

Local Plan Modification Transmittal Form

To Be Completed by LWDB		STATE USE ONLY	
LWDB:	Region 1	Date Received:	
Date Submitted:		Date Approved:	
Provide a description of Local Plan changes below:		Effective Date:	
		Title I Rep:	

Add the following to the Region 1 Local Service Plan:

1. Geographical Preference for Enrollment Policy and Procedures:

The Geographical Preference for Region 1 is that the participant must be a resident within the following counties: Allamakee, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Howard, and Winneshiek, or attending one of the following school districts located within one of these counties. Preference is also given to those living outside of the region, but the Region 1 One Stop or satellite office is the closest location to access America's Job Center services. For individuals living outside of these boundaries who request assistance from Region 1, approval must be requested from the WIOA region of residency and documented in the data management system.

2. Eligibility Determination Policy for Participation of Minors:

The Region 1 LWDB does not authorize any additional responsible adults outside of those mentioned in the State Policy to authorize program participation for minors. State Policy states: Another responsible adult may include-

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

3. Ineligibility to Receive Services:

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

4. Closure of Services Due to Fraud:

On the date that an individual is found to have committed or attempted to commit fraud to receive services,

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

5. Screening and Selection of Adult Mentors:

The following is the selection and screening process for Adult Mentors in Region 1:

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

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

OR Region 1 could partner with other Agencies certified in Adult Mentoring Services.

6. Objective Assessment:

Region 1 will utilize one or a combination of the following assessments as part of the Objective Assessment Process: TABE, CASAS, Career Coach, O*Net Interest Profiler, Career Scope, CAPS/COPS/COPES, and/or NCRC. Assessment tools are evaluated on an ongoing basis by the service provider. The selection/addition of actual instruments will occur throughout the course of enrollment.

7. Support Services:

Support service payments may be provided, when necessary, to enable a participant to participate in a WIOA Title I activity or a partner activity. Support service payments can be made only when the participant is unable to obtain the service through other programs providing such services. The American Job Center partners will work in conjunction to ensure that duplication of services does not happen for dual enrolled participants. There is no overall support cap per participant per program year in Region 1.

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

Clothing (CHG)

Payments for items such as clothes and shoes that are necessary for participation in WIOA Title 1 activities, including interviewing, employment, internships, or work experience are allowable. Items such as uniforms and safety equipment are generally allowable. Maximum expenditure is \$300.00 per participant.

Dependent Care (DPC)

The costs of dependent care from licensed institutions or from private sources agreed upon by the participant and WIOA staff are allowable. DPC payments will be paid directly to the participant. The classroom training rate is set at \$2.00 an hour for one child and \$3.00 an hour for two or more children with an overall per day cap of \$16 a day for one child and \$24 a day for two or more children. Dependent care includes child or adult care for which the participant would normally be responsible. Dependent care support should only be used when the participant is not eligible for, or is pending approval of, Child Care Assistance through DHS or Promise Jobs.

Educational Assistance (EST)

Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes is allowable. Maximum expenditure is \$1000.00 per program year.

Educational Testing (EDT)

Assistance with educational testing required for participation in WIOA Title 1 activities is allowable. Some examples of educational testing include, but are not limited to, high school equivalency testing, state boards, national exams, and vocational testing. If required for employment, the costs for licenses and application fees are allowable. Maximum expenditure is \$500.00 per participant.

Financial Assistance (FAS)

The purpose of a Financial Assistance Payment is to make a payment to a service provider or vendor on behalf of a participant. This payment is used to cover an emergency financial need of a participant that, if unmet, would prevent the participant from participating in WIOA Title 1 activities or maintaining employment. FAS may not be used to pay any type of fines or penalties imposed because of failure to comply with any federal, state or local law or statute. Maximum expenditure is \$500.00 per participant per fiscal 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.

Miscellaneous Services (MSS)

The cost of required equipment and tools is allowed. Various fees related to education and/or employment are allowed. Must be required for their WIOA Title 1 sponsored program. Maximum expenditure is \$2,000 per participant.

Needs-Related Payments

Not allowed in Region 1

Services for Individuals With Disabilities (SID)

The costs of special services, supplies, equipment, and tools necessary to enable a participant with a disability to participate in an education or employment related activity is allowable. It is not an allowable use of WIOA Title 1 funds to make capital improvements to a training or work site for general compliance with the Americans with Disabilities Act requirements. Maximum expenditure is \$1000.00 per participant.

Stipends (STI) - Youth Only

Not allowed in Region 1

Supported Employment and Training (SET)

Supported Employment and Training payments are allowable to provide individuals requiring individualized assistance with the one-on-one instruction and with the support necessary to enable them to complete occupational skill training and to obtain and retain competitive employment. SET may only be used in training situations that are designed to prepare the participant for continuing non-supported competitive employment. SET may be conducted in conjunction with experiential learning activities. An example of SET use would be the hiring of a job coach to assist an individual who has been placed in competitive employment. Region 1 funds are the resource of last resort for Supported Employment and Training. The length of a Supported Employment and Training contract may not exceed six months. The service provider must have an established rate for the service and charges must be in the same manner and at the same rate as other entities purchasing similar services. Maximum expenditure is \$500.00 per participant.

Transportation (TRN)

The cost of transportation necessary to get to and from training activities including job interviews is allowable. A limit of twenty-five (25) cents per mile or at a rate equivalent to the most economical local mass

transportation rate will be paid directly to participant, not to exceed \$15.00 per day.

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

Youth Incentive Payments (YIP)

All youth may be eligible to receive a Youth Incentive Payment if they meet the following criteria:

- Youth must be enrolled in the Workforce Innovation & Opportunity Act (WIOA) Youth Program.
- This policy will apply to any WIOA 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 will be defined as completing any activity or combination of activities at the expected level of completion as defined in the ISS.
- Progress reports completed by the training provider (institution, worksite, school, etc.) must reflect above 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.
- Maximum expenditure is \$300.00 per year.
- Payments will be in the amount of:
 - \$200.00 for achievement of all goals in the ISS
 - \$50.00 for achievement of a measurable skills gain by increasing an Educational Functioning Level (EFL) on a reading or math retake

8. Additional Assistance for Youth Policy:

Region 1 identifies the following categories for Youth Needing Additional Assistance in addition to those outlined in State Policy: Father of an unborn child, Out of School youth with no work history.

9. Economic Self-Sufficiency:

Region 1 adopts the State Standard for Economic Self-Sufficiency.

10. Underemployed Individuals Policy:

Region 1 outlines the following criteria to qualify as an Underemployed Individual under the Adult and Dislocated Worker Programs:

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

11. Individualized Career Services Policy:

Region 1 will utilize the following assessments when necessary to determine eligibility:

1. TABE and/or CASAS

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

Approvals:

Justin E. Beckler 4-23-19
LWDB Chair Date

James Beard 4/23/19
CEO Chair Date