers Jobs Program</li> <li>• Senior Community Services Employment Program (SCSEP)</li> <li>• Trade Adjustment Assistance (TAA)</li> <li>• Veterans Job Counseling (IDES)</li> <li>•</li> </ul>
26	Affiliate	<ol style="list-style-type: none"> <li>1. Hardin/Pope County Satellite 1 Market Street - Courthouse Basement, Elizabethtown, IL 62931-0187</li> <li>2. Hamilton County Satellite 100 South Jackson- Courthouse Basement, McLeansboro, IL 62859-1462</li> <li>3. Edwards County Satellite RR 4, 334 Industrial Drive, Albion, IL 62806-1300</li> <li>4. Wayne and White County Satellite 2004 W. Delaware Street, Fairfield, IL 62837-2357</li> <li>5. Wabash County Satellite 119 West 12<sup>th</sup> St., Mt. Carmel, IL 62863-2414</li> <li>6. Pulaski County - Karnak Satellite 530 West</li> </ol>	<p>The following services are at all of the affiliate locations:</p> <ul style="list-style-type: none"> <li>• Title I (Adult, Dislocated Worker and Youth)</li> <li>• Trade Adjustment Assistance (TAA)</li> <li>• Referrals to partner locations.</li> </ul>

LWIA	Type	Location	Services
		Washington, Karnak, IL 62956-1503 7. Alexander County Satellite 2207 Poplar, Cairo, IL 62914-1560 8. Massac County Satellite 1 Superman Square - Courthouse Basement, Metropolis, IL 62960- 1882 9. Pulaski County Satellite 8364 Shawnee College Road, Ullin, IL 62992- 2206 10. Union County Satellite 1000 North Main, Anna, IL 62906-1652 Johnson County - Individuals living in Johnson County are asked to call 618-634-2201 to make appointment at a satellite office most convenient for them.	

#### 4.A.3 LWIA 26 On-Demand Access

On-demand access is provided for programs, services and through online, real-time technologies at all comprehensive one-stop locations. This includes the LWIA 26 comprehensive one-stop and its affiliate sites, Illinois workNet Web Portal System, and Illinois JobLink. Services to individuals with disabilities and veterans are also available on-demand through in-person assistance and accommodations for technology and materials.

#### 4.A.4 LWIA 26 One Stop Operator and Coordinated Service Delivery

The LWIA's one-stop operator is Mid 5 Employment & Training, Inc.

Functions and scope of work of the one-stop operator –

- Goal 1: Support Educational System Improvement
- Goal 2: Advance Workforce Development
- Goal 3: Meet Employer Workplace Needs
- Goal 4: Enhance Customer Satisfaction

The first year of WIOA for easier transition, the current one-stop operator will continue operations. Next year, Program Year 2017, the LWIA26 board will send out a Request for Proposal (RFP).

#### 4.A.5 LWIA 26 Referral Coordination

The local one-stop operator and partners agree to familiarize themselves with requirements for participation in each of the required partners' programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all



partners in the comprehensive one-stop (workNet) center. To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys. The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level. The scope of the Illinois workNet Centers will be broad and inclusive. The system must be of maximum service by providing easier access to a wide array of services to job seekers and employers. The Illinois workNet Centers emphasize the utilization of partnerships as a means of providing cost-effective measures to serve more customers. This customer-centered approach focuses on increasing customer access to all services while ensuring efficient and unduplicated use of resources. The partners and supporting members of the Illinois workNet Centers should possess the following characteristics:

- Barrier-free customer access through either the Illinois workNet Centers or the Satellite Center;
- Formal referral mechanisms between agencies;
- Inter-agency communications;
- Centralized and unduplicated service delivery;
- Joint agency planning and implementation;
- Shared use of common areas and facilities;
- Shared program information and services;
- Innovative strategies for improved customer access to services; and
- Uniform intake, initial assessment, and career development forms

#### 4.A.6 LWIA 26 Integrated Technology

The One-Stop Career Service Career system is committed to the creation and maintenance of a universal, seamless, holistic, quality customer driven workforce investment system. Each Service Center providing job seekers with career development, training, and employment opportunities to become economically self-sufficient and employers with the skilled workforce they require to effectively compete in the global economy.

- Customers (both employers and job seekers) are assisted by responsive and knowledgeable staff through a user-friendly quality driven service delivery system. All partners will assign adequate staff to facilitate customers through the identification, access, and use of services.
- Customers (both employers and job seekers) are aware of and can access services in a timely manner. Customers will learn about the services, understand the services available to them, and be directed to services immediately upon entering the One-Stop Career Service system.
- Job seeker customers receive services consistently, and in a coordinated way. Customers will be facilitated through an integrated, seamless process related to the various services/functions offered in order to reduce duplication, hand off referrals, and duplicate number of contacts. Employer customers will view the One-Stop Career Service System as a business resource. The business customer will be offered a broad range of services that address the needs of the business community.

- Customers (both employers and job seekers) access the services they need to successfully achieve their career or business goals. Customers will receive the most appropriate services along a continuum of services to meet their established short-term and long-term goals.
- Customers (both employers and job seekers) will receive quality services in a facility that is easily accessible, accommodating to all special needs customers, professional, and inviting.
- Customers (both employers and job seekers) can expect that services offered through the Illinois workNet Centers will be continuously improved and that their input for changes is welcome by the partner agencies. All staff and management participate in, and contribute to, the evaluation of center services, as well as, the development and implementation of improvement measures.
- Customers (both employers and job seekers) can expect that the Illinois workNet Centers are well managed and supported by the One-Stop Career Service Operator(s), Workforce Development Board, and remaining partners. There exists regular, meaningful communication between all involved entities to identify and achieve quality performance indicators and required outcomes.

#### 4.A.7 LWIA 26 Local Workforce Board Facilitation of Service Access Including Technology

The Local Workforce Board will facilitate access by ensuring outreach and communications across regional partners that fosters access to broadband Internet access. Online access and communications are integral to plan implementation. Citizens of all ages need equal access to online information and services that connects to in-person services through the Local Area.

#### 4.A.8 LWIA 26 Local Workforce Boards Work with Core Programs

The Local Workforce Board will work with entities to carry out the core programs as shown in the chart below.

Core Program Access	Strategies
Expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.	<p>The scope of the Illinois workNet Centers will be broad and inclusive. The system must be of maximum service by providing easier access to a wide array of services to job seekers and employers. The Illinois workNet Centers emphasize the utilization of partnerships as a means of providing cost-effective measures to serve more customers. This customer-centered approach focuses on increasing customer access to all services while ensuring efficient and unduplicated use of resources. The partners and supporting members of the Illinois workNet Centers should possess the following characteristics:</p> <ul style="list-style-type: none"> <li>• Barrier-free customer access through either the Illinois workNet Centers or the Satellite Center;</li> <li>• Formal referral mechanisms between agencies;</li> <li>• Inter-agency communications;</li> <li>• Centralized and unduplicated service delivery;</li> <li>• Joint agency planning and implementation;</li> <li>• Shared use of common areas and facilities;</li> <li>• Shared program information and services;</li> <li>• Innovative strategies for improved customer access to services; and</li> </ul>
Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.	
Improve access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).	

Core Program Access	Strategies
	<ul style="list-style-type: none"> <li>Uniform intake, initial assessment, and career development forms</li> </ul>

#### 4.B LWIA 26 Local Coordination with Partners for Non-duplicative Services

Ensuring non-duplicative services is an important part of service coordination. Efforts will be ongoing to ensure referrals provide seamless access to non-duplicative services as shown in the chart below.

WIOA Partner Services	Non-duplication Strategies
Title I Adult, Dislocated Worker and Youth Employment and Training Activities	WIOA Partners in Area #26 in an effort to provide non-duplication of services agree to: <ul style="list-style-type: none"> <li>Familiarize themselves with requirements for participation in each of the required partners programs.</li> <li>Develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center.</li> <li>Develop and utilize common intake forms.</li> <li>Refer clients eligible for each other's services to one another for services.</li> <li>Evaluate ways to improve the referral process, including the use of customer satisfaction surveys.</li> <li>Commit to ongoing communication required for an effective referral process.</li> <li>Commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.</li> </ul>
Title II Adult Education and Literacy Activities	
Wagner-Peyser Act (29-U.S.C. 49 et seq.) Services	
Title IV Vocational Rehabilitation Services	
Secondary and Postsecondary Education Programs	
Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	
Other Services Including But Not Limited to Programs Outline in WIOA Sec. 121.	

##### 4.B.1 LWIA 26 Referral Process

The chart below shows the referral process. All partners agree that they will not discriminate in their employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran’s status, or on the basis of any other classification protected under state or federal law. The partners assure that they have in place policies and procedures to address these issues, and those policies and procedures have been disseminated to their employees and otherwise posted as required by law. The partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues and they are unaware of any claims currently pending against them before any court or administrative body relative to alleged violations of such laws.

All partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all comprehensive one-stop center, programs, services, technology and materials are accessible and available to all. These services will be provided “on demand” and in “real time” in the physical comprehensive one-stop center in person or via technology consistent with the “direct linkage” requirement as defined in WIOA (WIOA Section 121(b)(1)(A) and Section 678.305(d) of the draft Notice of Proposed Rulemaking). Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style and intelligence or education level. An interpreter will be provided “in real time” to any customer with a language

barrier. Additionally, assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices will be available.

Referral Entities	Referral Methods, Roles and Tracking
Southern 14 (Title I Services) (Title I Services)	<p>LWIA #26 partners agree to familiarize themselves with requirements for participation in each of the required partners programs. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive one-stop (workNet) center.</p> <p>To the extent possible, the partners agree to develop and utilize common intake forms. The partners agree to refer clients eligible for each other's services to one another for services. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys.</p> <p>The partners commit to ongoing communication required for an effective referral process. The partners commit to actively follow up on the results of referrals and to assure that resources of the partners are being leveraged at an optimal level.</p>
Adult Education Providers Including Bridge Programs (Title II Services)	
Illinois Department of Employment Security (IDES) (Title III Services)	
Illinois Department of Human Services (IDHS) Rehabilitation Services (Title IV Services)	
Community Service Block Grant	
IDES Migrant and Seasonal Farmworkers	
IDES Trade	
IDES Veterans	
IDHS Temporary Assistance for Needy Families (TANF)	
IDHS YouthBuild	
Illinois Department of Children and Family Services (DCFS) Building Futures	
Illinois Department of Corrections Second Chance	
Job Corps	
National Farmworkers Jobs Program	
Secondary and Postsecondary Career and Technical Education (Perkins Act)	
Senior Community Service Employment Program (SCSEP)	
US Department of Housing and Urban Development (HUD)	

**4.C. LWIA 26 Provision of Adult and Dislocated Worker Employment and Training Activities**

LWIA 26 may provide the following Training services to eligible individuals:

- occupational skills training, including training for nontraditional employment;
- on-the-job training;
- incumbent worker training in accordance with subsection (d)(4);
- programs that combine workplace training with related instruction, which may include cooperative education programs;
- training programs operated by the private sector;
- skill upgrading and retraining;
- entrepreneurial training;
- transitional jobs in accordance with subsection (d)(5);

- job readiness training provided in combination with services described in any of clauses (i) through (viii);
- adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described in any of clauses (i) through (vii); and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

The Southern 14 Workforce Investment Board and its service provider entities uses the most current Department of Commerce policies/notices and its attachments in order to ensure an effective, planned and coordinated response to plant closings and mass layoffs under the Workforce Innovation and Opportunity Act of 2014. In the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results in mass job dislocation, **as well as statewide rapid response events**, in order to assist dislocated workers in obtaining reemployment as soon as possible, with services including—

- (A) The establishment of onsite contact with employers and employee representatives—
  - (i) Immediately after the State is notified of a current or projected permanent closure or mass layoff; or
  - (ii) In the case of a disaster, immediately after the State is made aware of mass job dislocation as a result of such disaster;
- (B) The provision of information on and access to available employment and training activities;
- (C) Assistance in establishing a labor-management committee, voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs;
- (D) The provision of emergency assistance adapted to the particular closure, layoff, or disaster; and
- (E) The provision of assistance to the local community in developing a coordinated response.

#### 4.D LWIA 26 Local Area Provision of Youth Activities

Needs of local youth, including low income youth and those youth determined to be deficient in basic literacy skills, school dropouts, homeless or foster, pregnant or parenting and offenders are a combination of those elements identified and required by WIOA regulations. These youth will continue to require additional supportive services including but not limited to: child care, health care, transportation and programmatically required specialty items such as uniforms and/or tools. These youth rarely achieve the skills necessary to become gainfully employed and self-sufficient for a variety of reasons. School dropouts often are stuck in a go nowhere job and rarely do they achieve the skills necessary to advance in the labor market. Those deficient in basic literacy skills are not prepared for the projected job openings that are going to exist in the local area. Those characterized as homeless, runaway, or foster children, offenders, and pregnant or parenting teens, have a lack of a stable environment and parenting responsibilities overshadowing the importance of an education which in most cases develops into serious problems relating to ones work ethic. Individual needs within this grouping will be determined through a comprehensive assessment and evaluation of each youth registrant.

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, LWIA #26 will provide eligible area youth with:

- a. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- b. Alternative secondary school services, or dropout recovery services, as appropriate;
- c. Paid and unpaid work experiences that have as a component academic and occupational education, which may include—
  - o Summer employment opportunities and other employment opportunities available throughout the school year;
  - o Pre-apprenticeship programs;
  - o Internships and job shadowing; and
  - o On-the-job training opportunities;
- d. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;
- e. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- f. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- g. Supportive services;
- h. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- i. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
- j. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- k. Financial literacy education;
- l. Entrepreneurial skills training;
- m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- n. Activities that help youth prepare for and transition to postsecondary education and training.

As a part of the annual budgeting process, LWIA #26 budgets 75% of the allocated funding to the out of school youth category and 25% of allocated funding to the in school youth category. Expenditure levels are monitored monthly to ensure that these goals are being.

**4.E LWIA 26 Local Area Provision of Services to Priority Populations Based on State’s Unified Plan**  
 Funds for this LWIA will be targeted toward the low income in order to help them move out of the support system and into financial independence. Low income status will be determined at intake/orientation by the career planner working with the individual. Additionally, the LWIB will provide help for any eligible individual who wishes to attain a higher goal in the workforce. Self-accessed services will be made universally available through the resource rooms of the Illinois workNet Centers.

Additionally, the state's most current policy for identifying and serving priority populations such as veterans, low income individuals, skills deficient individuals will be followed.

#### 4.F LWIA 26 Local Area Training Policies and Activities

Annually, the LWIA 26 Board offers a request for proposal for organizations to provide the direct client services. The 40% minimum direct training expenditure rate is a condition of the contract and monitored on a monthly bases to ensure that each provider is on track to meet this requirement.

The local area is **committed** to the use of work-based learning by working closely with our service providers as well as IDES Business Services staff to recruit potential employers. **The local area has committed 20% of the youth funding, 15% of the adult funding and 19% of the dislocated worker funding, as well as 2% of dislocated worker funding to incumbent worker projects, to paid and unpaid work based learning opportunities for participants. Our goal is to have at least 80% of individuals, enrolled as adults or dislocated workers, completing a work based training employed upon completing of training in a career leading to a self-sufficient wages and 100% of the individuals completing training with measureable skills gains as defined by DOL and the State. For our youth participants our goal is to provide an opportunity to gain a proven work history of work ethic and reliability by exposing the youth to career interests in a real world setting.** Work sites are closely monitored by service provider and board staff for not only the progress of the participant, but also the current and future needs of the employer.

#### 4.G LWIA 26 Local Strategies Financed by Transfer of Title IB Workforce Funds

Due to limited allocations:

- The LWIA #26 Board acknowledges WIOA Sec. 133(b)(4) which allows the local board to transfer, if approved by the Governor, up to 100% of the funds allocated to the local area for adult activities or dislocated worker activities. Should the need arise ~~each~~ to transfer funds allocated to the local area for adult activities or dislocated worker activities, each situation would be reviewed by the Board and a decision made based on the individual circumstances – funding level, participant numbers, and any other relevant information.
- The LWIA does not typically engage in pay for performance contracts. However, should the need arise each situation would be reviewed by the board and a decision made based on the individual circumstances – funding level, services to be provided, participant numbers, and other relevant information.

The LWIA encourages its service providers to provide:

- The LWIA #26 Board acknowledges Incumbent Worker Training as outlined in WIOA Sec. 134(d)(4)(A)(i) and may after consideration of need reserve up to 20% of its combined total adult and dislocated worker allotments for incumbent worker training.
- The LWIA #26 Board acknowledges Transitional jobs as a training option as outlined in WIOA Sec. 134(d)(4)(A)(i) and may after consideration of need use up to 10% of its combined total adult and dislocated worker allotments for transitional jobs.

## Chapter 5: LWIA 26 Performance Goals and Evaluation – Local Component

This chapter includes on the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors developed by the State Board (WIOA Sec. 101(d)(6)).

### 5.A LWIA 26 Projected Local Service Levels

LWIA 26 will ensure continuous improvement by closely monitoring the performance measures previously negotiated with the state. The region anticipates providing training to 63 adults, 62 dislocated workers, and serving 109 year round youth.

### 5.B LWIA 26 Local Levels of Performance Negotiated with Governor and Chief Elected Official

As soon as the performance measures have been negotiated in accordance with WIOA Sec. 116(c), LWIA 26 will closely monitor its service providers under Title 1B and the One-Stop Delivery System Operator to comply with 679.560(b) (16) and to ensure that those measures are exceeded or met.

The negotiated goals for PY16 and PY17 are as follows:

Performance Measure	PY2016-2017 State Goal	PY 2016/2017 Performance Goal
<b>Adult</b>		
Employment Rate 2nd Quarter after Exit	72.4	72%
Employment Rate 4th Quarter after Exit	71	71%
Median Earnings	5,000	4,300
Credential Attainment	55.6	75%
<b>Dislocated Workers</b>		
Employment Rate 2nd Quarter after Exit	78	74%
Employment Rate 4th Quarter after Exit	75.40	71%
Median Earnings	6,978	5,400
Credential Attainment	60.5	68%
<b>YOUTH</b>		
Employment/Placement in Education Rate 2nd Quarter after Exit	73	50%
Employment/Placement in Education Rate 4th Quarter after Exit	61.1	60%
Credential Attainment	69	73%





## Chapter 6: LWIA 26 Technical Requirements and Assurances

This chapter includes the technical requirements and assurances that are required by the Workforce Innovation and Opportunity Act.

### 6.A LWIA 26 Fiscal Management

Southern 14 Workforce Investment Board has been Identified as the entity responsible for the disbursement of grant funds described in WIOA Sec. 107(d)(12)(B)(i)(III), as determined by the chief elected official or the Governor under WIOA Sec. 107(d)(12)(B)(i).

### 6.B LWIA 26 Physical Accessibility

LWIA 26 has entered into a Memorandum of Understanding with its local mandated partners to ensure that the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA Sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) This includes the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.

### 6.C LWIA 26 Plan Development and Public Comment

LWIA 26, in cooperation with LWIA 25, placed print advertisements in local newspapers covering the entire region. A team made up of individual representatives of businesses, education and labor organizations developed the plan and an employer survey was sent to a variety of manufacturing employers for their direct input on the plan. The LWIA 25 and 26 Certificate Of Publication – Public Notice on the Establishment of Regional Plan for EDR 8 is included with the Appendix.

No public comments have been received.

Local plan modifications are taken to the full Board for approval and then forwarded to the 14 county Chief Elected Officials for their approval before submission.

## Appendix

LWIA 26 Certificate Of Publication –

## **PRIORITY OF SERVICE**

Southern 14 Workforce Investment Board, Inc. LWIA #26

This local policy is issued per WIOA Sec 134 (c)(3)(E) and TEGL No. 3-15, Local Workforce Area #26 and its service providers shall use the most current Department of Commerce WIOA Policy concerning Priority of Service being given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient. Priority of Service policies will be made publically available during intake/orientation and on the Southern 14 LWIB website ([www.so14lwib.com](http://www.so14lwib.com)).

1. Identifying eligible individuals will occur at point of enter either through WIOA intake/orientation or through paperwork given to WIOA career planners from other One-Stop Partners.
2. Pairing of Job Training, Dependent Care and other supportive services needs will be determined at intake/orientation on an individual basis.
3. Training will be provided factoring in the education level of the low-income population and will be determined through assessment tests during intake/orientation.
4. WIOA career planners will provide referrals to TANF, SNAP and other partner's services available through the One-Stop at initial intake/orientation and throughout the client's follow-up meetings.
5. WIOA career planners will also exchange client data to inform other partners when clients are enrolled in WIOA services.

## LWIA 26 Memorandum of Understanding (MOU)

This is a placeholder for the LWIA 26 MOU.

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