**Local Plan Modification Transmittal Form**

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| **To Be Completed by LWDB** | | **STATE USE ONLY** | |
| **LWDB:** | **Region 3-4** | **Date Received:** |  |
| **Date Submitted:** | **May 23, 2019** | **Date Approved:** |  |
| **Provide a description of Local Plan changes below:** | | **Effective Date:** |  |
| **Title I Rep:** |  |
| Add the following to the Region 3-4 Local Service Plan as Page 63-65:   1. **Geographical Preference for Enrollment Policy and Procedures:**   The Geographical Preference for this Region is that the participant must be a resident within the following counties: Buena Vista, Clay, Dickinson, Emmet, Kossuth, Palo Alto, Lyon, O’Brien, Osceola and Sioux or within the local School District boundaries that fall within the counties listed. For individuals living outside of these boundaries who request assistance from this Region, the application must be forwarded to the current residency WIOA Title I Director to either approve assistance or defer the application for service to this region. Approval must be documented in the data management system. If the current residency WIOA Title I Director defers the application for service to Region 3-4, staff from Region 3-4 will proceed with service.   1. **Eligibility Determination Policy for Participation of Minors:**   The Region 3-4 LWDB does not authorize any additional responsible adults outside of those mentioned in the State Policy to authorize program participation for minors.   1. **Ineligibility to Receive Services Policy:**   On the date that the 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 10 business days, stating the final determination of services.   1. **Closure of Services Due to Fraud Policy:**   On the date that the individual is found to have committed or attempted to commit fraud to receive services, the individual will be mailed a letter stating the determination and provide them 30 days to respond to the fraud status. A final determination will be made after the 30 days have expired and the individual will be mailed a letter, within 10 business days, stating the final determination of services.   1. **Selection of Adult Mentors Policy:**   The following is the selection and screening process for Adult Mentors in Region 3-4:  Region 3-4 will partner with other Partner Agencies for Adult Mentoring Services. Region 3-4 will verify with the partner agency that they have conducted a current background check on all mentors being considered for Title I participants.    **Objective Assessment Policy:**  Region 3-4 will utilize one or a combination of the following assessments as part of the Objective Assessment Service: TABE 9/10 or 11/12, CASAS, CAPS/COPS/COPES, My Skills/My Future, Skills Matcher, O\*NET Interest Profiler, or assessments used by local school districts.   1. **Support Services Policy:**   General  The American Job Center partners will work in conjunction to ensure that duplication of services does not happen for dual enrolled participants.  Miscellaneous Services  Bonding is an allowable cost unless funds are available from other resources. If bonding is an occupational requirement, it should be verified that the participant is bondable before the participant  is placed in training for that occupation. The cost of Legal Aid Services is allowed. Limit is not to exceed $500 per participant for the entire training period. Must be required for their WIOA sponsored program.  Needs-Related Payments  Not allowed in Region 3-4.  Youth Incentive Payments  Incentive payments to youth participants are allowed for recognition and achievement directly tied to training activities and experiential learning activities. Incentive payments must be: (a) Tied to the goals of the specific program; (b) Outlined in writing before the commencement of the program that may provide incentive payments; (c) Align with the local program’s organizational policies; and (d) In accordance with the requirements contained in the Uniform Administrative Requirements 2 CFR 200.  All youth enrolled in the Workforce Innovation and Opportunity Act (WIOA) Title I program in Regions 3 and 4 will be eligible to receive an incentive or bonus if they meet **all** of the following criteria:    · Youth must be enrolled in the Workforce Innovation and Opportunity Act (WIOA) Title I youth program  · This policy will apply to Any WIOA Title I Youth Activities or combination of activities  · Youth must successfully complete the activity or combination of activities as outlined in the Individual Service Strategy (ISS). Successful completion shall be defined as completing any activity or combination of activities at the expected level of completion as defined in the ISS.  · Youth must complete the activities or combination of activities in the timeframe outlined in the ISS.  · Youth must submit on a timely basis the time and attendance reports, claims, and/or progress reports. Timely basis shall be defined as receiving the report by the 10th of the month following the reporting period.  · Progress reports completed by the training provider (institution, worksite, school, etc.) must reflect average evaluations. This evaluation will be based on the abilities of the individual being evaluated. Thus a rating of “excellent” in each category is not required to be eligible for the bonus/incentive.  · Youth are eligible to receive one bonus/incentive payment per year.  · The incentive/bonus payment shall be in the amount of $200.00.   1. **Additional Assistance for Youth Policy:**   Region 3-4 identifies the following categories for Youth Needing Additional Service in addition to those outlined in State Policy: Father of an unborn child   1. **Economic Self-Sufficiency:**   For economically disadvantaged adults, the criteria for such services would be as follows:  Selection of training which meets demand occupation criteria as noted in Labor Market Information data.  Willingness to relocate to obtain such employment if not available in the region. Projections that such training will result in meeting or exceeding the regional standard for self ­sufficiency wage levels.    A self­ sufficiency wage for the WIOA Title I Adult program is defined as employment which when combined with the wages of all other family members, brings the entire family income to at least 150% of the United States Department of Labor's LLSIL.    For the WIOA Title I Dislocated Worker program, the same standards previously described (selection of demand occupations and willingness to relocate) apply, as well as the following:    Achievement of earnings replacement at 6 months that meets the negotiated standard at the time of the measure.  The regional board developed this definition with input from the WIOA core partners and the state WIOA staff. The board reviewed the current definition of self ­sufficiency under WIOA, reviewed labor market information for the region, and reviewed current performance measures to ensure the definition would meet the needs of the region's labor market and job seekers.     1. **Underemployed Individuals Policy:**   Region 3-4 outlines the following criteria to qualify as an Underemployed Individual under the Adult and Dislocated Worker Programs:   1. Currently employed on a less than full time basis and is seeking full time employment. 2. Currently in a position that is below their level of skills and training. 3. Currently meets 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. 4. **Individualized Career Services Policy:**   Region 3-4 will utilize the following assessments to determine eligibility:   1. TABE 9/10 or 11/12 or CASAS   The TABE 11/12 and CASAS assessments are approved for use by the National Reporting System. | | | |

**Approvals:**

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**LWDB Chair Date CEO Chair Date**