



NORTHEAST IOWA LOCAL POLICIES AND PROCEDURES

NORTHEAST IOWA WORKFORCE
DEVELOPMENT BOARD 20221122



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NORTHEAST IOWA LOCAL POLICIES AND PROCEDURES

ADMINISTRATION AND GOVERNANCE

ACCOUNTING AND FINANCE POLICIES AND PROCEDURES

The CLEO will designate a Fiscal Agent pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA).

While WIOA permits the CLEO to designate an entity to serve on his/her behalf as fiscal agent, the designation does not relieve the CLEO of financial liability for any misspent funds. Under WIOA, the CLEO retains ultimate liability for the repayment of any WIOA funds which have been misused or costs which have been disallowed.

The purpose of this Policy is to articulate the expectations of the designated Fiscal Agent.

A. DELEGATION OF RESPONSIBILITIES

1. The CLEO and LWDB may delegate to the Fiscal Agent the power and responsibility to enter into contracts, subcontracts, and other agreements subject to CLEO and LWDB approval, to receive, expend, and distribute funds, to develop and evaluate procedures for financial management, and to hire, organize, and train the staff needed to carry out these responsibilities.
2. The Fiscal Agent will accept on behalf of the CLEO all grant funds associated with Title IB of WIOA, as well as other related grants designed to help carry out the purpose of WIOA programs. This responsibility also includes funds available under the Trade Adjustment Act (TAA), if applicable.
3. The Fiscal Agent will disburse WIOA funds for allowable workforce innovation activities on behalf of the CLEO. As required by law, these disbursements will occur at the direction of the LWDB, provided that the purpose for the disbursement is allowable, authorized and documented.
4. The Fiscal Agent's necessary and reasonable administrative costs for performing the duties of fiscal agent will be paid from WIOA funds available for administrative expenses as reflected in an operating budget which the Fiscal Agent shall submit to the CLEO and LWDB annually for approval.
5. No provision for profit is allowed for the Fiscal Agent and any excess of revenue over the costs must be counted as program income and spent in compliance with WIOA program income requirements. Interest earned on funds received under WIOA Title I must also be included in program income.

B. GENERAL EXPECTATIONS OF THE FISCAL AGENT FOR ADMINISTRATION

1. The Fiscal Agent will comply with Federal and State law, regulation and policy established for WIOA programs.
2. The Fiscal Agent will comply with relevant circulars of the Office of Management and Budget. These include but are not limited to the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 CFR, Part 200 and DOL's Exceptions at 2 CFR 2900.
3. The Fiscal Agent will maintain an accounting system that will meet all the fund accounting and reporting requirements for WIOA grant programs.
4. The Fiscal Agent will employ, train, and maintain a sufficient number of qualified staff members necessary to fulfill the duties of fiscal agent, subject to the limitations of an annual budget.
5. The Fiscal Agent will continuously review operational policies and make recommendations to streamline or improve administration of WIOA programs.
6. The Fiscal Agent will manage an appropriate system for the award and administration of grants and contracts, including monitoring of grants and contracts.
7. The Fiscal Agent will enter into written grant agreements or contracts only as needed and when clear goals and obligations are established and at the direction of the LWDB.
8. The Fiscal Agent will monitor the implementation of all grants and contracts and fulfill the requirement on local areas to conduct financial monitoring not less frequently than annually.
9. The Fiscal Agent will take prompt and appropriate corrective action upon becoming aware of any evidence of a violation of Federal or State WIOA rules or policies.
10. The Fiscal Agent will closely monitor the life of all grant funds to ensure they are used to the maximum amount allowed under WIOA and to avoid any loss of funds allocated to the LWDA.

C. PROCEDURAL EXPECTATIONS

1. The Fiscal Agent will manage a property control system that meets all Federal and State requirements and provides for a full accounting of all property and equipment purchased with WIOA funds.

D. SERVICE EXPECTATIONS

1. The decisions made by the Fiscal Agent will be transparent and based on the good of participants and the service delivery system within the local workforce innovation area as a whole.
2. The Fiscal Agent will assure continuity in customer services.

E. REPORTING EXPECTATIONS

1. The Fiscal Agent shall provide the following information monthly:
 - a. Reports and other documents that summarize the current financial conditions of all WIOA grants awarded to the LWDA, including income, expenditures, fund balances, comparison to approved budget and other financial metrics the CLEO and LWDB may identify in conjunction with the execution of their responsibilities under this Agreement.
 - b. Reports and supporting documents that summarize known compliance issues or concerns along with an explanation of any out-of-compliance notices received for any program for which the CLEO and LWDB retain ultimate responsibility.
2. The Fiscal Agent shall meet with a representative of the local board on a regular basis to review reports and address questions or concerns. These meetings shall be held not less frequently than quarterly.

F. SEPARATION OF DUTIES

1. The Fiscal Agent will follow all separation of duties and conflict of interest requirements under WIOA.

G. LIABILITY EXPECTATION

1. The Fiscal Agent will be held accountable for all expenditures or costs that violate WIOA requirements. This includes disallowed costs resulting from Fiscal Agent's failure to apply or properly interpret WIOA requirements, negligence, Fiscal Agent's failure to follow accepted standards of financial management or other failure to safeguard WIOA funds. All agreements or contracts with service providers shall include provisions that require the service provider to be responsible for disallowed costs resulting from the service provider's known failure to apply or properly interpret WIOA requirements, gross negligence, the service provider's failure to follow accepted standards of financial management or other failure to safeguard WIOA funds.
2. In the event costs are disallowed, the CLEO will seek reimbursement from the Fiscal Agent for all disallowed costs and expect the Fiscal Agent to repay these costs with non-Federal sources of funds. The Fiscal Agent may seek reimbursement from the service provider or other contractors for whom costs were disallowed. The Fiscal Agent shall assure that any such reimbursed costs will be paid from non-Federal sources of funds.

H. OTHER EXPECTATIONS OF THE CLEO AND LWDB

1. The CLEO and LWDB expects to work in partnership with the Fiscal Agent to safeguard WIOA funds and to assure that the funds available in the LWDA are used for the maximum benefit of citizens in the local area.

CONFLICT OF INTEREST

CODE OF CONDUCT

The following standards shall apply for the members of the Board, committees, staff, recipients, sub-recipients, contractors, and partners:

1. Adherence to the conflict of interest policies.
2. Adherence to procurement procedures that serve to minimize the appearance of conflicts, in addition to eliminating actual conflicts. Members who represent the One Stop Operator, Partners or actual or potential Service Providers and who serve on committees that oversee the One Stop System or the allocation of resources that would potentially be allocated to their programs shall refrain from discussing or voting on any matter that would financially impact the programs they represent.
3. Any Member that develops or drafts specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. To avoid potential conflicts as circumstances, change, Members whose employers may wish to participate in a future procurement will refrain from involvement in specification development or procurement processes.
4. It is the policy of the Board to discourage ex parte communications with any Board Member or any other person serving as an evaluator during the Request for Proposal (RFP) process. A Board Member or evaluator will not solicit nor receive any oral consideration. Any written communication to a Board Member or evaluator from potential contractors will be distributed to all Board Members by the Executive Director or his or her designee. Potential contractors who attempt to improperly influence the process will receive adverse scores. Any and all written communications should be provided to staff to be distributed to Board Members. Any other communication should be rejected by Members.
5. It shall be the policy of the Board that individual Members cannot commit the Board; rather, only the action by the Board, or the authorized actions of the Board Executive Committee, can constitute Board commitments.

ETHICAL PRINCIPLES

It is the Board's policy to be knowledgeable of, and comply with, all applicable federal and state laws and regulations in a manner that will reflect a high standard of ethics. Compliance does not comprise one's entire ethical responsibility; rather it is a minimum, and an essential condition for adherence to mission and duties.

It is the Board's policy that its representatives be knowledgeable of emerging issues and professional standards in the field and conduct themselves with professional competence, fairness, efficiency, and effectiveness.

CONFLICT OF INTEREST

It is the policy and expectation of the Board that its members will fulfill the fiduciary duties applicable to their service. Due to the legal and statutory structures of the Board, it is expected that conflicts of interest will arise, and this policy is intended to provide a framework that will allow the work of the Board to be achieved without the fact of or appearance of impropriety. The Board and all other agencies receiving direct financial assistance through WIOA shall avoid conflict of interest, real or apparent, by observing the following requirements:

1. Each grant recipient and subrecipient must maintain a written code of standards or conduct governing the performance of persons engaged in the award and administration of WIOA contracts and sub grants.
2. No individual in a decision-making capacity shall engage in any activity if a conflict of interest (real, implied, apparent, or potential) is involved. This includes decisions involving the selection, award, or administration of a sub grant or contract supported by Workforce Innovation and Opportunity Act (WIOA) or any other federal funds.
3. A Board member or a member of a Board committee cannot cast a vote or participate in any decision-making about providing services by such member (or by any organization that member directly represents) or on any matter that would provide any direct financial benefit to the member or to the member's organization.
4. Before any public discussions regarding the release of a Request for Proposal (RFP), or any matter regarding the release of funding or the provision of services, a Board Member or a member of a Board Committee must disclose any real, implied, apparent, or potential conflicts of interest before engaging in the discussion. The minutes of the meeting must reflect the disclosure.
5. Board and Committee Members or a member of agents of the organizations making awards cannot solicit or accept gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements.
6. Disciplinary actions may be taken up to and including termination of board membership for violation of this policy by any individual. The Executive Committee to the Board may evaluate any violations of these provisions on a case-by-case basis and recommend to the CEOs, if and what penalties, sanctions or other disciplinary action are appropriate.
7. Individuals shall not use for their personal gain, for the gain of others, or for other than officially designated purposes, any information obtained as a result of their committee, board or working relationships with the Board where that information is not available to the public at large or divulge such information in advance of the time decided by the Board for its release.
8. One Stop Operators must disclose any potential conflicts of interest arising from relationships with other service providers.

9. Any organization that has been selected or otherwise designated to perform more than one function related to WIOA must develop a written plan that clarifies how the organization will carry out its multiple responsibilities while demonstrating compliance with WIOA, corresponding regulations, relevant Office of Management and Budget circulars, and this Policy. This plan must limit conflict of interest or the appearance of conflict of interest, minimize fiscal risk, and develop appropriate firewalls within that single entity performing multiple functions. The plan must be agreed to by the Board.
10. Membership on the Board or being a recipient of WIOA funds to provide training or other services, is not itself a violation of conflict-of-interest provisions of WIOA or corresponding regulations.
11. Each Member shall sign a Conflict of Interest Attestation denoting that the Conflict of Interest Policies have been read, are understood, and that the Member pledges to conduct him/herself in accordance with such policies and procedures during their service to the Board.

Disclosure

1. Any member that has, or believes he or she has, a conflict of interest must disclose such potential conflict in accordance with the procedures established by the Board in this policy and shall do so in writing on a prescribed form. The following are deemed conflicts of interest that create a duty of member to fully disclose such interest immediately:
 - a. If member has a significant personal financial interest in a proposed transaction involving the Board.
 - b. If member is employed, or is a Trustee, Director, Officer or Member of any individual, organization, or entity that shall have a direct or indirect financial interest in a proposed transaction involving the Board.
 - c. If a Member represents a third party either through personal, professional, or confidential relationship and such party shall have a financial interest in a proposed transaction involving the Board.
 - d. No Member shall participate in the selection, award or administration of a procurement supported by WIOA funds where, to the individual's knowledge, any of the following has a financial or substantial interest in any organization which may be considered for award:
 - i. the officer, employee, agent or Board Member;
 - ii. any Member of his or her immediate family;
 - iii. his or her partner, or;
 - iv. a person or organization which employs, or is about to employ, any of the above.
2. In accordance with 20 CFR 683.200(c)(5)(i) "...a State WDB member, Local WDB Member, or standing committee member must neither cast a vote on, nor participate in any decision-making

capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or that Member's immediate family.”

3. In the event that a Board Member has an interest, directly or indirectly, in a business entity that would have a direct financial effect due to any official action taken by the Board, the Member shall declare, before a vote or discussion on the matter, the nature and extent of the interest and shall not voluntarily discuss the proposed Board action. Any such member shall recuse him or herself from participation prior to the official vote. This limitation on discussion shall not prohibit the Member from providing factual information in response to direct questions concerning the matter from other Members. The disclosure shall be reflected in the minutes of the meeting.
4. If an award of funding is made with a Member violating the requirements of this policy, the Board is empowered to immediately suspend the obligation; the suspension is subject to review at the next regular or special meeting of the Board. The balance of the Board, excluding the Member(s) with potential conflict, will then determine what final corrective actions are necessary. Actions will be taken in accordance with this Conflict of Interest Policy, and could include removal of the Member, suspension of the obligation, termination of the obligation, or civil action to recover any monetary damages.
5. This policy is not meant to necessarily rule out transactions between the Board and other persons or entities where an interest or a relationship between the Member and such a person or entity exists. This policy does, however, require proper disclosure and documentation of such relationships so that all decisions regarding these possible transactions are made in the best interest of the Board. As stated in 20 CFR Section 683.200(c)(5)(ii) “Neither membership on the State WDB, the Local WDB, or an LWDB standing committee, nor the receipt of WIOA funds to provide training and related services, by itself, violates the conflict-of-interest provisions.”
6. Nothing in this policy should be construed to prevent any Member's participation in WIOA programs. Board membership should not result in an employer receiving any more or any less consideration for trainees. What is important is to ensure that the officer, employee, agent, or Member does not approve his/her own training package, or contract for services, but that the system of approval allows for objective determinations.

DISCLAIMER

This policy is based on the Board's interpretation of the statute, along with the Workforce Innovation and Opportunity Act; Final Rule released by the U.S. Department of Labor and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal and state guidelines.

FIREWALLS

The purpose of this Policy is to provide guidance in the Board's commitment to guard against problems arising from real, perceived, or potential conflicts of interest not only through sound conflict of interest policies, but also through the establishment of suitable firewalls in the event of such conflicts.

A. Definitions

Conflict of Interest - A conflict between the official responsibilities and the private interests of a person or entity that is in a position of trust. A conflict of interest would arise when an individual or organization has a financial or other interest in or participates in the selection or award of funding for, an organization. Financial or other interest can be established either through ownership or employment.

Firewall - An established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include, but are not limited to, organizational arrangements that provide clear separation of duties and responsibilities, reporting hierarchy of managers and staff that provide clear separation between job duties and responsibilities, and conflict of interest/confidentiality/disclosure agreements.

B. Firewall Guidelines

Conflict of Interest Policy: All members of the Board, its established committees and the individuals/organizations functioning as staff to the board shall sign a conflict of interest attestation acknowledging receipt, review, and acceptance of the policy. These members have a continual duty to recognize potential conflict of interest upon the occurrence of any situation that would give rise to a potential or actual conflict of interest.

Multiple Roles: When a single entity fulfills more than one of the following roles including, but not limited to, Fiscal Agent, Board Staff, OSO or direct service provider, such entity is required to adhere to the guidelines set forth in this Policy.

C. Control Activities - 2 CFR 200.318(C)(1)

The organization maintains standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. The standards of conduct provide that no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. The standards of conduct state that a conflict of interest would arise when the employee, officer, or agency, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or tangible personal benefit from a firm considered for a contract. Officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contactors or parties to subcontracts. The standards of conduct provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

D. Fiscal Agent

Role: The role of the Fiscal Agent is limited to accounting and funds management functions such as receiving funds, ensuring sustained fiscal integrity and accountability for expenditures of funds in accordance with the Office of Management and Budget circulars, the Workforce Innovation and Opportunity Act (WIOA) and the corresponding federal regulations and state policies. The Fiscal Agent is responsible for responding to audit financial findings, maintaining proper accounting records and adequate documentation, and preparing of financial reports. The Fiscal Agent must also, provide financial assistance to subrecipients regarding fiscal issues.

The Fiscal Agent shall ensure that an audit of the Board's financial statements and schedule of expenditures of federal awards is conducted by an independent third-party auditor on an annual basis. Such audit shall also include a review of the internal controls. The Fiscal Agent shall present the audit results to the CLEO and the Board annually.

E. Executive Director

Role: The role of the Executive Director is to oversee the operation and administration of the Northeast Iowa Local Workforce Development Board. The Executive Director is charged with assisting in carrying out the functions described in the local board required functions.

F. One-Stop Operator

Selection of OSO: The Board shall select its OSO through a competitive procurement process at least once every three (3) years (WIOA Sec. 121 [d][2][A]). As part of that process, the Board must clearly articulate the expected role(s) and responsibilities of the OSO. When selecting the OSO, the Board shall comply with the federal procurement standards outlined in the Uniform Guidance, as well as any state or local procurement policies.

Conflicts with Title I Service Providers: The OSO will report any concerns or issues relating to conflicts of interest with any Title I service provider directly to Board or the Board Executive Director.

Duties: The primary role of the OSO is coordinating service delivery among the partners in the one-stop system. One-Stop Operators must comply with Federal regulations, and procurement policies, relating to the calculation and use of profits. The OSO will coordinate the service delivery of required one-stop partners and service providers. The OSO has no staffing authority over the hiring, firing, termination, promotion, etc. of staff members.

The OSO reports to the Board's Executive Director.

G. Title I Service Providers

Selection of Title I Service Providers: Providers of Title I Adult, Dislocated Worker and Youth programs will be competitively procured in accordance with federal and state policies.

Conflicts with One-Stop Operators: Providers delivering Title I Adult/Dislocated Worker services and Title I Youth services will report any concerns or issues relating to conflicts of interest with the OSO directly to the Board or the Executive Director to the Board.

If the Title I Adult/Dislocated Worker program provider and/or the Title I Youth program provider is selected to serve as the OSO, firewalls must be in place to ensure the staff members providing Title I services are not performing OSO duties and vice versa.

The work and performance of the Title I service providers shall be monitored by the Board Executive Director in accordance with the Board's monitoring policy. Any issues related to the provision of services by a Title I service provider shall be handled by the Executive Director of the Board and a corrective action notice shall be issued. Should such issues not be resolved (or a plan for resolution be in place) within sixty (60) days of being identified, then the Executive Director will consult with the Board Chair and outstanding issues will be addressed by the Executive Committee of the Board.

Reporting: Title I Service Providers report to the Board's Executive Director.

G. Board and Committees

Role in Conflicts: The Board will be responsible for all conflicts of interest oversight and monitoring activities, including but not limited to, imposing separation of duties and/or functions among individuals and entities party to this policy and restriction of access to physical and electronic information. Members of the Board will be required to recuse themselves/abstain from any vote where a conflict of interest exists. In the event of a conflict of interest with staff, such person will not be involved in any selection process, meetings, or discussions. All conflicts will be shared with the CLEO and the Board Chair. In the event the conflict involves the CLEO, the Board Chair will communicate with the Executive Committee of the Board. In the event the conflict involves the Board Chair, the CLEO will communicate with the Board Vice Chair and other Executive Committee members. When a conflict involves staff, the CLEO, Board Chair, and/or staff member(s) not involved in the conflict will assume the duties and functions of the aforementioned staff.

The Established Conflict of Interest Standards State: Members must neither cast a vote on, nor participate in any decision-making capacity on the provision of services by such member or any organization which that member directly represents nor on any matter which would provide direct financial benefit to that member or that member's immediate family. Please see the conflict of interest policy and 20 CFR 683.200(c)(5)(i) for more information.

Recusal from Vote/Quorum: The existence of a quorum is not affected by the recusal or abstention of a member if a quorum is initially present at the meeting. In situations where a member recuses himself/herself from a vote, any actions voted on after the departure of that member may still be passed as long as a majority of the initial quorum approves the action.

H. Individuals and Organizations Serving as Staff to the Board

Executive Director: The Executive Director is responsible for the day-to-day operations of the Board and is charged with all local board required functions. The Executive Director is also responsible for preparing all meeting notices, documentation, and correspondence for board members.

Fiscal Agent: The Agent is responsible for accounting and fund management functions and also provides regular financial reports to the Board. The fiscal agent does not have the authority to approve/deny funding and/or payments. The Fiscal Agent is hired by the Northeast Iowa Local Workforce Development Board and reports directly to the Executive Director of the Board.

GRIEVANCE AND COMPLAINTS PROCEDURES POLICY

Civil Rights

No action may be taken in selecting customers, in assigning them to services, employment or training site, or in exiting them from WIOA or from a WIOA activity if such action is based on discrimination with regard to race, color, national origin, political affiliation, or belief, religion, sex, disability, or age or marital status.

Additional Rights and Benefits

- Each participant shall be assured of worker's compensation or of comparable insurance coverage, as appropriate.
- Each participant, before starting WIOA sponsored services, training, or employment, shall be informed of all rights and benefits to which the customer may be entitled in connection with such training or employment. This shall be provided in a program orientation session.
- Each participant will receive individualized counseling services and be an active partner in the development of an Individual Employment Plan (IEP) or Individualized Service Strategy (ISS), based on individual service strategies developed for the participant. The participant shall receive a copy of the IEP or ISS.
- Participants will not be permitted to work, be trained, or receive services under conditions, which are unsanitary or hazardous in any way to their health or safety.
- Each applicant/participant shall be informed of the complaint and hearing procedure applicable to the WIOA activity in which they are enrolled. The right to file a complaint about any aspect of WIOA is granted by law to all applicants and participants.

COMPLAINTS AND GRIEVANCES

These procedures are for individuals who have been denied access to WIOA Basic or Individualized Services. Service providers may provide customers with access to programs and services operated and administered by other organizations and agencies.

Applicants/clients/participants may file a complaint about any aspect of their WIOA participation. If an individual has a complaint or grievance about programs or services administered by other organizations and agencies, he/she may need to process the complaint or grievance in accordance with the rules and procedures in place for that entity. Except for complaints alleging fraud, criminal activity, discrimination or sexual harassment, complaints shall be made within one year of the alleged occurrence.

A GRIEVANCE MAY BE FILED IF:

- The grievance is regarding the WIOA programs or if there has been a violation of the law concerning a WIOA program and the filer was affected by that violation.
- The individual seeking WIOA services was denied a program service or benefit for which he/she was eligible.

TYPES OF COMPLAINTS NOT COVERED BY THESE PROCEDURES

1. WIOA is not an entitlement program. This means that even if an individual is eligible to receive services under these programs, the individual may be denied access to a specific service allowable under program rules. This is not considered a violation of the law and may occur, because:
 - a. There may not be sufficient funds to enroll an individual into a program or provide a service at the time of application or the time of need for the service.
 - b. Local Areas determine the types and mix of services to offer and may have decided not to offer a particular benefit or service. In such instance, there would be no grounds upon which to file a grievance. A copy of the applicable policy will be made available upon request.
 - c. Under WIOA there are eligibility requirements and prioritization criteria. Individuals who are seeking services but who do not meet the eligibility or prioritization criteria cannot be served with these funds.
 - d. Local Areas have the flexibility to impose requirements or to develop policies and procedures applicable to the programs and services. Requirements, policies, and procedures that have been adopted may restrict access to a program service or may limit the availability of a program service.

COMPLAINT PROCEDURE

Complaints must be filed within 180 days from the start date of the event or condition that is alleged to be a violation of WIOA.

Informal Resolution

Every attempt must be made to work things out informally before a grievance can be filed. Concerns must first be discussed with WIOA staff with whom the individual is currently working. If the matter is not resolved, a meeting with the Title I Director may be requested. This informal resolution process must be completed within 10 business days from the date the complaint was filed. If all parties are satisfied, the complaint will be considered resolved.

State and Federal Resolution

If an individual believes to have been subjected to discrimination under WIOA Title 1-financially assisted program or activity, a complaint may be filed within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);

Iowa State WIOA EO Officer
 1000 East Grand Ave.,
 Des Moines, Iowa 50319-
 Ph. (515) 281-8149

Or

Director, Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210

If a complaint is filed with the recipient, the filer must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever comes sooner), before filing with the Civil Rights Center (see address above). If the recipient does not provide a written notice of Final Action within 90 days of the day on which the complaint was filed, the filer does not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, the CRC complaint must be filed within 30 days of the 90-day deadline (in other words, within 120 days after the day on which the complaint was filed with the recipient). If the recipient does provide a written Notice of Final Action on the complaint, but the filer is dissatisfied with the decision or resolution, a complaint may be filed with CRC. The CRC complaint must be filed within 30 days of the date on which the notice of final action was received.

What Information Should a Complaint Contain

The complainant may also submit a written and signed complaint narrative, at any level, containing the information required under 29 CFR 38.73, which describes what a complaint must contain as follows:

1. The complainant's name and address (or another means of contacting the complainant);
2. The identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination);
3. A description of the complainant's allegations. This description must include enough detail to allow the State WIOA EO Officer or the Director of the DOL CRC as applicable, to decide whether.
 - a. CRC or the recipient, as applicable, has jurisdiction over the complaint;
 - b. The complaint was filed in time; and
 - c. The complaint has apparent merit; in other words, whether the complainant's allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions of WIOA or 29 CFR Part 38; and
 - d. The complainant's signature or the signature of the complainant's authorized representative.

The complaint may be filed with the IowaWORKS EO Liaison to be forwarded to the State WIOA EO Officer for processing; at Iowa Workforce Development, 1000 East Grand Avenue, Des Moines, Iowa 50319-0209, Telephone 515-281-8149. Hearing Impaired dial 711. Or complainants may be filed with the U.S. Department of Labor, Director, Civil Rights Center, 200 Constitution Ave. NW, Room N-4123, Washington, DC 20210. Discrimination complaints must be submitted within 180 days. All discrimination complaints filed must be submitted within 180 days of the alleged violation. An extension of the 180-day filing period may be allowed by the CRC when the complainant demonstrates good cause. Filing a complaint at the state level shall be deemed to have occurred on the date that written notice is actually received by Iowa Workforce Development (IWD).

The State WIOA EO Officer shall accept and investigate only those discrimination complaints within IWD's jurisdiction alleging a violation of Section 188 of the WIOA or 29 CFR 38 by a respondent.

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

EQUAL OPPORTUNITY IS THE LAW NOTICE

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or,
- Against any beneficiary of, applicant to, or participation in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

TRAVEL POLICY

Updated 11/21/2022

NEIWDB Board Members, CEOs and Staff Members may be reimbursed for meals, lodging, and travel costs incurred in the performance of administrative and program functions as is relates to WIOA. Reasonable travel costs necessary to effectively manage the grant, provide oversight, and measure program effectiveness are allowable.

It is the policy of the NEIWDB to reimburse representatives for travel expenses incurred in the in performance of duties under WIOA. Such reimbursement must meet requirements outlined in the Code of Federal Regulations (CFR).

Guiding Principles

- Reimbursement for travel is authorized for official NEIWDB business within the budgetary limits established in the annual budget.

- Written permission must be obtained from the Executive Director or Board Chair prior to travel unless specifically related to normally scheduled board, committee, CEO meetings, trainings, or routine NEIWDB business within the Local Area.
- A travel expense form must be completed by anyone requesting reimbursement.
- CEOs may request mileage reimbursement if reimbursement is not provided by the county in which they serve.
- The completed form should be submitted to the NEIWDB Executive Director/designee for approval and processing. Additionally, all expenses are reviewed by the fiscal agent prior to processing.
- The Executive Director’s expenses for travel outside the Northeast Iowa Local Area will be approved by the Board Chair prior to submittal to the fiscal agent for processing.
- No reimbursement will be provided if the traveler receives reimbursement through other sources, double dipping is prohibited and subject to criminal and civil action to recover expenses.
- All incurred expenses must be supported by adequate documentation. (Conference or meeting agendas, invoices, etc.) See 2 CFR Part 225.
- The NEIWDB is a fiscal recipient and is the custodian of federal funds, which must be safeguarded and used only for legitimate purposes to perform responsibilities that directly support the mission of the board.
- “Reasonable costs. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.” 2 CFR Part 225 Appendix A.

Mileage Reimbursement

- Miles driven should be calculated using the representative’s domiciled business address as the starting point. Return trips should use the site of the NEIWDB involved business as the starting point and the representative’s domiciled business address as the ending point.
- The mileage reimbursement rate is calculated to assist with fuel costs as well as wear and tear on the automobile.
- The current IRS Federal rate will be used for mileage reimbursement.
- A Google map showing actual miles must be submitted with the travel reimbursement form.

Lodging

- If the event in question is hosted at a hotel, the negotiated conference rate may be acceptable but should be approved in advance by the NEIWDB Executive Director or designee if the rate exceeds the GSA per diem rate for lodging. Tips and room service fees are considered part of per diem and are not reimbursable.
- Representatives traveling on behalf of NEIWDB may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the representative’s itinerary shall be considered in determining reasonableness.
- Any lodging outside of the Northeast Iowa Local Area must be approved at least 14 days in advance by the Executive Director or designee.
- The specific location rate will be determined using the GSA rate and adhered to whenever possible. When the GSA rate cannot be followed written explanation of why will be required.

Meals

The costs of meals and refreshments are allowable with conditions. However, in accordance with the authorities cited above, costs can be incurred only when necessary and reasonable for the proper and efficient performance and administration of a grant award. While the allowability of such costs is determined on a case-by case basis, it is important to consider:

- The reasonableness of the aggregate costs to demonstrate that Boards have acted with due prudence in circumstances, considering their responsibilities to the government unit, its employees, the public at large, and state or Federal Government.
- Aggregate costs periodically-e.g., over a 12-month period will be reviewed to identify needed changes to the policies in order to avoid incurring individual and aggregate costs that appear excessive or lavish.
- Tips are allowable up to 20%.
- No alcoholic beverages are permitted.
- All meal receipts must be itemized.
- Reasonableness of the cost of meals will be determined by comparing to the allowable GSA per diem rate for the specific area.

Examples of when a reasonable need arises to incur such costs include, but are not limited to, the following:

- Allowable costs of meals incidental to the cost of meetings and conferences where the primary purpose is the dissemination of technical information.
- Costs of meals incidental to the cost of meetings and conferences are allowable when the grantee incurs such costs in the process of conducting meetings or conferences with external customers and other professional colleagues outside of the entity's organization.
- The cost of a "working lunch" with external customers and other colleagues is considered "reasonable and necessary" when there is adequate documentation on the reason of having the meeting during mealtime hours.

Miscellaneous Reimbursements

- Like all disbursements of WIOA funds, reimbursements should be adequately documented, reasonable, directly, or indirectly allowable to one or more grants.
- Miscellaneous expenses are those deemed necessary in the conduct of the official business of the NEIWDB, which are not included in the categories of lodging or mileage.
 - a. All miscellaneous expenses shall be claimed under the column heading "miscellaneous expense" on the travel form and be supported by sufficient documentation (receipts).
 - b. A receipt for each and every transaction involving miscellaneous expenditures shall be provided.
 - c. Receipts are required for such things as:
 - i. Admission tickets
 - ii. Registration receipts
 - iii. Taxi services, Uber, Lyft services
 - iv. Tolls, garage, and parking fees

Travel Request Process and Procedure

1. Expenses will not be reimbursed unless the representative requesting reimbursement submits the Expense Form.
2. The Expense Form must be submitted within 30 days of the trip. The Expense Form must be filled out in its entirety.
3. Any delays in submission will result in delays in processing and timelines may be extended.
4. Board Chair/Executive Director will verify the travel expense form to receipts and approve for processing within 5 business days.
5. Board Executive Director will email the travel expense form to the Fiscal Agent for processing.
6. All travel expense form payments will be processed and paid by the Fiscal Agent within 30 days of receipt.

Travel Expense Form

Submitted by: _____ Date: _____

Dates of Travel: _____

Destination: _____

Representatives for Whom Reimbursement is Being Requested _____

Reason for Travel: _____

Expenses (All expenses must be accompanied by itemized receipts)

Reimbursements

	# of Receipts	Amount
Mileage	_____	\$ _____
Meals	_____	\$ _____
Transportation (Uber, taxi, etc.)	_____	\$ _____
Lodging	_____	\$ _____
Airfare/Baggage	_____	\$ _____
Miscellaneous Specify	_____	\$ _____

Total Reimbursement \$ _____

Executive Director/Board Chair Approve Not Approved

Signature: _____ Date: _____

Are there any credit card charges associated with this trip? If yes, please list related charges and amounts?

Additional Comments:

CREDIT CARD POLICY

New 11/21/2022

The Northeast Iowa Workforce Development Board (NEIWDB) will have one credit card and will be used for the purposes of purchasing office supplies, expenses incurred for business travel, and online purchases, registrations, and membership dues and other related expenses required to conduct NEIWDB business.

1. The credit card has a credit limit of \$4,000.00 and will have the Executive Director as the name on the card.
2. The credit card will be issued through Central Iowa Juvenile Detention Center (CIJDC).
3. Authorized users include the Executive Director of the Northeast Iowa Workforce Board.
4. All charges will be at the discretion of the Executive Director or the Executive Committee.
5. The Executive Director is responsible for maintaining the credit card and tracking its balance. The Executive Director is responsible for reconciling the statement each month and submitting all supporting documentation required for payment including receipts.
6. The credit card is board property and when making a purchase it is making a financial commitment on behalf of the board. Expenses should meet all WIOA guidelines for approved expenditures.

PERSONALLY IDENTIFIABLE INFORMATION (PII) POLICY

New 10/27/2022

This policy applies to and provides guidance for Northeast Workforce Development Board (NEIWDB) staff, contractor staff, grantees, sub-grantees, partner staff, and staff of any co-located partner in the workforce centers (collectively “Parties”) involved in the handling and protecting of Personally Identifiable Information (“PII”) as a result of WIOA activities in the Northeast Iowa Local Workforce Development Area, including wage and education records, will protect PII in accordance with the law. FERPA (as amended), WIOA, and applicable Departmental regulations will be followed. As well as any governing guidelines including federal law, OMB guidance, United States Department of Labor, Employment and Training Administration policies (see Training and Employment Guidance Letter No. 39-11), as well as any relevant state and local requirements.

As part of its workforce development activities, Parties may have in their possession PII relating to their organization and staff, sub grantee and partner organizations and staff and individual program participants.

This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files and other sources. Federal law, OMB guidance, federal, state, and local policies require that PII and other sensitive information be protected. To ensure compliance with these policies/regulations, PII and sensitive data developed, obtained, or otherwise associated with federal and state funding must be secured and protected at all times.

Per the NEIWDB MOU the following apply:

1. The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
2. All confidential data contained in the UI wage records must be protected in accordance with the requirements set forth in 20 CFR 603.
3. All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
4. Customer data may be shared with other programs, for those programs' purposes, within the Iowa **WORKS** Center network only after written consent of the individual has been obtained, where required.
5. Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
6. All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended. 29 CFR 794(d).

Training and Policies:

Parties' management shall ensure that all of their staff are trained in the use of PII upon hire and at least annually thereafter, including any training necessary to access the Iowa **WORKS** database system.

Each local program representative will sign an acknowledgement form that their staff have been provided training on confidentiality internally through their respective organization. Parties should have standard operating procedures in place to address the protection of PII.

Parties' Awareness and Acknowledgement

1. All Parties with access to PII must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards within the Federal and state laws.
2. All Parties who have access to PII are required to annually sign a PII Policy Acknowledgment Form (attached) acknowledging the confidential nature of the data and their responsibility to comply with safe and secure management of the data according to this policy and applicable law.
3. These forms shall be kept on file with the respective Parties' personnel files and shall be available for monitoring review at the request of the NEIWDB.

Collection of PII

1. Before collecting PII or sensitive information from participants, parties shall ensure participants sign releases acknowledging the use of PII for program services only.
2. Whenever possible, parties shall use unique identifiers for participant tracking instead of SSNs.
3. While SSNs may initially be required for performance tracking purposes, a unique identifier could be linked to each individual record.

4. Once the SSN is entered for performance tracking, the unique identifier should be used in place of the SSN for tracking purposes.
5. If SSNs must be used for tracking purposes, they must be stored or displayed in a way that is not attributable to a particular individual, such as using a truncated SSN.

Ensure Privacy and Restriction of Use

1. All Parties must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure and must ensure that PII used during the performance of their duties has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
2. Access to any PII shall be restricted to only those Parties who require it in their official capacity to perform duties in connection with the scope of their services.

Physical and Remote Access

1. All Parties shall ensure that all PII data obtained through their program services is stored in an area that is physically safe from access by unauthorized persons at all times and is managed with appropriate information technology (IT) services and designated locations.
2. Parties shall store paper documents containing PII in locked cabinets when not in use. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means.
3. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.
4. To ensure that PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via email or stored on CDs, DVDs, thumb drives, etc., must be encrypted.
5. If special procedures are required to handle PII during the provision of mobile rapid response services, the one-stop operator shall develop and implement procedures to ensure compliance with this policy. The procedure will be reviewed as needed by the one stop operator and LWDB staff.
6. Parties shall never leave records containing PII open and unattended.

Use of Personal Mobile Devices

1. No employee may access Iowa Workforce Development (IWD) email through a personal mobile device without the approval from IWD and/or the NEIWDB Executive Director.
2. If such approval to access the network and/or company email through a personal device is granted, the employee agrees to the following:
 - a. All personal mobile devices must be password protected at all times.
 - b. In order to protect PII, NEIWDB/IWD retains the right to delete data and/or applications from any device that contains company information.

- c. Personal mobile devices will require the installation of various applications, as determined by IWD based on the mobile device.
3. Please note that in certain situations a device may be completely wiped in order to ensure that NEIWDB/IWD can protect its interests.
 - a. If given sufficient notice, NEIWDB/IWD can work with the Parties to avoid such action.
 - b. If a Party's device has been compromised, lost, or stolen, such person shall reach out immediately to NEIWDB/IWD.

Retention and Destruction

All PII data must be retained to satisfy all required record retention requirements. Thereafter, all PII data must be destroyed using appropriate methods for destroying sensitive PII in paper files (i.e., shredding) and securely deleting sensitive electronic PII.

Reporting

Parties shall immediately report any breach or suspected breach of PII to the NEIWDB/IWD (in the case of electronic data) or to such Party's supervisor (in all other cases).

Related Information

TEGL 39-11

PII Policy Acknowledgment Form

I have reviewed and acknowledge understanding of the NEIWDB Personally Identifiable Information Policy and agree that all necessary steps will be taken to ensure the privacy and confidential nature of all personally identifiable information (PII) to protect the PII from unauthorized disclosure.

I further agree that all personally identifiable information will be stored in an area that is physically safe from access by unauthorized persons and will be managed with appropriate information technology (IT) services at all times.

All collection and use of any information, systems or records that contain personally identifiable information (PII) will be limited to purposes that support the programs and activities conducted with WIOA funding through the One Stop system in the Northeast Iowa Local Workforce Development Area.

Access to software systems and files under my control containing PII will be limited to use in my responsibilities as an authorized staff person within the system. This includes the safeguarding of computer passwords and access to any/all computer information systems. I will not share my Iowa**WORKS** ID with or allow anyone to use my Iowa**WORKS** access. (Doing so will cause me to forfeit my access). I agree to abide by regulations that govern the access, use and disposal of PII in accordance with WIOA and the NEIWDB.

Printed Name

Signature

Agency Name

Date

PRIORITY OF SERVICE

The NEIWDB will ensure that priority of service is provided to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient by providing oversight of the Title I Service Provider and monitoring regular reports of participants served from the Title I Director.

The Title I service provider(s) will create a list of prospective Title I clients and gather information on income status and involvement in other assistance programs (ex: SNAP, TANF, SSI) from the individuals through an application process. One-on-one meetings will be held with prospective clients to determine eligibility. Basic skills deficient status will be determined by administering the CASAS assessment, either with Title I staff or in collaboration with Title II providers if the individual has also expressed interest in Adult Education & Literacy services. Cost-sharing agreements will be developed between Title I and II when Title II staff/resources are used to assess individuals who are not co-enrolled.

The Title I service provider(s) will develop a system that is inclusive of all eligible clients as the program continues to grow. For example, if enrollment reaches the point at which a waiting list is needed, priority will be given based on greatest need. A follow-up system will be established to track and retain all clients and referrals.

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. §4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

PROCUREMENT POLICIES AND PROCEDURES

The Northeast Iowa Workforce Development Board (NEIWDB) will use a competitive process for the selection of service providers and the one-stop operator. This process is designed to support continuous improvement through the evaluation of performance and re-competition of service providers and one-stop operators will be conducted, at a minimum, every four years.

Competition is intended to promote the efficiency and effectiveness of the service providers and one-stop operator by providing a mechanism for the NEIWDB to regularly examine performance and costs against original expectations.

In the procurement of the One-Stop Operator and Service Providers, the NEIWDB will use the following methods through a competitive process:

- Sealed Bids, (formal advertising), such as an invitation for bids (IFB)
- Competitive Proposals, such as a request for proposals (RFP)

Sole source can only be pursued after a minimum of two attempts to competitively procure, including one attempt that combines the procurement of the one-stop operator with the selection of the Adult and Dislocated Worker service provider.

Sole Source

One-Stop Operator and Service Provider:

The NEIWDB may select a one-stop operator and/or Service Provider through sole source selection only under the criteria outlined in WIOA. The NEIWDB must follow its local sole source policies and procedures, the Uniform Guidance, and State policy. If the NEIWDB uses the sole source selection process, written documentation describing the entire process of making such a selection will be prepared and maintained.

Sole source procurement can only be utilized when:

- The item or service is available only from a single source.
- The public exigency or emergency for the item or service will not permit a delay resulting from competitive solicitation.
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity.
- After solicitation of several sources, competition is determined to be inadequate, whether for reasons of number or quality of proposals/bids.

If the NEIWDB requests to use sole source procurement for one-stop operators and/or Service Provider must submit a formal request to Iowa Workforce Development electronically at:

WIOAgovernance@iwd.iowa.gov

The request must include justification that all other options were exhausted and identify the reason for sole source. The NEIWDB will identify the timeline and the activities performed prior to the sole source request and must certify that all appropriate measures consistent with the WIOA and this policy have been taken.

The following documentation will be included with the request for sole source:

- Copy of the RFP or IFB
- Proof of the announcement medium used (newspaper, social media)
- Documentation showing how long the announcement was posted
- The name of the entity to which the sole source is to be awarded
- Documentation showing that the entity has the capacity and ability to perform the one-stop operator functions, **OR**
- Documentation showing that the entity has the capacity and ability to perform the functions required to provide career services and/or youth workforce innovation opportunity activities.

Procurement Standards

The NEIWDB will include appropriate protections from conflict of interest.

The following requirements will be followed as part of the competitive process and include:

- Written Policies and Procedures
 - Such policies and procedures must describe the competitive process for selecting a one-stop operator and the manner in which it will address the settlement of all contractual and administrative issues, such as protests, appeals, and disputes. The NEIWDB will provide a competitive process for selection the One-Stop Operator and/or Service provider(s). All proposals or sealed bids received by the submission deadline will be initially reviewed for responsiveness and compliance with the specifications and requirements in the RFP/IFB. The proposals passing the initial review will be scored by the review committee according to the following criteria, with attention to clarity, completeness, and quality:
 - Cover Sheet
 - Executive Summary
 - Organization Overview
 - Program Narrative
 - Budget & Budget Narrative
 - Attachments
 - The NEIWDB is required to complete the One-Stop operator and/or Service Provider(s) competitive process every four years. Six (6) months prior to the end of the four (4) years, the NEIWDB will begin the procurement process in order to meet the guidelines. For Service Providers: the NEIWDB may extend the initial one-year contract for up to an additional three (3) years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of the local area.
 - Appropriate Methods of Procurement for Competitions
 - As a non-federal entity, the NEIWDB will use the following methods of procurement (described at 2 CFR 200.320):
 - Sealed Bids
 - Competitive Proposals
 - Sole Source
 - Full and Open Competition
 - A funding level range or an up to amount must be provided in the RFP that ensures the responsibilities in the Statement of Work can be performed.
 - Such competition must be conducted for all procurement transactions.

- Written procedures must allow for sufficient time for all phases of the procurement process to be carried out in a manner that would not unduly restrict competition.
 - The RFP must be open for a minimum of 20 business days.
 - Pre-qualified lists must be current and include enough qualified sources to ensure open and free competition and must not preclude bidders and offerors from qualifying during the solicitation period.
- Procurements that are in excess of the simplified acquisition threshold (currently set at \$150,000 by 48 CFR 2.1) cannot use the small purchase procurement.
 - Entities performing a competitive procurement must ensure the proposed costs of the one-stop operator are allowable, meaning that they are reasonable, necessary, and allocable.
 - Restricting competition is not allowed. Activities that may be considered to be restrictive of competition include, but are not limited to:
 - Placing unreasonable requirements on firms for them to qualify to do business.
 - Requiring unnecessary experience and excessive bonding.
 - Non-competitive pricing practices between firms or between affiliated companies.
 - Non-competitive contracts to consultants that are on retainer contracts.
 - Organizational conflicts of interest.
 - Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
 - Any arbitrary action in the procurement process.

Standards of Conduct

The NEIWDB will uphold the following standards of conduct to ensure fairness, objectivity, ethical standards, and other related standards of conduct during all phases of the procurement process:

- Mitigating apparent or real conflicts of interest. Conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated has a financial or other interest or a tangible personal benefit from a firm considered for a contract.
- The NEIWDB shall avoid organizational conflict of interest; NEIWDB members and board personnel shall avoid personal conflict of interest and the appearance of conflict of interest in awarding the One-Stop Operator and/or Service Provider.
- Disclosure of any real or apparent conflict of interest, whether individual, or organizational. Written standards of conduct must identify the process for recusal of individuals or organizations that are members of the NEIWDB who disclose a real or apparent conflict of interest.
- The announcements of solicitation requirements including proposal evaluation factors which will be used to assess bids or proposals will be released to all bidders at the same time.

- Information given in response to a question from one bidder will be shared with all known potential bidders.
- Any member of the NEIWDB or board support involved in a procurement process will not be employed by any bidder for that same procurement.

Penalties, Sanctions, and Disciplinary Actions

The NEIWDB will provide for penalties, sanctions, or other disciplinary actions for violations of standards of conduct by chief lead elected officials, board members, board staff, fiscal agent staff, bidders, service providers, contractors, vendors, or their agents.

Any attempt by a potential sub-recipient, service provider, or vendor to make any payment, gratuity, or offer of employment or kickbacks to any individual involved in a procurement process will lead to disqualification of that entity's proposal.

The NEIWDB will maintain a description of the firewalls and internal controls to mitigate conflict of interest in circumstances including, but not limited to, situations where an entity acts in more than one role in the one-stop delivery system or performs more than one function in the procurement process, as well as situations where the non-federal entity uses a sole source selection.

Confidentiality of the Information Contained in the Proposals Submitted for Consideration

It is the policy of the NEIWDB to prohibit ex-parte communication with any board member, board staff, consultants, or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration. No individual who is a proposal evaluator will collaborate and/or communicate with any respondent.

Evaluators will be asked to sign a “Conflict of Interest Certification for Request for Proposal” stating they have not communicated or collaborated with any respondent. Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to the Chair of the NEIWDB and Chief Lead Elected Official for review and appropriate action. Bidders who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

No entity that develops or drafts specifications, requirements, statements of work, IFBs or RFPs, and proposal evaluations will be allowed to compete under the procurement.

Transparency and Responsibility

The procurement process must be conducted with transparency and responsibility from the planning phase to the closeout phase.

- Information about the NEIWDB selection and certification of both One-Stop and/or Service provider will be made available by electronic means and open meetings, in accordance with Sunshine Provision.
- Information must be made available to auditors and Federal reviewers.
- When selecting an entity as the one-stop operation, the NEIWDB must consider the entity's programmatic and fiscal integrity, compliance with public policy, record of past performance and other factors that demonstrate transparency and responsibility.
- The NEIWDB must ensure that an entity is not debarred, suspended, or otherwise excluded from or ineligible to participate in Federal assistance programs or activities.

VETERANS PRIORITY OF SERVICE

The Jobs for Veterans Act provides an emphasis on serving veterans by establishing a priority of service for veterans and eligible spouses in all employment and training programs funded by the Department of Labor. Priority of Service is the right of an eligible "Covered Person" to be given priority of service over an eligible non-covered person for the receipt of employment, training and placement services, notwithstanding other provisions of the law.

For Title I Adult services, the program's eligibility and priority considerations must be made first, and then veteran's priority applied.

To determine eligibility for veterans and spouses:

- First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult formula funding. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive priority for services with WIOA Adult formula funds for individualized career services and training services. (NOTE: Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority.)
- Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
- Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- Fourth, priority populations established by the Governor and/or Local WDB.
- Last, to non-covered persons outside the groups given priority under WIOA.

Service members exiting the military, including, but not limited to, recipients of Unemployment Compensation for Ex Military members (UCX), generally qualify as dislocated workers.

- Dislocated Worker funds under WIOA Title I can help separating service members enter or reenter the civilian labor force. Generally, a notice of separation, either a DD Form-214 from the Department of Defense or other appropriate documentation (such as separation orders) that shows a separation or imminent separation from the Armed Forces, qualifies as the notice of termination or layoff to meet the required dislocated worker definition.

- In most instances an individual will have to be eligible for or have exhausted entitlement to unemployment compensation (including UCX) to receive dislocated worker services. In the case of separating service members, or those on a terminal leave from the military, it may make sense to begin providing career services while the service members are still on Active Duty but have imminent separation dates.
- It is appropriate to provide career services to separating service members who will be imminently separating from the military, provided that their discharge will be anything other than dishonorable.
- Separating service members are required to participate in the Transition Assistance Program (TAP) to ensure they are prepared for civilian employment. During this program, separating service members and their spouses are encouraged to contact IowaWORKS in the area in which they wish to seek services.

WIOA expands the definition of dislocated workers to include military spouses who have lost employment as a direct result of a relocation to accommodate a permanent change in the service member’s duty station.

- Military spouses also may qualify if they are a dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced, as determined by the State or local area, because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the service member.
- Military spouses can also qualify if they are unemployed or underemployed and are having trouble in obtaining or upgrading employment.

TICKET-TO-WORK FUND REQUEST POLICY

The Northeast Iowa Workforce Board (NEIWDB) will review proposals and requests for the use of Ticket to Work funding that are approved by **at least one committee** of the NEIWDB. If the NEIWDB approves an action to utilize funds, the NEIWDB Executive Director will prepare and submit a request for funds to the fiscal agent. The request will be reviewed and signed by the NEIWDB Chair and the NEIWDB Executive Director. Appropriate documentation will be submitted to the fiscal agent along with the request. Documentation may include receipts, invoices, or bills. The committee/board meeting minutes documenting the action that was approved must be provided before request is considered.

TITLE IB OVERSIGHT AND MONITORING

LOCAL MONITORING AND OVERSIGHT POLICY

Purpose:

The purpose of this policy is to provide guidance and establish the Northeast Iowa Workforce Development Board’s (NEIWDB) standards regarding local oversight and monitoring of Workforce

Innovation and Opportunity Act (WIOA) Title I programs, including Adult, Dislocated Worker and Youth. With guidance in accordance with Iowa Workforce Development ePolicy, this policy is intended to ensure that NEIWDB and its designated Fiscal Agent, One-Stop Operator and WIOA Title I Service Provider operate programs and provide integrated service delivery efficiently and effectively in compliance with all applicable laws, regulations, uniform administrative requirements, and State and locally established policies.

Oversight Process:

The roles and functions of the LWDB, Board staff, and fiscal agents in their oversight and monitoring processes. Monitoring and oversight will be conducted to measure compliance with WIOA regulations and policies. Monitoring will include a comprehensive examination of compliance issues cited in prior reviews and the determination of corrective measures taken to address and resolve those issues.

The Northeast Iowa Local Workforce Development Board and the Chief Elected Officials (CEOs) are responsible, in partnership, for oversight of all programs as the designated grantee. A monitoring report will be submitted annually to the Northeast Iowa Local Workforce Development Board and CEOs for review and possible actions. All problems must be resolved by prompt and appropriate corrective action (20 CFR 683.420(a)).

The entity, and the title of the individual, who shall be responsible for monitoring each program activity. The Northeast Iowa Local Workforce Development Board Executive Director and/or board support members will coordinate and/or execute monitoring of the contracted service providers, the one-stop operator and United States Department of Labor funded programs in the local area.

Through the LWDB staff, the board will conduct on-site reviews of policies, plans, and procedures governing all segments of program activities and operations at least once during the program year. Monitoring activities will analyze compliance with federal, state, and local administrative and financial requirements, policies, and procedures, and measure the performance goals for level of achievement. Monitoring activities may be conducted by independent entities to avoid any potential conflict of interest

Responsible Representatives

- The board executive director and board staff will perform the programmatic monitoring of the subrecipients, or designee, along with oversight of the fiscal agent.
- The fiscal agent staff will be responsible for the oversight and monitoring of the service provider fiscal operations.

Oversight may include, but is not limited to:

- Administration and Governance
- Workforce Development Program Delivery
- Fiscal Management
- Performance and Reporting Management
- Additional review areas, as applicable

Reports will be provided to the members of the NEIWDB and to the entity monitored.

A random sample of at least 10% of participant files will be reviewed to determine compliance with required federal, state, and local laws, policies, plans and procedures.

Full file and/or desktop reviews and monitoring documents will be utilized throughout the program year to allow reviewers and contractors flexibility in methodology to ensure a continuous improvement process can be maintained while providing technical assistance and training in a timely manner. Monitoring shall be conducted at least once during the program year.

A pre-award financial review or on-site post-award monitoring of contract service providers shall be conducted no later than 120 calendar days after the award of the contract. Pre-award financial reviews and on-site post-award monitoring of contract service providers shall be conducted according to state policy.

A variety of monitoring methods will be utilized. These may include questionnaires and/or interviews with customers, employers, One-Stop Operator, and Job Center staff. Monitoring reviews may include on-site visits to subsidized employer worksites as required, desktop reviews, as well as hard copy file reviews of participant and employer records. This will include comprehensive examination of compliance issues cited in prior federal, state, and local reviews.

Written monitoring reports shall be provided to the contractor after the completion of the review. As required by WIOA, when problems are identified, prompt and appropriate corrective action will be taken. A corrective action plan will be put in place and monitored by the board and/or board support on a regular basis to ensure that no further technical assistance is required.

Oversight Methods:

NEIWDB may utilize any of the following methods of monitoring oversight

- Random sampling
- Risk assessment
- Desk review
- On-site visit
- Questionnaires and interviews of customers, employers, One-Stop Operators
- Customer satisfaction survey
- Other necessary methods, as applicable

The NEIWDB will submit the annual approved monitoring report and resolutions to IWD for review at the time of issuance. NEIWDB will electronically submit new or updated documents, and monitoring reports and resolutions to: wioagovernance@iwd.iowa.gov.

All contracts shall be monitored by the NEIWDB Executive Director and Board staff and/or fiscal agent for each program, at least annually for all WIOA related grants.

The LWDB monitoring schedule and sample size will be in accordance with federal and state policies. Contractors will be notified of the intended dates and scheduled monitoring at least two weeks prior whenever possible.

The LWDB reserves the right to conduct unscheduled monitoring in conjunction with or in response to investigations of misfeasance and/or malfeasance or previous monitoring findings.

Financial Monitoring:

The entity selected by the Northeast Iowa Chief Elected Officials (CEOs) to serve as the fiscal agent for the Northeast Iowa Local Workforce Development Board is responsible for the following functions:

- Receive funds
- Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with the Office of Management and Budget circulars, the Workforce Innovation and Opportunity Act and the corresponding Federal Regulations and State policies
- Respond to audit financial findings
- Maintain proper accounting records and adequate documentation
- Prepare financial reports
- Provide technical assistance to subrecipients regarding fiscal issues
- Provide an annual audit report to the LWDB and CEOs
- Provide documentation to the LWDB, CEOs and executive director to the board as requested

It shall be the responsibility of the Fiscal Agent to conduct an annual financial monitoring of the NEIWDB contracted WIOA Title I Service Provider and One-Stop Operator. The Fiscal Agent will conduct oversight activities of financial systems, cost limitations and expenditures to ensure that grant funds and other assets are adequately safeguarded, and fund use is in compliance with OMB Circulars, Federal regulations, state and local policy requirements. Such fiscal oversight activities used to determine contract service provider compliance include, but are not limited to the monitoring, evaluation, and auditing of one or more of the following:

General requirement examples:

- a) Administrative procedures
- b) Procurement
- c) Program income and reporting
- d) Property accountability and safeguarding Record retention

Fiscal Controls and Accounting examples:

- a) Audits
- b) Cash disbursement compliance and documentation
- c) Cash management practices
- d) Closeout
- e) Cost allocation plans and processes
- f) Disallowed costs
- g) Financial management systems
- h) Internal controls
- i) Generally Accepted Accounting Principles (GAAP) adherence

- j) Payroll administration
- k) Planning and budget methodologies
- l) Reporting

Oversight examples:

- a) Insurance coverage and risk exposure
- b) Oversight functions
- c) Policies

The Fiscal agent will develop its monitoring process including any tools, scheduling, and resolution processes. The Fiscal Agent will submit a report of fiscal monitoring to the Board including any funds recovered due to disallowed costs. When disallowed costs are found, the service provider is responsible for reimbursing the fiscal agent 100% of costs associated with the participant (service provider staff time not included). During the annual review, the Fiscal Agent will also monitor Service Provider's adherence to their contract. The Fiscal Agent will conduct a 120-day review of new Service Providers, or any Service Provider identified that may have a high risk of potential deficiencies.

The highest-ranking individual of the entity performing the monitoring activities will be responsible for ensuring corrective actions are taken when problems or issues are found. Corrective actions will be resolved within 20 business days, or a date agreed upon by the parties involved. Subsequent monitoring may be conducted, at the direction of the board, as needed to determine if a corrective action has been completed.

Process for Addressing Monitoring Disagreements:

Should the sub-recipient disagree with any findings from the monitors, the sub-recipient has the right to submit a formal request in writing for a review to the LWDB executive director, along with justification and documentation in support of their request. The executive director will provide a written response within 10 business days of the date the request was submitted. If a satisfactory decision cannot be agreed upon, the sub-recipient has the right to file a grievance with the Executive Committee. The Executive Committee will perform a review of all documentation and ask any clarifying questions and provide the LWDB's final decision on the issue within 20 business days of the sub-recipient's formal request.

TITLE IB PROGRAMS

ADDITIONAL ASSISTANCE

NEIWDB identifies the following categories for Youth Needing Additional Service in addition to those outlined in State Policy:

- Father of an unborn child
- Youth with no work history

ADULT MENTORING

The following is the selection and screening process for Adult Mentors in the Northeast Iowa Local Area:

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

The NEIWDB will screen the interested mentor based on application, background check, and interview. NEIWDB may partner with other Partner Agencies for Adult Mentoring Services with approval from LWDB. Any partner agencies screening process will be reviewed by the LWDB for determination of adequacy.

BUY AMERICAN PROVISION

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. §49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the “Buy American Act.”) and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

CERTIFICATION REGARDING LOBBYING

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. §1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby Federal entities using Federal funds and will disclose lobbying activities as required by law and regulations.

CLOSURE OF SERVICES DUE TO FRAUD

In the event an individual is found to have committed, or attempted to commit, fraud to receive services, the individual will be immediately notified by mail. The notification letter will include an explanation of the initial determination and the individual will have 30 days to respond from the date of the letter. At the conclusion of the 30-day response period, a final determination of services will be made, and written notification will be sent to the individual within 5 business days following the 30 day response period.

If it is found the individual did commit fraud to receive services, the participant’s activities must be immediately closed. All circumstances related to the fraudulent act or attempt to defraud, along with the last date of services, must be documented and maintained in the IowaWORKS system.

CONFIDENTIALITY

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from education records, such as but not limited to 20 CFR 603, 45 CFR 205.50, 20 USC 1232g, and 34CFR 99, and 34 CFR 361.38, as well as any

applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all the other Parties.

DEBARMENT AND SUSPENSION

All Parties shall comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

DISAGREEMENTS AND DISPUTE RESOLUTION

If a dispute arises, a complaint may be submitted in writing to the executive director to the board within 30 calendar days of the date of the event or condition that is alleged to be in violation of WIOA.

The parties shall meet, in person and in good faith, to make every reasonable attempt to resolve the problem within thirty (30) days of discovering a material dispute. The parties agree that informal dispute resolution, including mediation, should an in-person meeting prove unsuccessful, shall be attempted prior to seeking formal recourse.

DISLOCATED WORKER PROGRAM ELIGIBILITY DUE TO ECONOMIC CONDITIONS

If a self-employed individual becomes unemployed due to general economic conditions or natural disasters in the community in which the individual resides, the individual may be eligible to participate in the Dislocated Worker Program.

To be eligible based on economic conditions, one of the following factors must be present:

1. Individual resides in an area of substantial unemployment of a rate of 6.5% or higher.
2. Individual resides in a High Poverty area of 25% or higher based on US Census data.

To be eligible based on a natural disaster, the area in which the individual resides must have a disaster proclamation issued by the Governor of Iowa.

DRUG AND ALCOHOL-FREE WORKPLACE

All Parties of the local area will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute.

ECONOMIC SELF-SUFFICIENCY

NEIWDB adopts the State Standard for Economic Self-Sufficiency.

ELIGIBILITY DETERMINATION

The Northeast Iowa Local Area does not authorize any additional responsible adults outside of those mentioned in the State Policy to authorize program participation for minors. State policy states that another

responsible adult may include the following:

- 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 schoolteacher 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.

FINANCIAL NEEDS DETERMINATION (FND) POLICY

New 10/27/2022

The Financial Needs Determination (FND) will provide documentation for participation in Occupational Skills Training (OST) and/or entrepreneurial training. In addition, the FND will be used to justify support services, including the amount of unmet need. The Financial Needs Determination developed by the State will be used for all NCIWDB Title I participants who are enrolled in Occupational Skills Training, Entrepreneurial Training or Support Services. When determining the amount of WIOA funds that will be obligated on behalf of a participant, only the Education and Related Expenses and the Education and Related Resources portion of the FND form will be utilized.

However, if a Title I participant is Trade/Dislocated Worker co-enrolled, the actual household living expenses and resources in addition to education and related expenses and resources will be used in accordance with state guidelines.

Since both expenses and resources often change, the need for financial support of training will be reviewed annually at a minimum, or when significant changes in expenses, financial aid, or resources occur.

ADULT ENROLLMENTS Adult enrollments will require the use of actual household living expenses and resources in addition to education and related expenses and resources to calculate the financial needs for each student that WIOA funds will cover up to the limits set for each service. Reference section of this document: "Allowable Participant Activities and Support Services". All figures entered on the FND form are used in the calculations to determine final "Unmet Need" for the participant. Northeast Iowa requires that all Adult enrollments apply for PELL Grants through the FAFSA process to coordinate funds available to the participant.

DISLOCATED WORKERS ENROLLMENTS Northeast Iowa will use "Training Costs Only" to calculate the financial needs for each student that WIOA funds will cover up to the limits set for each service. Reference section "Allowable Participant Activities and Support Services". Only the figures

entered under “Education & Related Expenses” and “Education & Related Resources” are calculated to determine final “Unmet Need” to establish WIOA contributions.

NOTE: Household living expenses and resources may be collected during the assessment process so that participant is aware of personal commitments during training but are not calculated into the financial needs for the student.

Northeast Iowa requires that all enrolled Dislocated Workers (Not Trade) apply for PELL Grants through the FAFSA process to coordinate funds available to the participant.

TRADE/DISLOCATED WORKER DUAL ENROLLMENTS All Trade/Dislocated Worker dual enrollments will require the use of actual household living expenses and resources in addition to education and related expenses and resources to calculate the financial needs for each student that WIOA funds will cover up to the limits set for each service. Reference section of this document: “Allowable Participant Activities and Support Services”. All figures entered on the FND form are used in the calculations to determine final “Unmet Need” for the participant. Northeast Iowa requires that all Trade/Dislocated Worker dual enrollments apply for PELL Grants through the FAFSA process to coordinate funds available to the participant.

YOUTH ENROLLMENTS Youth will require “Training Costs Only” to calculate the financial needs for each student to calculate the financial needs for each student that WIOA funds will cover up to the limits set for each service.

FOLLOW-UP

Adult, Dislocated Worker, and Youth Programs

The Workforce Innovation and Opportunities Act (WIOA) follow-up services must be made available to all participants enrolled in the Adult, Dislocated Worker, and Youth programs up to the end of the 4th quarter after the exit quarter. Additional services may be available to participants beyond this period with LWDB approval. The types and duration of these services must be based on the needs of the individual. Follow-up services provide support and guidance after exit to facilitate sustained employment and educational achievement, advancement along a job and/or educational ladder, and personal development. Examples of follow-up services include:

- Career Planning and Development
- Educational Planning and Preparation
- Leadership Development
- Adult Mentoring
- Work Related Peer Support Groups
- Supportive Service (to meet participant employment goals)

If these services are provided, they should be documented on the participant’s Individual Employment Plan (IEP). Follow-up services are not contacts or attempted contacts for the purpose of securing documentation

for the case file to report a performance outcome, though all contacts or attempted contacts must be documented in case notes. Follow-up services are provided to ensure the participant is able to retain employment, achieve wage increases, and facilitate career progression. While a local area must have follow-up services available to all participants, every adult, dislocated worker, and youth will not need or want these services. It is not a requirement that local staff provide follow-up services to all participants unless these services are determined to be necessary. Program staff must document requests for follow-up services in IowaWORKS system case notes; and document all follow-up services provided as well as performance measure outcomes in IowaWORKS system.

Staff will no longer contact participants who do not want follow-up services and request that contact attempts cease. Case notes will document the participant's request and staff will refrain from making any further contact.

Adult and Dislocated Worker

Follow-up services must be made available to all participants enrolled in the Adult and Dislocated Worker programs who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

Youth

Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.

Follow-up services for youth also may include the following program elements:

- Supportive Services
- Adult Mentoring
- Financial Literacy Education
- Activities that help youth prepare for and transition to postsecondary education and training
- Career Counseling and Career Exploration Services

Follow-up services must be provided to all participants for up to a minimum of 12 months unless the participant declines to receive follow-up services.

Information from the youth follow-ups must be entered into the IowaWORKS system, quarterly following exit. All contacts and attempts to contact an individual for a follow-up must be entered in the system. Evidence of a minimum of 2 attempts to contact an individual not available must be documented in IowaWORKS to constitute a follow-up.

Services may be ended after a minimum of 4 unsuccessful attempts to contact the youth over the course of 90 days. Clear documentation in IowaWORKS needs to be provided in a case note. Items to include in the case note are what methods of contact were used and on what dates. If a youth participant cannot be located or contacted it needs to be clearly stated in the documentation.

Exceptions to this Policy

Follow-up services may be provided beyond the 12-month period at the discretion of the LWDB. A request to continue services must be submitted to the Executive Director to the Board with justification of the extension. The types of services provided, and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of Follow-up services may differ for each participant.

GEOGRAPHICAL PREFERENCE

The Geographical Preference for Northeast Iowa is that the participant must be a resident within the following counties: Allamakee, Black Hawk, Bremer, Buchanan, Butler, Cerro Gordo, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Floyd, Franklin, Grundy, Hancock, Howard, Mitchell, Winnebago, Winneshiek, and Worth counties or within the local School District boundaries of these counties. For individuals living outside of these boundaries who request assistance from Northeast Iowa LWDA, approval must be requested/received from the LWDA of residence and documented in the data management system.

INDIVIDUAL TRAINING ACCOUNTS (ITA)

New 10/27/2022

Individual Training Accounts are the standardized methodology by which a participant's training costs are funded. It is the mechanism through which funds will be used to make payment only for Adults and Dislocated Workers for purchasing training services from eligible training providers. Participants have the opportunity to select an eligible training provider, maximizing participant choice, in addition to consultation from the participant's case manager. The participant will be referred to the selected training provider unless program funds are insufficient or exhausted. The enrollment selection process for an ITA will follow the same process as for selection into WIOA. ITAs are no entitlements and shall be provided to eligible participants on the basis of individualized assessment of the person's job readiness, employment, and training needs, financial, social, and supportive needs, labor market demand and potential for successful completion, as documented on the participant's Individual Employment Plan (IEP). For residents of the Northeast Iowa Local Area, the actual implementation of an ITA will involve the Adult or Dislocated Worker Service Providers. ITAs are subject to cost limitations listed in the Occupational Skills Training (OST) section above.

ITAs will be issued only for approved training programs, and only after career counseling (including Labor Market Information) has been provided by the case manager and clearly documented.

All payments issued through an ITA must be warranted through the FND as prescribed earlier in this plan.

As such means of payment as electronic transfer of funds through financial institutions, credit vouchers, purchase orders, credit cards or other appropriate measures become more fully defined in terms of employment and training initiatives. The provider will consider transitioning from the contractual approach to these other means.

Total combined payments for OST and EST Services may not exceed \$7,000.00 per participant per

program year; however, may be increased in extraordinary circumstances by up to \$500.00 at the discretion of the Title I Director when unusual circumstances occur.

The following is outlined guidance and requirements for training services – exceptions to maximum amounts listed may be allowed by Title I Service Provider Director/Manager approval or his/her designee (exceptions and approvals must be documented in the data management system) approval:

- Occupational Skills Training (OST)
 - Training programs will be given priority consideration when leading to recognized postsecondary credentials that align with identified in-demand industry sectors or occupations outlined herein.
 - Training programs must be outcome-oriented and focused on an occupational goal specified in the individual service strategy. They also must lead to the attainment of a recognized postsecondary credential through a program that is sufficient in duration to impart skills needed to meet occupational goals.
 - All participants must apply for any financial assistance for which they may qualify.
 - Funds may only be used for tuition and must be covered by the training institution’s tuition refund policy.
 - In the absence of a refund policy established by the training institution, the WIOA Title I Service Provider, must negotiate a reasonable refund policy with the training site.
 - OST participants who receive WIOA Title I funds must have documentation of consumer choice in selecting both an approved training provider and program. Both must be documented in the data management system.
- Quality Pre-Apprenticeship
 - Quality Pre-Apprenticeship (QPA) is a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship (RA) program. Each QPA program has a documented partnership with at least one, if not more, RA program. A QPA program is one that incorporates the following elements:
 - Approved training and curriculum: Training and curriculum based on industry standards and approved by the documented RA partner(s) that will prepare individuals with the skills and competencies needed to enter one or more RA program(s).
 - Strategies for long-term success: Strategies that increase RA opportunities for under-represented, disadvantaged, or low-skilled individuals such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more RA program(s) including the following:
 - Strong recruitment strategies focused on outreach to populations underrepresented in local, state, and national RA programs,
 - Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more RA programs (e.g., specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic education, financial literacy seminars, math tutoring); and

- Assist in exposing participants to local, state, and national RA programs and provides direct assistance to participants applying to those programs.
 - Access to appropriate supportive services: Facilitates access to appropriate supportive services during the QPA program and a significant portion of the RA program.
 - Promotes greater use of RA to increase future opportunities: To support the ongoing sustainability of the partnership between QPA providers and RA sponsors, these efforts should collaboratively promote the use of RA as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals.
 - Meaningful hands-on training that does not displace paid employees: Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering RA sponsor(s) while observing proper supervision and safety protocols.
 - Facilitated Entry and/or Articulation: When possible, formalized agreements exist with RA sponsors that enable individuals who have successfully completed the QPA program to enter directly into a RA program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired.
- Registered Apprenticeship
 - Registered Apprenticeship (RA) combines paid on-the-job training (OJT) with related training instruction (RTI) to progressively increase workers' skill levels and wages. An RA is also a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. RAs offer job seekers immediate employment opportunities that pay sustainable wages and offer advancement along a career path. Graduates of an RA program receive nationally- recognized portable credentials and their training may be applied toward further post-secondary education.
 - When connecting and developing individuals for successful completion in an RA program, career plans must be developed and documented to support the participant's career pathway.
 - Successful completion for the RA activity may be recorded at the point when an individual may be able to provide a self-sustainable wage in the event of premature departure from the apprenticeship. All participant progress must be documented in the data management system.
 - Supportive services may be provided to potential or current participants to eliminate entry and completion barriers.
 - Individual Training Accounts (ITAs) can be used to document training services related to RTI expenses.

The following are maximums for Experiential Learning opportunities – exceptions to maximum amounts listed may be allowed by Title I Service Provider Director approval or his/her designee (exceptions and approvals must be documented in the data management system) approval:

- Work Experiences (WEP)

- A WEP agreement at one worksite can be written for a maximum of 13 calendar weeks unless the agreement is for a part-time WEP of less than 520 hours, then WEP activity period can be extended to a maximum of 26 weeks.
- WEP wages shall be no less than minimum wage.
- Prevailing wage per industry is allowable.
- Service Provider is employer of record.
- Internships (INT)
 - Compensation can be in the form of incentive and bonus payments or wages for youth.
 - INT wages shall be no less than minimum wage.
 - Prevailing wage per industry is allowable.
 - Service Provider is employer of record.
 - Participants must be covered by adequate on-site medical and accident insurance even if they are not receiving wages.
 - Total participation must not exceed 500 hours per enrollment.
 - For in-school youth, INT participation must be limited to twenty (20) hours per week during the school year. In-school youth may participate in INT full-time during summer vacation and holidays.
- Job Shadowing (SHW)
 - The participant must not receive wages for the time spent in SHW.
 - The participant is not necessarily entitled to a job at the end of the Job Shadow period.
 - The total participation in the SHW activity for any participant in any one occupation must not exceed 160 hours per enrollment.
 - The length of a participant's enrollment in SHW is limited to a maximum of 640 hours, regardless of the number of SHWs conducted for the participant.
 - Participants enrolled in a Job Shadow activity must be covered by adequate on-site medical and accident insurance.
- On-The-Job Training
 - Participants in an OJT must be provided benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of job.
 - Each participant in an OJT must be covered by Worker's Compensation in accordance with State law.
 - Payment for overtime hours and holidays is allowable. However, payments will be based on regular rate of pay and not at alternative wages structures.
 - An OJT contract with an employer can be written for a maximum of 1040 hours.
 - Training hours will be reduced by 1 week for every 1 month of related experience.
 - Training hours can be increased for a participant based upon the individual circumstances of the participant, such as disability. This process will not exceed limits established above or in related policy and must be approved by local Director or his/her designee. This process must be documented on ISS/IEP and in case notes.
 - The appropriate payment by WIOA is 50 percent of the wages paid by the employer to the participant during the period of the training agreement. In limited circumstances, the reimbursement may be up to 75 percent of the wage rate of the participant when the

following conditions are considered:

- The characteristics of the participants
 - The size of the employer
 - The quality of employer-provided training and advancement opportunities
 - Any additional factors the local board determines to be appropriate, which may include, the number of employees participating in the training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), and relation of the training to the competitiveness of a participant
- Transitional Jobs
 - A time-limited work experience combined with comprehensive employment and supportive services to be subsidized for individuals with barriers to employment, are chronically unemployed, chronically underemployed, or have an inconsistent work history. Supports individuals to establish a work history, demonstrate success in a work environment and develop skills to obtain and retain unsubsidized employment. Such work experience can take place in the public, private or nonprofit sectors. There is no expectation of continued employment with the participating business once the work experience is completed.
 - Transitional jobs are a way for adults and dislocated workers with barriers to employment who are experiencing chronic unemployment or have an inconsistent work history to develop a work history and basic work skills essential to keeping a job. Transitional jobs are time-limited, subsidized employment in the private, non-profit, or public sectors.
 - Transitional jobs can be effective solutions for individuals to gain necessary work experience that they would otherwise not be able to get through training or an OJT contract. The goal is to establish a work history for the individual, demonstrate work success, and develop skills that lead to entry into unsubsidized employment. The difference between a transitional job and an OJT contract is that in a transitional job there is no expectation that the individual will continue his or her hire with the employer after the work experience is complete.
 - No more than 10 percent of adult and dislocated worker funds may be used to provide transitional jobs.
 - Service will be offered with a training plan individualized to the job seeker.
 - A transitional job agreement at one worksite can be written for a maximum of 13 calendar weeks and no more than 520 hours.
 - Wages shall be no less than minimum wage.
 - Prevailing wage per industry is allowable.
 - Title I Service Provider is employer of record.
 - The number of training hours for a participant may be increased based upon the individual circumstances of the participant, such as disability.
 - The number of training hours for a participant may be increased based upon Title I Service Provider Director or his/her designee's assessment of customer needs.
 - English Language and Integrated Education and Training (ELT)
 - English Language and Integrated Education and Training is a service approach that provides English language acquisition, adult education, and literacy activities. These activities are provided concurrently and contextually with workforce preparation activities, and workforce training for a specific occupation or occupational cluster

for the purpose of educational and career advancement. Service is designed to assist individuals through contextualized learning to prepare them to successfully transition to work, training, and/or post-secondary education

The maximum amount allowed for services will be discussed with each participant and divided per term or expense as appropriate. An ITA will be issued to each vendor showing the amount authorized by WIOA Title I for each time period. The maximum allowed for Adult and Dislocated Worker participants will be determined by the unmet need demonstrated on the Financial Need Determination form. All exceptions to maximum amounts listed may be allowed by Title I Service Provider Director approval or his/her designee approval. Exceptions and approvals must be documented in the data management system.

In cases when an ITA form (or book/supply authorization form) is not accepted by a vendor and the participant needs to purchase authorized items (examples may include required books, supplies, background check, physical/drug test, etc.) and then seek reimbursement, the following practice must be followed:

- Payment or reimbursement for service or service-related items must be approved prior to the purchase of the item
- Participant must submit original, itemized receipt to be reimbursed. If the receipt only lists costs, the participant must identify each item. All receipts are to include the participant's name, last four digits of social security number and the participant's signature.
- If tools, exams, or testing are required for training, the required tool list or syllabi showing these required items must be provided. Tools will be delivered to the office at 600 South Pierce Avenue to the attention of the Employment Specialist (E.S) and then a meeting will be arranged for participant and E.S. to go through the packing list together, and signature attained by participant at that time. This procedure will minimize the chance of tools being given to a student other than the person listed on the ITA.
- Software is not reimbursable unless it is listed in the syllabus as required by all students in the class. Needing access to software does not imply a requirement to purchase.
- All receipts (must be itemized) for reimbursement of approved/authorized services are to be turned in with any or all other required documentation within 30-days of purchase and must have the participant's signature on it.

INDIVIDUALIZED CAREER SERVICES

NEIWDB will utilize the following assessments to determine eligibility:

1. TABE and/or CASAS

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

INELIGIBILITY

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.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

All Parties of the local area certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties of the LWDA will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38. The Parties agree to fully comply with the Iowa Civil Rights Act of 1965 as amended, Iowa Executive Order 15 (1973), as amended by Iowa Executive Order 1934 (1988).

OBJECTIVE ASSESSMENT

New 10/27/2022

The objective assessment process collects information upon which a participant's Individual Employment Plan (IEP) or Individual Service Strategy (ISS) will be based. Objective assessment may be completed using any combination of structured interviews, paper and pencil tests, performance tests, work samples, behavioral observations, interest and/or attitude inventories, career guidance instruments, aptitude tests and basic skills tests.

One, or a combination, of the following assessments will be utilized as part of the Objective Assessment Process: CASAS, Aleks, Career Coach, NCRC, O*Net Interest Profiler, CAPS/COPS/COPES. Assessment tools are evaluated on an ongoing basis by the Title I Service provider. The selection/additional of actual instruments will occur throughout the course of enrollment.

OCCUPATIONAL SKILLS TRAINING (OST)

New 10/27/2022

Occupational Skills Training (OST) is an organized program of study from Iowa's Eligible Training Provider List (ETPL). Occupational skills training provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Youth participants who are not co-enrolled and youth participants who do not receive funds from an Individual Training Account (ITA) are not required to choose a training provider from the ETPL.

Northeast Iowa includes identification of existing and emerging in-demand industry sectors

and the employment needs of employers in those industry sectors and occupations. Northeast Iowa gives priority consideration to training programs leading to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area.

Such training must:

1. Be outcome-oriented and focused on an occupational goal specified in the individual service strategy.
2. Be of sufficient duration to impart the skills needed to meet the occupational goal.
3. Lead to the attainment of a recognized postsecondary credential.

Northeast Iowa ensures that the training program, at a minimum, adheres to the following guidelines:

1. All participants who are enrolled in OST must apply for any financial assistance for which they may qualify.
2. OST funds may only be used to pay for tuition. Books, fees, and materials for coursework, as required, may be paid for through the Educational Assistance (EST) support service.
 - Actual cost of tuition, books, and fees up to a maximum of \$7,000 per year
 - Books may be paid for through the contract with the local school. If possible, books should be charged at the local bookstore.
3. All participants who are enrolled in OST must be covered by the training institution's tuition refund policy.
 - a. In the absence of a refund policy established by the training institution, the WIOA Title I service provider must negotiate a reasonable refund policy with the training site.

4. For Adults and Dislocated Workers, co-enrolled Youth or Youth who receive funds from and ITA, documentation of consumer choice in selecting both an approved training provider and program must be entered into in the data management system.

Attendance

Participants are expected to maintain regular class attendance with the exception of Online courses. If attendance falls below 90% of the scheduled hours, participants may be put on probation.

Grades

Participants must maintain at least a "C" (2.0) GPA. If a "C" (2.0) average is not maintained, participants may be placed on probation or discontinued the next semester/quarter.

Note: In order to remain eligible for WIOA financial assistance for books, tuition and fees, all students must meet the guidelines set forth the by their respective educational institutions for retaining financial assistance. Failure to meet the school's criteria for retaining financial assistance will also result in the loss of WIOA funding.

A copy of participant grades is required to be place on file at the end of each quarter or semester. No classes can be added or dropped without WIOA Title I staff approval. Students must attend class during scheduled hours. Participants cannot substitute time assigned in one class by attendance in another but can spend extra-unscheduled hours in individual study, lab classes, etc.

WIOA Title I will pay OST costs if a student must retake a class, due to having failed or withdrawn from the class, provided the original class was not subsidized by WIOA. However, if

a student does retake a class and does not qualify for OST reimbursement, support services can be provided by WIOA. WIOA will pay for retesting for example, CNA or GED tests, under Miscellaneous or Secondary Education Certification support services.

Progress Reports

Twice a semester at the end of the first thirty (30) days and at mid- term - instructor(s) complete and sign a progress report or, where available, students may print a current grade report from the training institution's web site. Lack of progress could result in probation or termination. For short-term courses, such as CNA or summer sessions, timesheets will be required in lieu of progress reports.

Timesheets

Participants who receive support services are required to turn in a timesheet showing attendance and progress at a minimum, every month, as a written request for support service payments. The timesheets and the corresponding written request for payment will be submitted no later than the last day of the following month. Written requests for payments submitted later than the last day of the following month may not be paid.

ONLINE ("DISTANCE TRAINING") POLICY

The ability to monitor attendance in training is the primary concern when determining the

approvability of distance training for the students. The usual meaning is that the training takes place in a room in a school where students can interact with an instructor. Therefore, the key element to approvability of distance training is based primarily on the interactive nature of the classroom training experience between instructor and student. A means of communication must be established where the instructor can ask questions of the students, and the students can respond and ask questions of the instructor.

Distance training is approvable when it is ***part*** of a curriculum that:

- Leads to the completion of a training program;
- Requires students to interact with instructors;
- Requires students to take periodic tests; and
- Requires students to come onto campus or other approved facility, for tests.

(Under special circumstances, the Director may allow exceptions.)

ON-THE-JOB-TRAINING (OJT)

On-the-Job Training (OJT) in Northeast Iowa can be for a maximum of \$10,000 or six months depending on the current skills and the skills required in the new job. On-the-Job-Training occurs when objective assessment indicates that this will be the best process to meet the participant's needs. Specific training lengths are determined by input from the employer as to training time needed according to the skill level of the job and by the applicant's past work experience and vocational training background.

Participants will be enrolled in specific OJT that meets their needs and has met the criteria established by Northeast Iowa. Upon development of this training, the employer will complete a pre- award survey determining specific job skills to be learned and other information needed by the administrative entity to determine if a contract will be written. Northeast Iowa has established working relationships with numerous area employers committed to providing quality training to identified participants and retention of these individuals after training.

EMPLOYER ELIGIBILITY

OJTs will not be written with temporary help agencies or employee leasing firms for positions which will be "hired out" to other employers for probationary, seasonal, temporary or intermittent employment. The only instance in which a temporary employment agency may serve as the employer of record is when the OJT position is one of the staff positions with the agency and not a position that will be "hired out."

In situations where an employer refers an individual to the WIOA program for eligibility determination with the intent of hiring that individual under an OJT contract, the individual referred to WIOA may be enrolled in an OJT with the referring employer only when the referring employer has not already hired the individual, an objective assessment and the IEP have been completed and support the development of an OJT with the referring employer.

An OJT contract will not be written with an individual's current employer.

The WIOA Title I Director may allow exceptions to this rule if an OJT with an individual's current employer would allow them to move from a part-time or temporary status to a full-time permanent status **-and-** the OJT is for a position that is substantially different than the individual's current job with that employer. If a participant is currently on an OJT contract with an employer and has a job classification change, a contract modification will be written to reflect that change. Specifics of job duties, training hours required, and other changes will be negotiated with the employer. The SVP codes will be utilized as well as the input of the employer to determine how much additional training time could be authorized with approval of the WIOA Title I Director.

Prior to re-contracting with an OJT employer, the past performance of that employer will be reviewed. An OJT contract will not be entered into with an employer who has failed to provide OJT participants with continued long-term employment as regular employees with wages and working conditions at the same level and to the same extent as similarly situated employees. OJT participants that voluntarily quit, or are terminated for cause, or are released due to unforeseeable changes in business conditions, need not result in termination of employer eligibility for future OJT contracts.

NEIWDB re-contracting procedures will consist of the following:

- Prior to re-contracting with a service provider, a review process of past performance of that service provider will take place. A criteria checklist will be used to determine whether to use an employer as a training site for an OJT.
- Does an employer consistently meet training goals and provide adequate training in key skill areas to be learned on the job?
- Is there a pattern of transition of trainees to employment at the end of a contract, not including those terminated for good cause as identified? (After at least 3 contracts, at least a 65% retention rate).
- Is there a pattern of retaining an employee who completed training past the 90- day follow-up? (After at least 3 contracts, at least a 65% retention rate).
- Is there evidence of good safety procedures/conditions in place? Does the company do training as stated in the Hazardous Materials Act? (Businesses will be toured prior to development of a contract to determine above).
- Has the employer in past contracts cooperatively provided documentation needed in a timely manner to meet monitoring and auditing needs?
- If a contractor refused to provide necessary auditing or monitoring information, such as payroll records, time sheets/cards, etc., no additional contracts will be written.
- If the employer in the past, has not cooperated and if conditions have changed, i.e.,

- management, personnel, or procedures, this may warrant another trial contract to be negotiated.
- After any allegation that an employer has failed to provide adequate training in key skill areas as called for in the contract, the program supervisor/designee will meet with the employer to address the problem. If the allegation can be substantiated and cannot be resolved satisfactorily, no additional contracts will be written until a resolution occurs.
- When, after touring a prospective training site, unsafe working conditions are found to exist, or safety procedures are not in place, or they do not seem to be in compliance with the Hazardous Materials Act, administrative entity staff will discuss the problem with the contractor. If the contractor agrees to rectify the problem by developing safety procedures or removing the unsafe or unsanitary working conditions the contract could be written. If a subsequent check indicates that no effort is being made to address the problem, no additional contracts will be negotiated until all safety concerns are fully resolved.
- When after a minimum of 3 contracts an employer fails to meet a 65% retention rate (except those terminated for good cause) at the completion of the contract or follow-up, no additional contracts will be written. (Examples of good cause are absenteeism, disciplinary problems, lack of progress, etc.).
- When after it has been conclusively proven that an employer had intentionally altered claim forms, time sheets, payroll records, evaluation, or other records to defraud the program of funds, no additional contracts will be written.
- An employer that has been excluded from OJT contracting because of the requirement described above may again be considered for an OJT placement one year after that sanction was imposed. In this re-contracting situation, if the employer fails to retain the participant after the OJT ends, and there is no apparent cause for dismissing the employee, the employer will not receive any future OJT contracts.

OJT LENGTH

Final approval of the length of an OJT contract at a rate of 50% or less reimbursement will be approved by a Program Supervisor. Current reimbursement rate is 50% of training hours worked; however, contingent upon high budgetary obligations and NEIWDB approval, the reimbursement rate may be reduced.

The general length of the OJT contracts is based on skill, i.e., the higher the skill, the longer the contract. The number of hours is determined by using information coded in two Departments of Labor publications (1) O*NET, Dictionary of Occupational Titles, or Career Info Net and (2) Specific Vocational Preparation Estimates (SVP). To determine the length of training, the following chart will be used:

SVP Level	Hours
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1	80
2	160
3	520
4	1040
5	2080
6+	4160

These figures should be considered as a departure point for determining actual WIOA training hours. If the total number of training hours for the OJT position cannot be provided during the maximum contract length allowable, as many training hours as possible will be provided.

The following factors will be used to modify the length of an OJT should specific circumstances exist:

- If the pre-award employer request for OJT indicates a shorter training length is appropriate, then the shorter training length will be used.
- If a client has previous work experience or classroom training in that job title, the actual length of an OJT contract will be reduced by 40 hours for every one month of previous work experience or classroom training in that job title. If less than one month, the contract will be reduced by 10 hours for each week.
- If the participant has had some hours of job specific classroom training in that field as part of other job specific training, the OJT will be shortened by the hours of that specific related OST time. Northeast Iowa will reduce each OJT by 40 hours for each month of previous directly related training and/or directly related work experience. Previous training or experience which occurred so long ago that skills gained from that experience are obsolete may be disregarded to the extent that those skills need to be relearned or reacquired.
- Under normal conditions, an OJT contract may not exceed 26 weeks in length.
- Additional training time above the actual length of an OJT contract can be allowed if approved by the WIOA Title I Director when extenuating circumstances exist, such as a client who is disabled, an older individual (55 years or older) or a member of other targeted groups or having a barrier to employment. The contract length can be extended to a maximum of 50% above the actual length of the contract to a maximum of 26 weeks.
- Part-time OJT contracts are permitted if approved by the WIOA Title I Director for participants who are disabled, older individuals (55 years of age or older), members of other targeted groups who are able to work only part-time, or in-school youth participants. Part-time contracts may be written for a length of up to 499 hours and a maximum twelve (12) month time period.

- Part-time OJT's can be written in conjunction with OST training when the employment goals at the end of the training are substantially the same, or the OJT experience would aid the OST graduate when beginning the work search, or the OJT would become full-time upon completion of the OST.
- Part-time OJT's can also be written if they meet all other criteria and will become full-time positions by the end of the training period. If part-time OJT's are written, training costs will be reimbursed at the same rate as full-time OJT's, up to 50% of the training wages, and using the same SVP conversion rate.
- A minimum of 160 hours has been established for OJT length except in the case of adjusted training lengths due to classroom training or past work experience in this field. In these cases, a minimum of less than 160 hours of On-the-Job-Training may be justified.

OTHER ON-SITE TRAINING

Actual training costs above and beyond the training normally provided by the employer, to regular employees, may be reimbursed by WIOA, as well as participant support services which allow the participant to receive the training.

The employer will be responsible for the service provider's fees and may be reimbursed for this additional training based on pre-approval by Northeast Iowa staff. Cost of actual training hours may be reimbursed to the employer at the normal reimbursement rate if the participant is receiving wages during that training time.

WAGES AND BENEFITS

Payment by WIOA to employers is compensation for the extraordinary costs of training participants, including costs of classroom training, and compensation for costs associated with the lower productivity of such participants.

The payment by WIOA must not exceed fifty percent (50%) of the wages paid by the employer to the participant during the period of the training agreement. Wages are considered to be monies paid by the employer to the participant. Wages do not include tips, commissions, piece-rate based earnings or non-wage employer fringe benefits. Reimbursement will be made at 50% of the regular hourly rate for actual hours worked including overtime hours. Under no circumstances will overtime rates or holiday rates be reimbursed.

Since OJT is employment, State and Federal regulations governing employment situations apply to OJT. Participants must be paid wages not less than the highest of Federal or State minimum wage or the prevailing rates of pay for individuals employed in similar occupations by the same employer.

An OJT contract may be modified when the employer notifies the specialist of training wage increases if the budget allows. However, if the specialist is not informed in advance of that change, there is no requirement on the part of WIOA to reimburse for the difference.

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 per each support service option. Caps are per participant per program year or per activity. Support caps can be altered with written permission of the NEIWDB Executive Director and documented in the data management system.

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

CLOTHING (CHG)

New 10/27/2022

Payments for items such as uniforms, clothes and shoes that are necessary for participation in WIOA Title I activities, including interviewing, employment or experiential learning services are allowable. Maximum expenditure for these items is \$500.00 per activity and \$800.00 maximum per participant per program year.

Protective gear items are allowable. Maximum expenditure for this is \$1,300 per participant per program year.

DEPENDENT CARE (DPC)

New 10/27/2022

The cost of dependent care from licensed daycare providers or from private sources agreed upon by the participant and WIOA Title 1 Service provider career planner is allowable. Dependent care payment may not be made to individuals living in the same household. Dependent care includes child or adult care. Higher rates may be allowed in special cases, including, but not limited to, care of an infant, sick child, or person with a disability. If an unemployed parent of the child(ren) resides in the home, no childcare support will be provided. 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 be used to assist participants with additional study time while enrolled in postsecondary education, at a ratio not to exceed one classroom hour to additional two study hours.

A maximum of \$4.80/hour per dependent or the rate of the provider, whichever is less, may be reimbursed; \$48.00/day maximum per dependent. Maximum expenditure is \$9,000.00 per participant per program year

EDUCATIONAL ASSISTANCE (EST)

New 10/27/2022

Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes is allowable. Maximum expenditure is \$2,000.00 per participant per program year. EST services plus ITA costs may not exceed \$7,000 per participant per program year.

EDUCATIONAL TESTING (EDT)

New 10/27/2022

Assistance with educational testing required for participation in WIOA Title I activities is allowable. Some examples of educational testing include, but are not limited to, high school equivalency testing, state boards, national exams, and vocational testing. If required for employment, the costs for licenses and application fees are allowable. Maximum expenditure is \$1,00.00 per participant per program year.

FINANCIAL ASSISTANCE (FAS)

New 10/27/2022

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 I 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. Allowable FAS services include housing assistance, eyeglasses repair, auto repair, technology needs for coursework or job search and others as approved by Title I Director.

If utilizing FAS for Housing Assistance, the participant must indicate a need and sign an applicant statement requesting the assistance. Deposits are not allowable. Payment of late fees or interest charges are not allowable. Required documentation for payment includes a copy of a signed lease with the participant's signature; monthly amount due; and a notice of late payment from the landlord. If the lease is not in the participant's name, an applicant statement must be made explaining the relationship between the participant and person named in the lease.

If utilizing FAS for Eyeglass Repair, the participant must provide a quote from eyecare center.

If utilizing FAS for Auto Repair, vehicle repair costs may be provided but must be directly linked to an allowable activity. Required documentation includes a. copy of title or registration showing the client or their spouse, parent/guardian legally owns the vehicle, b. proof of car insurance. c. Valid driver's license d. No cosmetic repairs will be paid using WIOA funds. 3. Vehicle insurance premiums for up to 6 months are also an allowable expense and is a onetime only payment. Two quotes for repairs are required unless the vehicle has to be towed. 4. The participant cannot receive mileage reimbursement and vehicle repairs during the same week. 5. If vehicle repairs are paid, no transportation will be paid

Adult and Dislocated Workers Maximum expenditure is \$1,000.00 per participant per program year. Youth Maximum expenditure is \$2,000.00 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 should 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)

New 10/27/2022

Miscellaneous Services (MSS) is intended to provide assistance to participants with support services needs that are not covered through existing support service categories, or in conjunction with existing support service categories, in order to support their career plan.

The cost of required equipment (such as tools) is an allowed MSS expense if required for their WIOA “Title I” sponsored program.

Prior to utilizing MSS for equipment, it must be ensured that if the equipment includes items such as protective gear, for example, that clothing is the appropriate support service. Various fees related employment are allowed (such as background check).

Limit is not to exceed \$2,000.00 per participant per program year. The WIOA service provider’s authorizer must approve all MSS expenses.

NEEDS RELATED PAYMENTS

Not allowed in Northeast Iowa LWDA.

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 \$1,000.00 per participant per program year.

SUPPORTED EMPLOYMENT AND TRAINING (SET)

Supported employment and training payments are allowable to provide individuals requiring individualized assistance with one-to-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 which are designed to prepare the participant for continuing non-supported competitive employment. Employment positions supported at sheltered workshops or similar situations may not utilize SET.

SET may be conducted in conjunction with experimental learning activities such as INT, OJT, SHW, PRE and WEP. Examples of SET use include hiring a mentor, job counselor, or job coach to assist the trainee in adjustment to an OJT situation or hiring a mentor or tutor for one-on-one

instruction for a student or hiring a job coach for an individual who has been placed in competitive employment. The length of a Supported Employment and Training contract may not exceed six months. Maximum expenditure is \$1,000 per participant per program year.

TRANSPORTATION (TRN)

New 10/27/2022

The cost of transportation necessary to participate in WIOA Title I activities and services, including job searching and job interviews, is allowable.

Assistance can consist of per mile reimbursement, parking costs, fuel purchase orders, bus and/or taxi passes and bicycle purchases (bicycle purchases only are capped at \$250.00 per participant per enrollment).

Parking cost, if required to attend scheduled training and approved by the Title I Director, may be reimbursed at a rate of fifty (50) cents per hour.

Maximum mile reimbursement is the current Federal Rate. Daily travel reimbursements are limited to one round trip per day activity, capped at \$40.00 per day.

Maximum expenditure, excluding purchase of bicycle, is \$5,000.00 per participant per program year.

In addition, youth participants may receive support with driver education costs up to \$600 maximum per enrollment through TRN support service.

YOUTH INCENTIVE PAYMENTS AND STIPEND

Introduction

As WIOA youth programs are driven by performance outcomes, incentives encouraging successful completion are beneficial to youth, program providers and local areas. The Northeast Iowa Workforce Development Board (NEIWDB) Youth Incentive and Stipends Policy will ensure that allowable and necessary incentives and/or stipends will be given to WIOA youth participants to help encourage achievement of goals outlined as part of their Individual Service Strategy (ISS).

Policy:

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1. The criteria for incentive awards are tied to the youth performance outcomes as established by WIOA. Incentives may be awarded to participant based upon their progress and/or achievement of milestones in the program tied to work experience, education, or training outlined in their Individual Service Strategies (ISS).

2. A participant may receive more than one incentive for the achievement of multiple outcomes. Incentives will be awarded to participants through follow-up services. Due to availability of funds, incentive amounts may vary throughout a program year.
3. Incentive and Stipends must be:
 - a. Outlined in writing before the commencement of the program that may provide incentive payments
 - b. Align with the local program’s organizational policies
 - c. Are in accordance with the requirements contained in the Uniform Administrative Requirements 2 CFR 200 in regards to cost principles and audit requirements for federal awards.

Definitions:

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1. Incentive
 - a. An incentive is a payment to an enrolled youth participant for successful participation and achievement of expected outcomes as identified in the participant’s Individual Service Strategy (ISS).
 - b. The incentive must be linked to attendance or achievement and must be related to training, education, work readiness and or an occupational skills attainment activity that specifically addresses at least one of the fourteen (14) required youth program elements.
 - c. Such achievements must be documented in the Iowa*WORKS* case management system and the participant’s ISS.
 2. Stipend
 - a. The stipend payment must be a lump sum based on attendance, for a specific time frame, and may not be based on an hourly rate to encourage participation.
 - b. The stipend is used as a subsidy and is for activities such as classroom instruction.
 - c. Stipends must be paid based on actual hours of attendance.
 - d. Attendance in the activity must be documented as the basis of stipend payments.
 - e. Payment must be based on actual time of participation in the activity as documented on the attendance sheet.
 - f. The attendance sheet must be signed by the participant and the instructor/Case Manager and submitted for payment.
 - g. The original will be maintained in the participant’s file.

ALLOWABLE INCENTIVES AND STIPENDS

Incentives	
Incentive	Amount
High School Diploma	\$250.00
High School Equivalency	\$250.00

High School Grades (A/B/C)	\$50/\$40/\$30
Achievement of Basic Skills/Benchmark Goal	\$75.00
Completion of Workplace Readiness Curriculum	\$75.00
10 Future Economic Opportunity Credits (max \$400 per participant)	\$100.00
Monthly Perfect Attendance for Employment	\$100.00
Credential Attainment	\$100.00
Work-Experience Activity (successful completion)	\$200.00
Employed for both 2 nd and 4 th Quarter after Exit	\$500.00

Stipends

Stipend	Amount
9 Hours of High School Equivalency Classes	\$65 per wk.
High School Full Week of Attendance	\$65 per wk.
Class Directly Related to the 14 Youth Services	\$50 per class

DESCRIPTION AND DOCUMENTATION REQUIREMENTS

1. In order to process the incentive, the required documentation will be placed in the participant's file, documented in the appropriate Iowa*WORKS* screen, and case noted in Iowa*WORKS* demonstrating the criteria to receive the incentive has been met.
2. A completed request form (with supporting documentation) will be submitted for approval to the WIOA Supervisor
3. High School Diploma Incentive Award \$250
 - a. Participants, enrolled in education at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a high school diploma.
 - b. The amount of the incentive is \$250.00.
 - c. In order to receive the incentive, documentation, in the form of a copy of the diploma or transcripts, will be submitted.
4. High School Equivalency Incentive Award \$250
 - a. Participants who earn their high school equivalency after the date of participation, or at any point during the program, are authorized to receive an incentive award for successful completion of the program.
 - b. Participants will receive an incentive of \$250 for successful completion.
 - c. In order to receive the incentive, documentation in the form of a copy of the High School Equivalency transcript or comprehensive score report indicating scores will be submitted.
5. High School Grades Incentive Award (\$30-\$50)

- a. Participants, enrolled in high school at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a grade of "C" or better, in each subject, at the end of each formal grading period.
 - b. High School Grade Incentives will not be paid for "C" or better grades at the end of any formal grading period in which the participant earned "F" or "Failing" grades for any High School class/course.
 - i Participants will be eligible to receive: \$50 for A's, \$40 for B's, and \$30 for C's.
 - ii In order to receive the incentive, documentation in the form of a formal grade card will be submitted.
 - iii Participants enrolled in both high school and college courses simultaneously will be eligible for incentives pertaining to high school grades only.
 - c. Participants, enrolled in adult high school at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a passing grade in each subject, upon completion of course.
 - i Participants will be eligible to receive: \$50 for A's, \$40 for B's, and \$30 for C's.
 - ii In order to receive the incentive, documentation in the form of a formal grade card will be submitted.
 - d. This award shall be given no more than once per course.
6. Achievement of Basic Skills/Benchmark Goal Incentive Award \$75.00
- a. In the youth program, goals are determined as part of the ISS.
 - b. Benchmark goals are set to enable participants to receive incentives for accomplishing those benchmarks.
 - c. Goals must be attainable within one year of the date established; if one is accomplished another goal can be set.
 - d. Example goals include but are not limited to:
 - i obtaining unsubsidized employment,
 - ii completing semesters of post-secondary education,
 - iii completion of entrepreneurship courses, attaining a certificate that is not a credential (OSHA 30, etc.),
 - iv and any activity that links to the 14 elements and is appropriate for the individual participant.
7. Ten Future Economic Opportunity (FEO) Credits Incentive Award \$100
- a. A full list of the FEOs can be found in Attachment A. A student must complete 10 credits listed to receive the \$100 incentive. Maximum per participant is \$400.
8. Completion of a Work Based Learning Incentive Award \$200
- a. Participants who successfully complete a Work Based Learning associated with an ISS identified goal during WIOA youth participation are authorized to receive an incentive award.
 - b. The amount of the incentive is \$200.

- c. In order to receive the incentive, documentation in the form of a participant evaluation form will be completed showing satisfactory progress or better on all training objectives and placed in the file.
 - d. Incentive is limited to one per participant.
9. Monthly Perfect Attendance for Subsidized/Unsubsidized Employment Incentive Award \$100
- a. Participants who are in either subsidized or unsubsidized employment who have a perfect attendance record in any given month will receive a \$100 incentive.
 - b. Perfect attendance must be backed up by a timesheet signed by the employer.
 - c. Maximum per participant \$600.
10. Achievement of a Credential Incentive Award \$100
- a. Participants, enrolled in education at the date of participation or at any point during the program, are authorized to receive an incentive award for attainment of a credential as defined by WIOA.
 - b. The amount of the incentive is \$100.00.
 - c. In order to receive the incentive, documentation in the form of a copy of the degree, certificate, or transcript will be submitted.
11. Employed for Both 2nd and 4th Quarter After Exit Incentive Award \$500
- a. As a performance measure any participant who is successfully employed in both the 2nd and 4th quarter after exit will receive an incentive in the amount of \$500.

STIPENDS

1. Stipend payments may not be paid for more than 70 weeks total.
- a. Minimum of 9 Hours of High School Equivalency Classes Stipend \$65
 - i. A stipend of \$65 per week will be awarded to students who attend a documented minimum of 9 hours of High School Equivalency classes in a week.
 - b. High School Full Week of Attendance Stipend \$65
 - i. A stipend of \$65 per week will be awarded to enrolled high school students with a documented full week of attendance as defined by school district policy.
 - c. Class Directly Related to the 14 Youth Services Stipend \$50
 - i. A stipend of \$50 per class for attending and successfully completing any class directly related to the 14 youth services will be paid to participants.
 - ii. Classes include but are not limited to leadership development, entrepreneurial skills and financial literacy, up to a maximum of \$300.00 per program year.

FUTURE ECONOMIC OPPORTUNITY (FEO) CREDITS

ACTIVITIES	CREDIT VALUE
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Academic Skills	
Increase at least one grade level in math (Can earn credit only once a month) Non-Basic Skills Deficient only	5
Increase at least one grade level in reading (Can earn credit only once a month) NonBasic Skills Deficient only	5
Increase typing skills by 10 wpm	2
Complete computer literacy class (Basic Computers, Word and Excel)	5
Occupational	
OSHA 10-hour certification	5
First Aid/ CPR training/certification	5
Career and work readiness	
Create a workable resume	2
Obtain 2 letters of recommendation (non-family)	1
Complete a scholarship application/letter (1 credit for each, up to 5)	1
Complete the FAFSA application (Work through worksheet first with case manager)	1
Attend a college tour	5
Create a workable cover letter	1
Complete LinkedIn Learning course for Entrepreneurship	1
Create LinkedIn profile	2
Participate in job shadowing (min 2 hours)	3
Complete 3 hours of LinkedIn Learning courses	3
Participate in mock interview with another case manager	1
Participate in employer mock interview (Above average Rating)	3
National Career Readiness Certification - at least a Silver	5
Attending a job fair/hiring event and get info for three employers/positions	2
Complete three job applications (verified)	2
Complete a master application and review with case manager	1
Attend a center workshop that does not qualify for a youth stipend	1
Leadership	
Attend City council meetings	1
Participate in community presentations	1
Attend a smoking cessation class (each time)	1
Serve on community committees (each time attend)	1

Personal Growth	
Open a savings account	2
Make monthly deposit into savings account (1 credit per month with minimum \$25 deposit - up to 6 months)	1
Do a budget for housing	2
Complete income tax return	2
Participate in parenting classes (each time)	1
Register to vote	1
Attend class on how to plan a trip (location, transportation, food, and activities)	2
Set up an appropriate email account	1
Create an appropriate voice mail message	1
Obtain a library card	1
Utilize library services monthly (each time)	1
Read a book and write a one-page report (each time)	1
Create appropriate social media page/make current page job appropriate	1
Participate in home visit/family support/human service visit (each time) up to 6	1
Wellness/Leisure	
Attend counseling/treatment classes (each time)	1
Complete a continuing education class/demonstrate skill	5
Attend workout class/session	1
Getting/establishing medical and dental providers	1

SUPPORTIVE SERVICES- PROCEDURES FOR REFERRAL POLICY

LWDBs must define the procedures for referral to such services, including how such services will be funded when they are not otherwise available from other sources.

All attempts to find other supportive service funding and the reasons for needing WIOA funding must be documented in the IowaWORKS system. Potential sources for other funding may include state-funded sources, PELL Grants or Trade Adjustment Assistance (TAA).

UNDEREMPLOYED INDIVIDUALS

NEIWDB 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 from their previous employment. Must be at 80% or below previous earnings.