


## Local Plan Modification Transmittal Form

<b>To Be Completed by LWDB</b>		<b>STATE USE ONLY</b>	
<b>LWDB:</b>	Region 11	<b>Date Received:</b>	10-9-19
<b>Date Submitted:</b>	10-9-19	<b>Date Approved:</b>	10-9-19
<b>Provide a description of Local Plan changes below:</b>		<b>Effective Date:</b>	11-3-19
		<b>Title I Rep:</b>	

Add the following to the Region 11 Local Service Plan:

**1. Geographical Preference for Enrollment Policy and Procedures:**

The Geographical Preference for Region 11 is that the participant must be a resident within the following counties: Polk, Story, Dallas, Boone, Madison, Warren, Jasper and Marion or attending one of the following local school districts: All Districts within the Heartland AEA and the Des Moines Area Community College boundaries. Preference is also given to those living outside of the region, but the Region 11 One Stop or satellite offices are the closest location to access America's Job Center services. For individuals living outside of these boundaries who request assistance from Region 11, approval must be requested/received from the WIOA region of residency and documented in the data management system.

**2. Eligibility Determination Policy for Participation of Minors:**

The Region 11 LWDB 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-

- A 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 individual's participation, as defined in policy by the Local WDB.

**3. Ineligibility to Receive Services:**

On the date that an individual is found ineligible to receive services, the individual will be mailed a letter stating why they are ineligible and providing them 30 days to respond to correct the ineligible status. A final determination will be made after the 30 days have expired and the individual will be mailed a letter within 5 business days stating the final determination of services.

**4. 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 provide them 30 days to respond to the fraud status. A final determination will be made after the 30 days have expired and the individual will be mailed a letter within 5 business days stating the final determination of services.

#### **5. Screening and Selection of Adult Mentors:**

The following is the selection and screening process for Adult Mentors in Region 11:

- a) Mentors must be at least 25 years of age.
- b) Mentors must pay for and complete a background check. Background check must be within 90 days before beginning mentorship.
- c) Mentor must complete a mentorship application, confidentiality statement, a rights and responsibilities agreement and provide background check results.
- d) Mentor must complete an interview with the Youth Standing Committee.
- e) Applications will be good for 90 days.

The LWDB will screen the interested mentor based on application, background check, and interview.

**OR** Region 11 could partner with other Agencies certified in Adult Mentoring Services.

#### **6. Objective Assessment:**

Region 11 will utilize one or a combination of the following assessments as part of the Objective Assessment Process: TABE, CASAS, Aleks, Career Coach, NCRC, O\*Net Interest Profiler, CAPS/COPS/COPES.

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.

#### **7. Support Services:**

Support service payments may be provided, when necessary, to enable a participant to participate in a WIOA "Title I" activity or a partner 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.

There are support cap maximums for the support services listed below. Caps are per participant per program year or per activity. Support caps can be altered with written permission of the Region 11, "Title 1" Director 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 1" activities, including interviewing, employment or work experience are allowable. Maximum expenditure for these items is \$400.00 per activity and \$800.00 maximum per enrollment.

Items such as uniforms and safety equipment are generally allowable. Purchase of required tools is allowable. Maximum expenditure for these items is \$1300.00 per enrollment.

#### **Dependent Care (DPC)**

The costs of dependent care from daycare providers. 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 provider. 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. DPC may also be used to assist participants with additional study time while enrolled in post-secondary education, at a ratio not to exceed one classroom hour to additional two study hours.

A maximum of \$4.80/hr per person or the rate of the provider, whichever is less. \$48/day maximum per

person or \$96/day maximum for family, meaning more than 1 child.  
Maximum expenditure is \$9,000.00 per participant per program year. Not to exceed 9 months' worth of payments per program year.

#### **Educational Assistance (EST)**

Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes is allowable. Maximum expenditure is \$2000.00 per program year.

#### **Educational Testing (EDT)**

Assistance with educational testing required for participation in WIOA "Title 1" activities is allowable. Some examples of educational testing include, but are not limited to, high school equivalency testing and vocational testing. If required for employment, the costs for licenses and application fees are allowable. Maximum expenditure is \$1000.00 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 or statute. Maximum expenditure is \$1000.00 per participant per program year.

#### **Health Care (HLC)**

Health care assistance could 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 will be used only when there are no other resources available to the participant. Maximum expenditure is \$500.00 per participant per program year.

#### **Miscellaneous Services (MSS)**

The cost of required equipment is allowed. Various fees related to education and/or employment are allowed. Must be required for their WIOA "Title 1" sponsored program. Limit is not to exceed \$1000 per participant per program year.

#### **Needs-Related Payments**

Not allowed in Region 11

#### **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 \$1000.00 per participant per program year.

#### **Stipends (STI) - Youth Only**

Region 11 awards a stipend of \$50.00 per week to students meeting a minimum attendance threshold for Hiset classes.

A stipend of \$25.00 per week may 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 8 weeks total.

A stipend of \$50.00 per class may be awarded for attending and successfully completing any class directly

related to the 14 youth services, including, but not limited to, leadership development, entrepreneurial skills and financial literacy, up to a maximum of \$250.00 per program year.

**Supported Employment and Training (SET)**

Supported Employment and Training payments are allowable to provide individuals requiring individualized assistance with the one-on-one instruction and with 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.

SET may be conducted in conjunction with experiential learning activities. An example of SET use may be the hiring of a job coach to assist an individual who has been placed in competitive employment.

The length of a Supported Employment and Training contract may not exceed six months. The service provider must have an established rate for the service and charges must be in the same manner and at the same rate as other entities purchasing similar services. Maximum expenditure is \$1000.00 per participant per program year.

**Transportation (TRN)**

The 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 (bicycle purchases only are capped at \$250 per participant per enrollment). Maximum expenditure for transportation services excluding purchase of bicycle is ~~\$500.00~~ per participant per program year. Maximum mile reimbursement is \$.40/mile. Daily travel reimbursements are limited to one round trip per day per activity, capped at \$40.00 per day. Maximum expenditure is \$1000.00 per participant per program year.

\$1000<sup>00</sup> AG

**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 2 CFR 200.

**Region 11 YIPs are as follows:**

High school diploma attainment.....	\$200.00
HiSED attainment.....	\$200.00
Achievement of Basic Skills or Benchmark goal as identified on the ISS (per goal).....	\$100.00
Completion of a Workplace Readiness curriculum (At least 6 hrs in length and 80% or better on test at the end).....	\$100.00
Obtainment of 10 Future Economic Opportunity Credits.....	\$200.00
Maximum FEO bonus.....	\$200.00
Completion of 30 hours leadership activity.....	\$200.00
Perfect attendance for subsidized or unsubsidized employment in a month.....	\$150.00
Achievement of any of the following credentials.....	\$250.00
Certified Nurse Aide	
Pre-Apprenticeship Construction Certification (PACT)	
ServeSafe	
Business Applications Certification (Word, Excel, Powerpoint)	

Retail Operations Certification  
Certified Production Technician  
Para Educator Certification  
One or two year diploma through post-secondary education  
Production Welding

Employed with the same employer at the 2nd quarter after exit.....\$200.00  
Employed with the same employer at the 4<sup>th</sup> quarter after exit.....\$200.00

**Additional Assistance for Youth Policy:**

Region 11 identifies the following categories for Youth Needing Additional Assistance in addition to those outlined in State Policy: Father of an unborn child, youth with no work history.

**8. Economic Self-Sufficiency:**

Region 11 adopts the State Standard for Economic Self-Sufficiency.

**9. Underemployed Individuals Policy:**

Region 11 outlines the following criteria to qualify as an Underemployed Individual under the Adult and Dislocated Worker Programs:

1. Currently employed on a less than full time basis and is seeking full time employment.
2. Currently in a position that is below their level of skills and training.
3. 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 from their previous employment. Must be at 80% or below previous earnings.

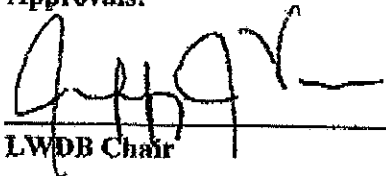
**10. Individualized Career Services Policy:**

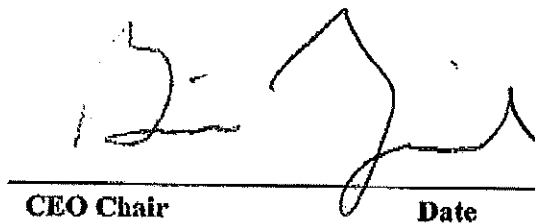
Region 11 will utilize the following assessments when necessary to determine eligibility:

1. TABE and/or CASAS

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

Approvals:

  
LWDB Chair  
Date 7/25/19

  
CEO Chair  
Date 8/1/19