

Local Plan Modification Transmittal Form

To Be Completed by LWDB		STATE USE ONLY	
LWDB:	Region 8	Date Received:	
Date Submitted:		Date Approved:	
Provide a description of Local Plan changes below:		Effective Date:	
		Title I Rep:	

Appendix J Local Plan Modifications; addition to the following to the Region 8 local plan:

Geographical Preference for Enrollment Policy and Procedures:

The Geographical Preference for the Region is that the participant must be a resident within the following counties; Audubon, Carroll, Crawford, Greene, Guthrie, and Sac. Approval must be documented in the data management system.

Eligibility Determination Policy for Participation of Minors:

Region 8 does not authorize any additional responsible adults outside of those mentioned in the State Policy to authorize program participation for minors. State Policy states: Another responsible adult may include:

- An adult relative with whom the individual resides
- An adult who has been delegated custodial or administrative responsibilities in writing, either temporarily or permanently, by parents or by an appropriate agency
- An agency or organization representative who is in a position to know the individual's circumstances (i.e., that they could not get a parent's or guardian's signature authorizing participation), for example, a clergy person, a school teacher or other school official a probation or other officer of the court or foster parent.
- A representative of an agency which provided support services to the individual and who is aware of the individual's circumstances (i.e., that they cannot get a parent's or guardian's signature authorizing participation), for example a social worker a homeless shelter official, a child protective worker, a health clinic official; or
- Other responsible adults to be appropriate to authorize the individuals' participation, as defined in policy by the Local WDB.

~~A final eligibility determination will be made within 30 days. The individual will be notified by mail or email a final determination of services no later than 5 business days after the 30 day determination period has expired.~~

Ineligibility to Receive Services Policy:

On the date that an individual is found ineligible to receive services, the individual will be notified by mail or email why they are ineligible and providing them 30 days to respond to correct the ineligible status. A final eligibility review and determination will be made within 30 days. The individual will be notified by mail or email a final determination of services no later than 5 business days after the 30 day determination period has expired.

Closure of Services Due to Fraud:

On the date that an individual is found to have committed or attempted to commit fraud to receive services, the individual will be mailed a letter stating the determination and allow them 30 days to respond to the fraud stats. A final determination will be made after the 30 days have expired. The individual will be notified by mail or email a final determination of services no later than 5 business days after the 30 day determination period has expired.

Screening and Selection of Adult Mentors:

The following is the selection and screening process for Adult Mentors in Region 8:

- Mentors must be at least 21 years of age.
- Mentors must pay for and complete a background check. Background check must be within 90 days before mentorship.
- Mentor must complete a mentorship application, confidentiality statement, a rights and responsibilities agreement and provide background check results.
- Mentor's completed application must be approved by the Youth Standing Committee.
- Applications will be good for 90 days.

The LWDB will screen the interested mentor based on application, background check and interview. Or Region 8 could partner with other agencies that provide mentoring services.

Objective Assessment:

Region 8 will utilize on or a combination of the following assessments as part of the Objective Assessment Process: TABE, CASAS, ALEKS, Career Coach, NCRC, O*Net Interest Profiler, and Career Decision Maker. Assessment tools are evaluated on an ongoing basis by the service provider. The selection/addition of actual instruments will occur throughout the course of enrollment.

Support Services:

Support service payments may be provided when necessary to enable a participant to participate in a WIOA Title 1 activity. Support service payments can be made only when the participant is unable to obtain the service through other programs providing such services. The American Job Center partners will work in conjunction to ensure that duplication of services does not happen for dual enrolled participants. Region 8 policy states no more than \$5000 per participant per program year will be available to assist individuals with their training and/or supportive service needs. Support caps can be altered with written permission of an administrator and documented in the data management system.

Following are the allowable types of Support Service Payments and a description of each:

Clothing (CHG)

Payments for items such as clothes and shoes that are necessary for participation in WIOA Title I Activities, including interviewing employment or work experience are allowable. Items such as uniforms and safety equipment are generally allowable. The total enrollment maximum expenditure is \$300 per activity.

Dependent Care (DPC)

Dependent care includes child or adult care for which the participant would normally be responsible. If the unemployed parent of the child(ren) resides in the home, no childcare support will be provided. DPC payments are paid directly to the participant dependent care support should only be used when the participant is not eligible for, or is pending approval of, Child Care assistance through DHS/PROMISE JOBS. Participants may receive a reimbursement rate of \$20.00 per day for every day of documented participation in a WIOA activity up to \$5000 per program year and as described in the participants plan.

Educational Assistance (EST)

Assistance with books, fees, school supplies and other required items for students enrolled in postsecondary education classes is allowable. Maximum expenditure is \$2000 per program year.

Educational Testing (EDT)

Assistance with educational testing required for participation in WIOA Title 1 activities is allowable. Some samples of educational testing include, but are not limited to, high school equivalency testing and vocational testing. If required for employment the costs for license and application fees are allowable. Maximum expenditure is \$400 per participant per program year.

Financial Assistance (FAS)

The purpose of a Financial Assistance Payment is to make a payment to a service provider or vendor on behalf of a participant. This payment is used to cover an emergency financial need of a participant that if unmet would prevent the participant from participating in WIOA Title 1 activities or maintaining employment.

FAS may not be used to pay any type of fines or penalties imposed because of failure to comply with any federal state or local law statute. Maximum expenditure is \$500 per participant per fiscal program year.

Health Care (HLC)

Health Care assistance should be made available to participants when lack of assistance will affect their ability to obtain or maintain employment, or if it is a requirement of an educational program. This supportive service should be used only when there are no other resources available to the participant. Maximum expenditure is \$300 per participant per program year.

Miscellaneous Services (MSS)

The cost of required equipment is allowed. Various fees related to education and/or employment is allowed. Fees must be required for their WIOA Title 1 sponsored program. Limit is not to exceed \$300 per participant per program year.

Needs-Related Payments

Not allowed in Region 8

Services for Individuals With Disabilities (SID)

The costs of special services, supplies, equipment and tools necessary to enable a participant with a disability to participate in an education or employment related activity is allowable. It is not an allowable use of WIOA Title 1 funds to make capital improvements to a training or work site for general compliance with the Americans with Disabilities act Requirements. Maximum expenditure is \$1000 per participant per program year.

Stipends (STI) – Youth Only

Region 8 awards a stipend of \$50 per week to students meeting a minimum attendance threshold for HiSED classes.

A stipend of \$50 per week will be awarded to enrolled high school students with a documented full week of attendance as defined by school district policy.

Stipend payments may not be paid for more than 52 weeks total.

A stipend of \$50 per class/workshop will be awarded for attending and successfully completing any classes directly related to the 14 youth services, including but not limited to, leadership development, entrepreneurial skills, and financial literacy up to a maximum of \$300 per program year.

All terms, timelines and conditions of stipends awards will be clearly defined in the Individual

Service Strategy.

Supported Employment and Training (SET)

Supported Employment and Training payments are allowable to provide individuals requiring individualized assistance with one-on-one instruction and the support necessary to enable them to complete occupational skill training and to obtain and retain competitive employment.

SET may only be used in training situations that are designed to prepare the participant for continuing non-supported competitive employment. Total enrollment maximum is \$2500.

Transportation (TRN)

Cost of transportation necessary to participate in WIOA Title 1 activities and services, including job searching and job interviews is allowable.

Assistance can consist of per mile reimbursement, fuel purchase orders, bus and or taxi passes and bicycle purchases. Maximum mile reimbursement is \$.20 cents per mile, with a minimum of 10 miles per round trip. Daily travel reimbursements are limited to one round trip per day per activity and capped at \$20.00 per day up to \$5000 per program year. Daily travel reimbursements for bus or taxi passes are limited to one round trip per day per activity and capped at \$50.00 per day up to \$5000 per program year. Total enrollment maximum of \$500 is allowed for the purchase of a bike.

Youth Incentive payments (YIP)

Incentive payments to youth participants are allowed for recognition and achievement directly tied to training activities and experiential learning activities. Incentive payments must be: (a) Tied to the goals of the specific program; (b) Outlined in writing before the commencement of the program that may provide incentive payments; (c) Align with the local program’s organizational policies; and (d) In accordance with the requirements contained in the Uniform Administrative Requirements 2CFR 200.

Region 8 YIPs are as follows:

High school diploma attainment	\$250.00
HiSED attainment	\$250.00
Achievement of Basic Skills or Benchmark goal as identified on the ISS (per goal)	\$100.00
Achievement of any of the following credentials/certifications	\$100.00

- Certified Nurse Aid
- Pre-Apprenticeship Construction Certification (PACT)
- ServeSafe
- Business Applications Certification (Word, Excel, PowerPoint)
- Retail Operations Certification
- Certified Production Technician
- Para Educator Certification
- One or two ear diploma through post-secondary education
- Production Welding

Employed for both the 2nd and 4th quarter after exit\$500.00

Additional Assistance for Youth Policy:

Region 8 identifies the following categories for Youth Needing Additional Assistance in addition to those barriers outlined in State Policy: Father of an unborn child, Out-of-School Youth with no work history.

Economic Self-Sufficiency:

Region 8 adopts the State Standard for Economic Self-Sufficiency.

Underemployed Individuals Policy:

Region 8 outlines the following criteria to qualify as an Underemployed Individual under the Adult and Dislocated Worker Programs:

- Currently employed on a less than full time basis and is seeking full time employment,
- Currently in a position that is below their level of skills and training,
- Currently does not meet the definition of a low-income individual, but their current job's earnings are not sufficient compared to their previous job's earnings. Must be at 80% below previous earnings.

Individualized Career Services Policy:

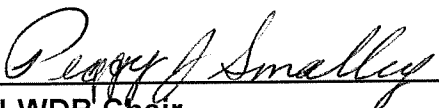
Region 8 will utilize the following assessments when necessary to determine eligibility:

- TABE and/or CASAS


These assessments are approved for use by the national Reporting System.

(If additional space is needed, add blank pages and label with page number.)

Approvals:



LWDB Chair Date 8-15-19



CEO Chair Date 8/15/19